

Policy

Hamilton Township

Board of Education

Section: Program

2415.04. TITLE I-DISTRICT-WIDE PARENTAL INVOLVEMENT (M)

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GENERAL EXPECTATIONS

The Hamilton Township School District (HTSD) will put into operation programs, activities, and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with Section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities, and procedures will be planned and operated with meaningful consultation with parents of participating children.

Consistent with Section 1118, the school district will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of Section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with Section 1118(d) of the ESEA.

The HTSD will incorporate this District-Wide Parental Involvement Policy into its school district's plan developed under Section 1112 of the ESEA.

In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the school district and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Section 1111 of the ESEA in an understandable and uniform format, including alternative formats upon request, and to the extent practicable, in a language parents understand.

If the school district's plan for Title I, Part A, developed under Section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the New Jersey Department of Education.

In the event the school district is required to reserve and spend at least one percent of the district's Title I, Part A allocation, the school district will involve the parents of children served in Title I, Part A schools in decisions about how these funds will be spent and will ensure that not less than ninety-five percent of the one percent reserved goes directly to the schools.

The HTSD will be governed by the following statutory definition of parental involvement, and expects Title I schools in the district will carry out programs, activities, and procedures in accordance with this definition:

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving pupil academic learning and other school activities, including ensuring-

1. That parents play an integral role in assisting their child's learning;
2. That parents are encouraged to be actively involved in their child's education at school;
3. That parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child; and
4. The carrying out of other activities, such as those described in Section 1118 of the ESEA.

In the event the State of New Jersey or the New Jersey Department of Education has a Parental Information and Resource Center, the school district will inform parents and parental organizations of its purpose and existence.

Below is a description of how the HTSD will implement or accomplish each of the following components outlined below (Section 1118(a)(2), ESEA):

1. The district will take the following actions to involve parents in the joint development of its district-wide parental involvement plan under Section 1112 of the ESEA:
 - a. Convene an annual Title I meeting, at a convenient time, to which all parents of participating pupils shall be invited and encouraged to attend, to inform parents of the district's participation and the requirements of this Policy, and the right of the parents to be involved.
 - b. Offer a flexible number of meetings, such as meetings in the morning or evening, and may provide, with Title I funds, transportation, child care, or home visits, as such services relate to parental involvement.
2. HTSD will take the following action to involve parents in the process of school review and improvement under Section 1116 of the ESEA:
 - a. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs, including the planning, review, and improvement of the district parental involvement policy.
3. HTSD will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve pupil academic achievement and school performance:

- a. Convene an annual Title I meeting, to which all parents shall be invited to attend, to inform and involve parents in planning and implementing effective parental involvement activities to improve pupil academic achievement and performance.
 - b. Hold monthly administrative meetings during which Title I activities will be discussed.
 - c. Describe and explain the district curriculum, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet.
 - d. Provide parents opportunities to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestion as soon as practicably possible.
4. HTSD will coordinate and integrate parental involvement strategies in Part A with parental involvement strategies under the following other programs:
- a. English Language Learner Program
 - b. Special Education Advisory Committee
 - c. Elementary & Secondary Education Act (ESEA) Planning Committee
5. HTSD will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this Parental Involvement Policy in improving the quality of Title I, Part A. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school district will use the findings of the evaluation about its Parental Involvement Policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies.
- a. An evaluation conducted through a parent survey and a district personnel survey, as well as through round-table discussions involving both parents and district personnel.
 - b. Collaboration between the Title I Director, the English Language Learner Program Director, and the District's Basic Skills Improvement Program Coordinators.
 - c. Parents as active participants throughout the entire process.

The Hamilton Township School District (HTSD) will build the district's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the district, parents, and the community to improve pupil academic achievement, through the following activities specifically described below:

1. HTSD will, with the assistance of its Title I, Part A, provide assistance to parents of children served by the district, as appropriate, in understanding topics such as the following, by undertaking the actions described below:
 - New Jersey's academic content standards;
 - New Jersey's pupil academic achievement standards;
 - The New Jersey and local academic assessments including alternate assessments;
 - The requirements of Part A;
 - How to monitor their child's progress; and
 - How to work with educators.

Activities such as workshops, conferences, classes, both in-State and out-of-State, including any equipment or other materials that may be necessary to ensure success will be provided.
2. The district will provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement, by:
 - a. facilitating parental involvement meetings
 - b. opening the district's doors after-hours in collaboration with the Community Education Director in an effort to provide the parents access to technology
 - c. providing educational workshops for the parents in regards to their children's education
3. The district will educate its teachers, pupil services personnel, Principals and other staff in how to reach out to, communicate with, and work with parents as equal partners in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and the district, by:
 - a. Providing in-house workshops
 - b. Providing educational literature
 - c. Providing funding for out-of-district workshops
4. HTSD will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public

preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in fully participating in the education of their children, by:

- a. Including parents in district activities such as but not limited to: Open Houses, Back to School Nights, American Education Week, Parent-Teacher Conferences and special celebrations.
5. HTSD will take the following actions to ensure that information related to the district and parent programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:
- a. Parent information letters and newsletters are regularly mailed to the homes as well as posted on the school websites.
 - b. As necessary, letters are translated by school personnel and/or Internet translation tools.
 - c. Telephone conferences with parents, when possible, are held in native languages.
 - d. Discussing it at appropriate district related functions

ADOPTION

This District-Wide Parental Involvement Policy has been developed jointly, and agreed on with parents of children participating in Title I, Part A programs. This Policy will be distributed to all parents of participating Title I, Part A children in an understandable and uniform format and, to the extent practicable, in a language the parents understand, at the beginning of each school year or when the child is determined eligible and begins participating in Title I, Part A programs.

United States Department of Education Non-Regulatory Guidance Appendix D- District-Wide Parental Involvement Policy

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