

TOLLAND PUBLIC SCHOOLS
Tolland, Connecticut

ADMINISTRATIVE REGULATION REGARDING: Title I Parent Involvement

Number: 1060
Community

Approved: 6/11/03

In order to achieve the desired level of Title I parent involvement desired by the Tolland Board of Education policy on this topic, these regulations guide the development of each school's annual plan designed to foster a cooperative effort among the parents, school and community.

A. Guidelines

Parent involvement activities developed at each school will include opportunities for:

- ❖ Volunteering;
- ❖ Parent education;
- ❖ Home support for child's education
- ❖ Parent participation in school decision-making.

The school system will provide opportunities for professional development and resources for staff and parents/community regarding effective parent involvement practices.

B. Roles and responsibilities

1. Parents

It is the responsibility of the parent to:

- ❖ Actively communicate with school staff;
- ❖ Be aware of rules and regulations of school;
- ❖ Take an active role in the child's education by reinforcing, at home, the skills and knowledge the student has learned in school;
- ❖ Utilize opportunities for participation in school activities.

2. Staff

It is the responsibility of the staff to:

- ❖ Develop and implement a school plan for parent involvement;
- ❖ Promote and encourage parent involvement activities;
- ❖ Effectively and actively communicate with all parents about skills, knowledge and attributes student is learning in school and suggestions for reinforcement;
- ❖ Send information to parents of Title I children in a format and, to the extent practicable, in a language the parents can understand.

3. Community

Community members who volunteer in the schools have the responsibility to:

- ❖ Be aware of rules and regulations of the school;
- ❖ Utilize opportunities for participation in school activities.

4. Administration

It is the responsibility of the administration to:

- ❖ Facilitate and implement the Title I parent involvement policy;
- ❖ Provide training and space for parent involvement activities;
- ❖ Provide resources to support successful parent involvement practices;
- ❖ Provide in-service education to staff regarding the value and use of contributions of parents and how to communicate with and work with parents as equal partners;
- ❖ Send information to parents of Title I children in a format and, to the extent practicable, in a language the parents can understand.

SCHOOL-LEVEL PARENTAL INVOLVEMENT COMPACT

This school-level parent involvement compact provides an understanding of the joint responsibility of the District and parents/guardians for improving student academic achievement and school performance. The District provides opportunities for parent/guardian involvement by:

Parent/Guardian Involvement (NCLB § 1118(c))

1. Convening an annual meeting, at a convenient time, to which all parents/guardians of participating children are invited and encouraged to attend, to inform parents/guardians of their school's participation under Title 1 and to explain the requirements of Title 1, and the right of the parents/guardians to be involved. The Building Principal or designee shall:
 - ♦ Invite all parents/guardians of participating children to the annual meeting at school.
 - ♦ Explain the rights of parents/guardians to be involved in establishing this compact.
 - ♦ Introduce and involve the building representative on the District-level committee.
 - ♦ Provide an overview of Title I and give parents/guardians an opportunity to express questions and concerns.
 - ♦ Indicate the mechanisms by which the committee work will be communicated.
 - ♦ Seek the involvement and input of parents/guardians.
 - ♦ Provide child care so that all parents/guardians who would otherwise be unable to attend may attend.

2. Offering a flexible number of meetings, such as meeting in the morning or evening, and may provide, with funds provided under this section, transportation, child care, or home visits, as such services relate to parental involvement. The Building Principal or designee shall:
 - ♦ Provide parents/guardians with opportunities to ask questions and dialogue informally about student academic achievement and school performance.
 - ♦ Engage building-based parent organizations to assist with communication and implementation needs.
 - ♦ Develop and use outreach programs to involve community groups and organizations.

3. Involving parents/guardians in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Title I, including the planning, review, and improvement of the school parental involvement

policy and the joint development of the school wide program plan (under NCLB § 1114(b)(2)), except that if a school has in place a process for involving parents/guardians in the joint planning and design of the school's programs, the school may use that process, if such process includes an adequate representation of parents/guardians of participating children. The Building Principal or designee shall:

- ♦ Identify and establish a process by which an adequate representation of parents/guardians of participating children can occur.
- ♦ Establish a schedule for the building-based committee to plan, review, and recommend improvements to the District parent involvement policy.

4. The Building Principal or designee shall:

- ♦ Provide parents/guardians of participating children timely information about programs.
- ♦ Communicate updates through use of school newsletters, the District website, email and telephone contact, and home visits if needed.

5. The Building Principal or designee will provide a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency level students are expected to meet.

6. The Building Principal or designee shall:

- ♦ Provide parents/guardians, upon request, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any suggestions as soon as practicably possible.
- ♦ Develop a feedback loop for parents/guardians to ask questions and receive follow-up.

7. If the school wide plan under section 1114(b)(2) is not satisfactory to the parents/guardians of participating children, the Building Principal or designee shall:

- ♦ Submit any comments when the school makes the plan available to the School Board.
- ♦ Provide a process for parents/guardians to express concerns and complaints.

Shared Responsibilities for High Student Academic Achievement (NCLB §1118(d))

1. The school is responsible for providing a high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under Title I to meet the State's student academic achievement standards. Each parent/guardian is responsible for supporting their children's learning, by:
 - ♦ Monitoring attendance, homework, and television viewing.
 - ♦ Volunteering in their child's classroom and participating, as appropriate, in decisions relating to their children's education and extracurricular activities.
2. Communication between teachers and parents/guardians occurs on an ongoing basis through:
 - ♦ Parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement.
 - ♦ Frequent reports to parents/guardians on their children's progress.
 - ♦ Reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities.

Building Capacity for Involvement (NCLB §1118(e))

To ensure effective involvement of parents/guardians and to support a partnership among the school's involved, each school shall:

- ♦ Provide assistance to parents/guardians of children served in understanding the State's academic content standards and State student academic achievement standards, State and local assessments, monitoring a child's progress and work with educators to improve the achievement of their children.
- ♦ Provide materials and training (such as literacy, technology, etc.) to help parents/guardians work with their children.
- ♦ Educate teachers and other staff in the value and utility of contributions of parents/guardians and how to effectively communicate with and work with parents/guardians as equal partners.
- ♦ Implement and coordinate parent/guardian programs that will build ties between them.
- ♦ Coordinate and integrate parent involvement program and activities with Head Start, Reading First, and public school and other programs and conduct other activities, such as parent/guardian resource centers that encourage and support parents/guardians in more fully participating in the education of their children.

- ◆ Ensure that information is sent to the parents/guardians of participating children in a format and language that parents/guardians can understand.
- ◆ Involve parents/guardians in the development of training for teachers, building principals, and other educators to improve the effectiveness of such training.
- ◆ Provide necessary literacy training from funds received under this section if the District has exhausted all other reasonably available sources of funding for such training.
- ◆ Pay reasonable and necessary expenses associated with local parental involvement activities, including transportation and childcare costs to enable parents/guardians to participate in school-related meetings and training sessions.
- ◆ Train parents/guardians to enhance the involvement of other parents/guardians.
- ◆ Use outreach programs to involve community groups and organizations.
- ◆ Arrange school meetings at a variety of times, or conduct in-home conferences between teachers and other educators, in order to maximize parental involvement and participation.
- ◆ Adopt and implement model approaches to improving parental involvement.
- ◆ Establish a District-wide parent advisory council to provide advice on all matters related to parental involvement in supported programs.
- ◆ Develop appropriate roles for community-based organizations and businesses in parent/guardian involvement activities.
- ◆ Provide such other reasonable support for parental involvement activities under this section as parents/guardians may request.

In carrying out the parental involvement requirements of this compact, the school, to the extent practicable, will provide full opportunities for the participation of parents/guardians with limited English proficiency or disabilities, including providing information and school reports in a format and, to the extent practicable, in a language such parents/guardians understand. (NCLB §1118(f))