



## Hamilton Middle School Family Involvement Guidelines

2023-2024

As a school that receives Title I, Part A (Title I) funds, Hamilton has developed jointly with the members of the School Site Council and distributed to families of participating children, School Family Involvement Guidelines, that contains information required by section 1118(b) of the Elementary and Secondary Education Act (ESEA). The Guidelines establish Hamilton's expectations for family involvement and describe how the school will implement a number of specific family involvement activities. The Home-School Compact is incorporated into the School Family Involvement Guidelines.

### PART I

**Hamilton agrees to implement the following requirements:**

- jointly develop and distribute to families of participating children, School Family Involvement Guidelines that the school and families of participating children agree on.
- notify families about the School Family Involvement Guidelines in an understandable and uniform format and, to the extent practicable, will distribute these Guidelines to families in a language the family can understand.
- make the School Family Involvement Guidelines available to the local community.
- periodically update the School Family Involvement Guidelines to meet the changing needs of families and the school.
- adopt the school's home-school compact as a component of its School Family Involvement Guidelines.
- agrees to be governed by the following statutory definition of family involvement, and will carry out programs, activities and procedures in accordance with this definition:

### PART II.

#### DESCRIPTION OF HOW THE SCHOOL WILL IMPLEMENT REQUIRED SCHOOL FAMILY INVOLVEMENT GUIDELINES COMPONENTS

***1. Hamilton will take the following actions to involve families in the joint development and joint agreement of its School Family Involvement Guidelines and its schoolwide plan, if applicable, in an organized, ongoing, and timely way under section 1118(b) of the ESEA.***



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- Attendance at one of the district training or school site training. Topics include:
  - i. Responsibilities & Roles of SSC and its members
  - ii. Composition of SSCs
  - iii. Budgetary considerations
  - iv. Single Plan for Student Achievement
  - v. Role of ELAC and other advisory committees
- Plan a meeting with SSC & ELAC members to review the previous year's guidelines and family involvement activities outlined in the Single Plan for Student Achievement.
  - i. Invite other families and stakeholders to attend the meeting
  - ii. Advertise in Title I Newsletter, at Back-to-School night, through teleparent, etc.
- At Meetings
  - i. Review Single Plan for Student Achievement, and as a group, note changes and make adjustments (deletions or additions) as necessary
  - ii. Write or update the Family Involvement Guidelines & Home-School Compacts
  - iii. Oral and written translations are made available upon request.

**2. The Hamilton Staff will take the following actions to distribute to families and the local community, the school's Family Involvement Guidelines:**

- SSC & ELAC meeting
- School Website
- Annual Title I Meeting
- Main Office



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- Back to School Night and Open House
- Parent/Guardian Meetings

**3. Hamilton will update periodically its Family Involvement Guidelines to meet the changing needs of families and the school:**

- At SSC and ELAC meetings
- Family information meetings
- The school site council must vote to approve the guidelines

**4. Hamilton will convene an Annual Title I Public Meeting to inform families of the following:**

- The requirements of Title I, how Title I funds are used at this school, and families' right to be involved.
- Hold a flexible number of meetings at varying times
- Notifications/fliers sent home in language families can understand
- The announcement was made on the school marquee, through Canvas and school messenger.

**5. Hamilton will provide updated information to families about Title I programs throughout the school year:**

- Section of Newsletter
- On Main Office Bulletin Board/Hamilton's webpage
- At SSC, ELAC meetings, and other family meetings (PTA/PTO/CAAP, etc.)

**6. Hamilton will provide families with 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 levels students are expected to meet. Hamilton will also provide opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children:**

- Family workshops; Family surveys
- Principal chats
- In-school newsletters
- Back-to-School night
- Open House
- At SSC & ELAC meetings



**7. Hamilton will submit to the district any family comments if the schoolwide plan under section (1114) (b) (2) is not satisfactory to families of participating children:**

- At School site council meetings

### **PART III**

### **SHARED RESPONSIBILITIES FOR HIGH-STUDENT ACADEMIC ACHIEVEMENT**

**1. Hamilton will build the schools' and families' capacity for strong family involvement, in order to ensure effective involvement of families and to support a partnership among the school involved, families, and the community to improve student academic achievement, through the following activities specifically described below:**

- District training offered for families and staff
- Family education workshops on site
- Family-Teacher Conferences
- Family Workshops posted on the district website
- DCAC, DELAC, and other district family forums/meetings
- District website resources: click "P" for Parent University

**2. Hamilton will incorporate the Home-School Compact as a component of its School Family Involvement Guidelines:**

- Outlines shared responsibility of home, school, and student in academic achievement
- Developed, discussed, and reviewed at the first SSC and ELAC meetings
- The school site council must vote to approve the compact



3. ***Hamilton will, with the assistance of its district, provide assistance to families of children served by the school in understanding topics such as the following:***

- the state's academic content standards
- the state and local academic assessments including alternate assessments

4. ***Hamilton will, with the assistance of the district, provide materials and training to help families work with their children to improve their children's academic achievement, as appropriate, to foster family involvement, by***

- Family Workshops

5. ***Hamilton will, with the assistance of the district and families, educate its teachers and other staff, in how to reach out to, communicate with, and work with families as equal partners, by***

- Teacher/Staff In-services
- Resource Information

6. ***The school will, to the extent feasible and appropriate, take the following actions to ensure that information related to the school and family programs, meetings, and other activities, is sent to the families of participating children in an understandable format and in a language, the families can understand:***

- All materials/notifications sent home to families will be translated, based on demographic data.

#### **PART IV. DISCRETIONARY SCHOOL FAMILY INVOLVEMENT GUIDELINES COMPONENTS**

The School Family Involvement Guidelines may include additional paragraphs listing and describing other discretionary activities that the school, in consultation with its families, chooses to undertake to build families' capacity for involvement in the school to support



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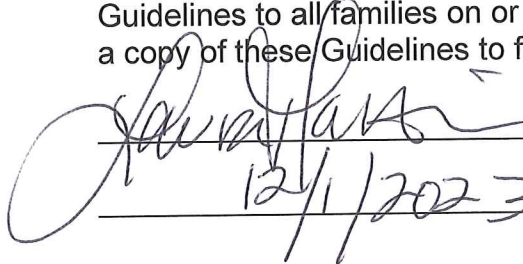


their children’s academic achievement, such as the following discretionary activities listed under section 1118(e) of the ESEA:

- providing necessary literacy training for families from Title I, Part A funds, if the school district has exhausted all other reasonably available sources of funding for that training;
- training families to enhance the involvement of other families; 3
- adopting and implementing model approaches to improving family involvement;
- establishing a district-wide family advisory council (DCAC) to provide advice on all matters related to family involvement in Title I, Part A programs;
- developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in family involvement activities; and
- providing other reasonable support for family involvement activities under section 1118 of the ESEA, as families may request.

**PART V.  
ADOPTION**

Hamilton’s Family Involvement Guidelines have been developed jointly with and agreed upon by, families of children participating in Title I, Part A programs. The Guidelines were adopted by the site’s School Site Council members on 11/28/2023 and will be in effect between 2023-2024 school year. The school will distribute the Guidelines to all families on or before 12/15/23. Hamilton, when feasible, will provide a copy of these Guidelines to families in a language the family can understand.

 \_\_\_\_\_ Signature of Principal  
12/1/2023 \_\_\_\_\_ Date

Revised: November 28, 2023