

# PROCEDURE

PROCEDURE TITLE: <b>Title 1 Parent Involvement</b>		
ADOPTION/EFFECTIVE DATE: <b>5/1/09</b>	MOST RECENTLY AMENDED: <b>5/1/11</b>	MOST RECENTLY REAFFIRMED: <b>5/1/11</b>
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: <b>Stakeholders</b>		

## I. Purpose

The purpose of this procedure is to affirm the Board's Parent/Community Involvement Policy with a specific focus on Title 1 parent involvement. The Title 1 Parent Involvement Procedures will be implemented to establish a strong and effective system of parent involvement within the Title 1 schools, and to establish standards and criteria thereto. The school district agrees to implement the following statutory requirements:

- A. The school district will plan and 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).
- B. The school district will incorporate this district wide parental involvement plan into its LEA plan developed under section 1112 of the ESEA.
- C. 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 through streamline communication to ensure the connection between school and parent.
- D. If the LEA 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 State Department of Education.
- E. The school district will involve the parents of participating children served in Title I, Part A schools in decisions about how the one percent of Title I, Part A funds set aside for parental involvement is spent, and will ensure that not less than 95 percent of the one percent set aside goes directly to the schools.

## II. Scope

This procedure applies to all identified Title 1 schools (school-wide or targeted assistance status) within Harford County Public Schools.

### III. Definition(s)

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

- A. **Parental Involvement:** The participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, 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
  4. The carrying out of other activities, such as those described in section 1118 of the ESEA

### IV. Procedures

A. **Description of how the school district will implement required district-wide parent involvement plan components.**

1. The school district will provide multiple communications to disseminate information to parents including county and state Parental Information. Annual input from parents will be solicited on the HCPS Website (Title 1 link) pertaining to the HCPS Master Plan.
2. The school district will invite Title I parents on a bi-annual basis to develop and revise the HCPS Master Plan to ensure joint development of the district-wide parental involvement policy under section 1112 of the ESEA. Additionally, parents will be invited to assist in an annual revision of the Home/School Compact.
3. The school district will invite Title I parents from each school in the district to serve on the school improvement team with the task of developing Title I school improvement plans and parent involvement procedures as well as convey to the parents their right to be involved.
4. The school district will provide technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance.

5. The school district's central Title 1 Office will:
  - a. Enhance awareness of faculty and staff at each school site on (1) how to involve the parents in a way that makes the parent feel as an equal partner in their child's academic success and (2) the significance of parents' influence on their child's academic success.
  - b. Enhance awareness of faculty and staff at each school site on the importance of streamlining communication between home and school, ensuring, to the extent possible, that the information sent home is in a language and form that parents can understand.
  - c. Provide materials and training to help parents with their child's academic achievement.
  - d. Schedule regular meetings with parents at each school site, encouraging participation to become an active participant in their child's learning process.
  - e. Visit the school sites regularly to assure the policies and plans are being implemented.
  - f. Develop and disseminate a district-wide and school-wide calendar of Parental Involvement activities.
  
6. The school district will coordinate and integrate parental involvement strategies in Title I, Part A with parental involvement strategies with the School Readiness programs supported by the Pre-Kindergarten Program, the Full-Day Kindergarten Program, the Maryland State Curriculum, the Pre-Kindergarten programs for children with disabilities and other programs/ activities to encourage and support parents in participating in the education of their children.
  
7. The school district will conduct, with the involvement of parents, an ongoing evaluation of the content and effectiveness of this parental involvement plan in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention paid to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background) by:
  - a. Conducting an annual Regional Title 1 Parent Survey Evaluation from each Title 1 school, which is compiled at the Central Title 1 Office and the Office of Accountability (See Appendix A). Data from the survey will be provided to schools for review and will be disseminated to school communities. As a result of the survey data, changes will be instituted.
  - b. Assisting in the growth and development of parent groups at each school site.
  - c. Providing copies of the Title I Parent Involvement Procedure at each school and on each school's web page for parents' to view.

8. The school district will use the findings of the evaluation regarding its parental involvement procedure and activities to design strategies for more effective parental involvement, and to revise, if necessary (with parent involvement) its district parental involvement policy to:
  - a. Make recommendations to each participating school to integrate the changes in their respective school level parent involvement plans.
  - b. Provide suggestions for incorporating parent involvement as they relate to school improvement.

## **B. Capacity Building**

The school district will build the schools' and parents' capacity for strong parental involvement in order to ensure effective involvement of parents and to support a partnership among the school, involved parents, and the community to improve student academic achievement through the following activities.

1. The school district will, with the assistance of its Title I, Part A schools, provide assistance to parents of children served by the school district or school, to develop better understanding through parent workshops, conferences and classes. HCPS will hold an annual meeting for Title 1 parents to provide information on:
  - a. the State's academic content standards
  - b. the State's student academic achievement standards
  - c. the State and local academic assessments including alternate assessments
  - d. the requirements of Title 1, Part A
  - e. how to monitor their child's progress
  - f. how to work with educators
2. The school district's central Title 1 Office provides assistance, funding, and materials for parents in the following areas:
  - a. Maryland State Department of Education/NCLB sponsored workshops
  - b. MSA scoring/data meetings/workshops
  - c. Training on progress monitoring and assessments for their child.
  - d. The role of the Title 1 Family Liaison
  - e. Parental Rights Booklets
3. The school district will, with the assistance of its schools, 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, to foster parental involvement. Support will be provided in the following areas:
  - a. The school district's central Title I Office provides funding for materials to help parents work with their children in the following programs:
    - 1) SIPPS – Reading Intervention
    - 2) Success Maker – Math Intervention
    - 3) I Station – Reading Intervention
    - 4) Harcourt – HCPS Reading Core Curriculum
    - 5) LAUNCH – Early childhood Reading Intervention
    - 6) Everyday Math – HCPS Math Core Curriculum
    - 7) Technology – Use of computer programs

4. The school district will educate the entire school staff on how to communicate and work with parents as equal partners and how to coordinate parent programs between parents and schools, by:
  - a. Coordinating in-service at each school site
  - b. Meeting regularly with Family Involvement Team (FIT) at each school site
  - c. Meeting with School Improvement Team (SIT) at each school site
  - d. Meeting with Principals and Instructional Facilitators at each school site
  - e. Meeting with Family Liaisons and Title 1 Teacher Specialists at each school site
  - f. Providing input at school improvement team meetings on professional development for staff
  - g. Providing opportunities on a quarterly basis (or bi-annually) for parents to have input on Principal meetings, New Teacher Orientation, Title 1 Parent Conference, etc
  - h. Planning and implementing the Annual Parent Involvement Training for parents and staff which will be held in the fall of the each year
  
5. The school district will take the following actions to ensure that information related to the school/parent programs, meetings, and other activities is sent to the parents of children in an understandable format, including alternative formats upon request, and to the extent practicable, in a language the parents can understand.
  - a. The school district's central Title I Office will provide school related documents, to the extent possible, for parents in a language and form they can understand by sending press releases, newsletters, and systematic calendars to parents.
  - b. The school district's central Title I Office will provide translation for documents, to the extent possible, for parents. Interpreters at parent meetings will be provided, if needed.
  - c. The school district's central Title I Office supports the efforts of the ELL Office throughout the county.

### **C. Discretionary LEA Title 1 Parent Involvement Plan Components**

The school district, in consultation with its parents, may choose to undertake to build parents' capacity for involvement in the school and school system, and to support their children's academic achievement, through the following discretionary activities listed under section 1118(e) of the ESEA.

1. Involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training.
2. Providing necessary literacy training for parents from Title I, Part A funds, if the school district has exhausted all other reasonably available sources of funding.

3. Paying reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions.
4. Training parents to enhance the involvement of other parents.
5. Maximizing parental involvement in their children's education by arranging school meetings at a variety of times (evenings, weekends, daytime) and locations (off-site in the community), or conducting in-home conferences between teachers who work directly with participating children and parents who are unable to attend conferences at school.
6. Adopting and implementing model approaches to improving parental involvement.
  - a. GED program for parents – partnership with Harford Community College
7. Continuing a district wide parent advisory council to provide advice on all matters including those related to parental involvement in Title I, Part A programs.
8. Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities.
  - a. Hold annual meeting to convey components of Title 1
  - b. Meet quarterly with non-public schools to monitor Title 1 schools
9. Providing other reasonable support for parental involvement activities under section 1118 as parents may request.
10. Maintain PIRCs at each Title 1 school site with flexible hours of operation for parent use.

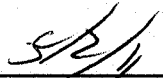
**D. Adoption**

The Harford County Public Schools' Title I Parent Involvement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by sign-in sheets, agendas, and written comments and evaluations.

This plan was originally adopted by the Harford County Public Schools on May 1, 2009 and was revised/reviewed on May 1, 2011. Harford County Public Schools will make this document available (hard copy, website posting) to all parents of participating Title I, Part A children before the beginning of each schools year.

**Approved By:**

  
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**Superintendent of Schools**

  
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**Date**

Revised: 5/1/11

Procedure Number:

Page 6 of 8

## **APPENDIX A**

# PROCEDURE

Procedure Action Dates		
ACTION DATE	ACTION DATE	ACTION DATE
Revised 5/1/11		

Responsibility for Procedure Maintenance & References		
LAST EDITOR/DRAFTER NAME: <b>Palmer, Brad</b>		JOB POSITION OF LAST EDITOR/DRAFTER: <b>Acting Supervisor - HCPS Title I Office</b>
PERSON RESPONSIBLE:		JOB POSITION OF PERSON RESPONSIBLE:
DESIGNEE NAME:		DESIGNEE POSITION:
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