



## Title I

### Parent & Family Engagement

### Plan/Policy

2018/19

**Worcester County Public School's Board of Education and Title I office will plan and support program, activities, trainings, communication, and all procedures for involving parents in Title I schools so that the implementation of the Title I program can be effective. Worcester County has adopted a Parent & Family Engagement Plan/Policy to support the goal of increasing Parent & Family Engagement and partnerships in the schools. This plan outlines the efforts to engage parents and families and build capacity for both parents and educators alike in forming a strong partnership to promote the educational goals that support high academic expectations.**

**To support this plan, Worcester County Public Schools' Title I Office will:**

- 1. Engage parents and families in jointly revising the Title I Parent & Family Engagement Plan (annually) and the Parent & Family Engagement Policy (as necessary). The Parent & Family Engagement Plan/Policy are a part of Worcester County's Bridge to Excellence Plan.**
  - Invite parents from each Title I school to review, provide feedback and suggestions, and revise the district-wide Parent & Family Engagement Plan/Policy (January, May, and July).**
  
- 2. Provide coordination and technical assistance to schools in planning and implementing effective parent engagement activities to improve student achievement and school performance.**
  - Participate in school level Parent Advisory Committee meetings twice a year. Plans are developed and reviewed at these meetings. Implementation is discussed.**
  - Participate in each school's School Improvement Advisory Committee meetings (September).**

- Review plan and discuss evaluation methods of plan with CRTs/Title I Specialist and administrators (August).
  - Hold monthly meetings with CRTs/Title I Specialists from each school and school administrators to support their efforts in the implementation of parent activities.
  - Visit each school regularly to assure that their school level plans are being implemented and provide technical assistance as requested.
- 3. Provide assistance to parents in understanding Maryland's academic content and student achievement standards, state and local assessments, Title I requirements, as well as how to monitor a child's progress and to work with educators to improve student achievement.**
- Maintain and update the WCPS' website including information on state academic standards, achievement standards, achievement levels of each school, Title I, and state and local assessments.
  - Provide inservice to staff on Maryland's academic content and student achievement standards, state and local assessments, and Title I requirements. This inservice will also include how to use the information to help students achieve better.
  - Include information about the standards, assessment, and achievement in the county's parent/calendar handbook and each school's parent handbook (September).
  - Distribute information regarding the PIRC (MD Parental Information Resource Center). In county and each school handbook.
  - Invite parents to attend state and local conferences (as appropriate).
  - Post copies of the county Parent & Family Engagement Plan/Policy on the district's and each school's web page for parents to view.
  - Insert a copy of the county Parent & Family Engagement Plan/Policy in each school's parent handbook.
- 4. The Title I Office, in coordination with the CRTs/Title I Specialist, will provide materials and training to help parents work with their children to improve achievement.**
- Annually conduct parent surveys to help identify and design workshops that encourage and support parent and family engagement.
  - Distribute information regarding the PIRC (MD Parental Information Resource Center). (In county and each school handbook)
  - On the website, provide tips for parents in how to support student learning at home.
  - Conduct training sessions for school staff in supporting parents in helping their child with learning.
  - Offer parent outreach activities at various times that focus on

parenting skills, reading, math, science, and technology. These activities will be conducted by school staff with the support of the Title I office (three times per year).

- **Conduct student achievement nights (reading and math) to inform parents of assessments and provide an understanding of the way students are tested and how parents can support learning at home.**
- 5. Educate instructional staff, with parental assistance, in the contribution of parents and how to reach out and communicate with parents as equal partners.**
    - **Each school's Parent Advisory Committee (PAC) and SIAC Committees (comprised of parents and educators) will discuss ideas for faculty meetings and trainings that support communication and partnerships between parents and teachers.**
    - **CRTs/Title I Specialists will meet with school faculty to provide sessions related to parent and family engagement. Engage parents and families in the development of training for teachers, principals, and other educators to improve the effectiveness of that training.**
  - 6. Coordinate and integrate Parent & Family Engagement programs and activities with other programs that encourage and support parents in more fully participating in the education of their children.**
    - **The District Title I Office will serve on the Judy Center Steering Committee and meet five times per year with all partners – Head Start, The Worcester County Health Department, Worcester County Library, child care providers, The Infant Toddler Program, Worcester County Adult Education Program, Worcester County Mental Health Program, Lower Shore Resource Center, and the Hippy Program coordinator.**
    - **Meet after each Judy Center meeting with each school's Title I Specialist to determine contacts and the best way to coordinate efforts to reach all parents for training, literacy, nutrition, child development, community services....**
  - 7. Provide written communication to parents, to the extent possible, in a language and format that they can understand. Provide translators whenever possible for written documents and meetings.**
  - 8. Provide funds for reasonable and necessary expenses related to parent and family engagement activities, including transportation and child care, to enable parents to participate in school related meetings and training sessions.**
  - 9. Maximize parental and family engagement and participation in their child's**

education by arranging school meetings at a variety of times or conducting telephone conferences between teachers or other educators who work directly with participating children and parents who are unable to attend these conferences at school.

10. Utilize each school's Parent Advisory Committee (PAC) to provide advice on all matters related to parent and family engagement in Title I programs.

Worcester County Public Schools recognizes the importance of increasing the engagement of parents in the educational process. The partnership between educators and parents is critical to the success of every student. WCPS' has included a goal in the Bridge to Excellence Plan devoted to increasing parent, family and community engagement. Annually we evaluate our program by conducting two parent surveys with all schools. The first survey, which is conducted in September, is designed to evaluate the effectiveness of our programs and to get a good understanding of parent priorities for the school system. The second survey, which is conducted in May, is centered on communication. Parents are asked to give us feedback about how the teachers, the schools, and the system communicate with parents about their child, assessment, achievement, opportunities, and all areas related to their child. Each school and the Title I office receives survey results to guide decisions for parent and family engagement plans and needed activities.

If you have questions, concerns about the Title I program, or want additional information please contact:

**Denise Shorts, District Title I Coordinator**

Contact Number: 410-632-5040

[drshorts@mail.worcester.k12.md.us](mailto:drshorts@mail.worcester.k12.md.us)

**Dr. John Quinn, Chief Academic Officer/Assistant Superintendent for Instruction**

Contact Number: 410-632-5025

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**Karen Marx, Buckingham Elementary School Principal**

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**Laura Arenella, Buckingham Elementary School, Title I School Specialist**

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**Beverly Watson, Pocomoke Elementary School Title I Specialist**

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**Dr. Mary Anne Cooper, Snow Hill Elementary School Principal**

**Contact Number: 410-632-5215**

**[MACooper@mail.worcester.k12.md.us](mailto:MACooper@mail.worcester.k12.md.us)**

**Kristina Belcher, Snow Hill Elementary School Interim Title I Specialist**

**Contact Number: 410-632-5210**

**[KLBelcher@mail.worcester.k12.md.us](mailto:KLBelcher@mail.worcester.k12.md.us)**



## Parent Engagement Information

Your participation in your child's education is important to us. Because of this we have developed a parent and family engagement plan/policy for Worcester County. At the August 2002 Worcester County Board meeting, the parent and family engagement plan/policy was reviewed and adopted.

The policy explains how we plan to continue working with parents to review and improve parent programs. We value your engagement and urge you to take the time to read this policy included on the back of this update.

Federal law requires us to distribute our parental & family engagement plan/policy to parents. If you have any questions, feel free to contact Dr. John Quinn at 410-632-5025.

Each school also develops, with parental participation, a policy and plan for each school year. You will receive copies of these documents and if you have any questions, please contact the school principal or Denise Shorts at 410-632-5040.

### **Worcester County Public Schools Parental & Family Engagement Policy**

#### **POL. I-C-4 Parent/Community Involvement**

The Worcester County Board of Education recognizes that a child's education is a responsibility shared by the school, family, and community during the entire period the child participates in school. A mutually supportive relationship among home, school, and community contributes to the development of both the child and the community. Partnerships result in such sharing. To accomplish the mission of the Worcester County schools to successfully educate all students, the community, the schools, the parents and the students must work as cooperating knowledgeable partners.

The Worcester County Board of Education will support schools in their efforts to increase student achievement by helping them interpret the results of all assessments and to develop school improvement plans that incorporate parent/community involvement as a means for improving school performance.

Specifically, the school system will:

- A. Publicize its commitment to parent/community involvement in the schools;
- B. Recognize exemplary programs and practices related to parent and community involvement;
- C. Create an environment that is conducive to learning and supports strong comprehensive family involvement programs;
- D. Seek funding sources for the development, implementation and evaluation of programs;
- E. Disseminate information and research on parent and community involvement;
- F. Inform and involve parents in a variety of types and degrees while recognizing the diverse needs of families in the community;
- G. Provide programs that train parents in parenting skills and in assisting their children academically;
- H. Make parent involvement an integral part of the school improvement process;
- I. Encourage parents to become involved in their children's academic progress;
- J. Assist parents in learning techniques designed to assist their children in learning at home;
- K. Seek partnerships with interested businesses and service organizations.

Schools must develop innovative ways to involve and serve parents and other community members. Educators, parents, students, businesses, and other members of the community must assume joint responsibility for contributing to the fulfillment of the educational aspirations of children and adults. A community's investment in education is an investment in itself.

ADP. 8/02

POL. I-C-4

## **Notice to Parents**

Federal law allows you to ask for certain information about your child's classroom teachers, and requires the school to give this information to you in a timely manner.

Specifically, you have the right to ask for the following information:

- \* Whether the Maryland State Department of Education has licensed or qualified the teacher for the grades and subjects he or she teaches.
- \* Whether the Maryland State Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations

because of special circumstances.

- \* The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of degrees.
- \* Whether any teacher's aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

If you would like to receive this information, please contact Dwayne Abt, Human Resources Department of Worcester County Public Schools at 410-632-5073.

Federal law also requires that each school develop a school improvement plan. Each school also develops a school parent and family engagement policy/plan, the Title I program, and the school compact are shared at a meeting held in September in each Title I school. Additionally, copies of these will be sent to you throughout the school year. After you have looked over these documents, please feel free to contact the school if you want additional information or need some explanation. As a parent you have the right to question the school program by writing a dissenting statement about what you think should be handled differently. Your complaint would then be addressed following the Worcester County Complaint Policy and Procedure. If you have any questions about this policy, please contact Dwayne Abt Supervisor of Human Resources at 410-632-5073.

If you have any questions about any of these documents you can contact the school principal, Dr. John Quinn, Chief Academic Officer/Assistant Superintendent for Instruction at 410-632-5025, or Denise Shorts, Title I Coordinator at 410-632-5040.

## Parent Information

### Parent Resources

There are several resource centers available to parents. Listed below are the resource centers and some contact information. If you need additional information, please contact, Denise Shorts at 410-632-5040.

- \* Worcester County Parent Resource Center  
Contact Number: 443-735-KIDS

[www.worcesterparents.org](http://www.worcesterparents.org)

- \* Maryland Parent Information Resource Center (PIRC)  
[www.maec.org](http://www.maec.org)  
Telephone Number: 1-877-MD-PARENTS

- \* Parents for Success



Telephone Number: 410-632-1553

- \* Parents as Essential Partners

Telephone Number: -301-657-7742 Ext. 118

- \* Lower Shore Regional Resource Center

Telephone Number: 410-749-3612

- \* Lower Shore Child Care Resource Center

Telephone Number: 410-543-6650

- \* Judy Center at Snow Hill Elementary School

Telephone Number: 410-632-5225

- \* HIPPY Program at the Judy Center

Telephone Number: 410-632-5224

#### **VII-A-24 Complaint Policy for Grant Funded Programs**

It is the policy of the Worcester County Public Schools that uniform procedures shall be used by the Central Office and local schools for managing complaints in the administration of state and federal programs.

It is also the policy of the Worcester County Public Schools that the complaint procedures shall be implemented whenever a complaint is received alleging that the Worcester County Public Schools or one of its subgrantees has violated a state or federal statute of regulation.

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#### **PRO. VII.13 Complaint Procedure and Management: Grant Funded Programs**

To establish procedures which provide a mechanism for the acceptance, review, investigation, and resolution of written complaints about Federal programs received by the Worcester County School Board. These procedures shall be implemented upon receipt of a written complaint alleging that the school system or school has violated a state or Federal statute or regulation.

A. Filing of Complaint

1. An organization or an individual may file a complaint with Worcester County Public Schools alleging that Worcester County Public Schools has violated a state or Federal statute or regulation that applies to a program supported by Federal funds. A complaint includes a request for review of a decision of the school system, but does not include a request for a due process hearing.
2. The complaint shall be in writing, addressed to the superintendent, and signed by the individual complainant or by an official or the complaining organization.
3. Each complaint shall contain:
  - a. A statement that the school system has violated a requirement of a Federal or state statute or regulation that apply to a program and
  - b. The facts upon which the statement is based.
4. The complaint may include a request to review a decision of a school, department or subgrantee.
5. Complainants whose allegations fail to meet the requirements will be notified of the additional information required to investigate or resolve this matter.

B. Receipt of Complaint

1. Complaints shall be received by the superintendent or designee. The complaint may be assigned to a person not name in the complaint.
2. Within 10 school business days of a receipt of a complaint, the complainant shall be notified in writing of:
  - a. The date of receipt of the complaint; and
  - b. The intent to investigate the complaint; and
  - c. The estimated date the complainant will be notified of the resolution, normally within 60 calendar days from the date of receipt of the complaint; and
  - d. The name and title of the individual investigating the complaint.
3. A school or department named in a complaint shall be provided with a copy of the complaint and letter of acknowledgement.

C. Investigation of Complaints

1. The superintendent or designee shall review and investigate the complaint as appropriate. Where necessary, and independent on-site investigation may be conducted.
2. If the superintendent determines that exceptional circumstances warrant an extension of time in excess of 60 days to investigate and resolve the matter, the

complainant shall be so informed in writing with inclusion of the extended deadline date. Exceptional circumstances may include, but are not limited to, the complexity of the issues raised or the unavailability of key personnel.

3. Upon completion of the investigation, the superintendent shall review the findings to determine if there has been a violation of the applicable state or Federal statute or regulation and if corrective action is required.

D. Resolution of Complaint

1. The parties shall be informed in writing if the resolution of the complaint, including:
  - a. If a violation of state or Federal statute or regulation was determined; and
  - b. Any action that will be taken, if applicable, in response to the complaint; and
  - c. Notice of the right of appeal the decision to the Board of Education.
2. A record of the complaint and supporting documents will be maintained in accordance with state and Federal regulations.