

PROCEDURE

Harford County Public Schools

PROCEDURE TITLE: TITLE I PARENT and FAMILY ENGAGEMENT		
ADOPTION/EFFECTIVE DATE: MAY 1, 2009	MOST RECENTLY AMENDED:: FEBRUARY 8, 2022	MOST RECENTLY REAFFIRMED:
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY:		

I. Purpose

The purpose of this procedure is to set forth procedures to implement the Board's Parent and Family Engagement Policy with a specific focus on Title I parent involvement.

II. Definitions

- A. **Title I** means 20 U.S. Code section 6311-6339.
- B. **Parent and Family Engagement** means actions which HCPS take in order to implement and support opportunities which allow parent and family participation in improving student academic achievement by ensuring:
1. that parents play an integral role in assisting their child's learning.
 2. that parents are encouraged to be actively engaged 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 under Title I.
- C. **Home-School Compact** means an agreement that is jointly developed by the Title I school staff and parents to outline a shared responsibility for supporting academic achievement for all students.

III. Procedures

- A. HCPS shall be governed by the definition of parent and family engagement. HCPS agrees to implement the following statutory requirements:

1. HCPS shall plan and put into operational programs, activities and procedures for the engagement of parents in all of its schools with Title I programs.
2. HCPS shall incorporate this district wide parent and family engagement plan into its LEA plan developed under Title I.
3. In carrying out the Title I, Part A parent and family engagement requirements to the extent practicable, HCPS and its schools shall provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, parents of students deemed homeless and parents of migratory children, including providing information and school reports required under Title I through streamlined communication to ensure the connection between school and parent.
4. If the LEA plan for Title I, Part A, is not satisfactory to the parents of participating children, HCPS shall submit any parent comments with the plan when HCPS submits the plan to the State Department of Education.
5. HCPS shall 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 parent and family engagement is spent and shall ensure that not less than 90 percent of the one percent set aside goes directly to the schools.
6. This procedure applies to all identified Title I schools (school-wide or targeted assistance status) and students deemed homeless within Harford County Public Schools.

B. Implementation

1. HCPS shall provide multiple communications to disseminate information to parents including county and state Parental Information. Annual input from parents shall be solicited on the HCPS Website (Title I link) and at the school-based level through many outlets.
2. HCPS shall invite Title I parents on a bi-annual basis to provide input on the HCPS Strategic Plan to ensure joint development of

the district-wide parent and family engagement policy under Title I. Additionally, parents shall be invited to assist in an annual revision of the Home/School Compact. Opportunities for parent and family engagement in this work will include at least two of the following annually:

- Building-level parent meetings (i.e., parent teacher groups, leadership team meetings)
 - Parent/Teacher Conferences
 - Surveys for input on district/school matters
 - Emailing and/or Social Media Posts
 - Remind App.
3. HCPS shall invite Title I parents from each school in the district to serve on the School Performance and Achievement Team with the task of developing Title I School Performance and Achievement Plans and parent and family engagement procedures as well as convey to the parents their right to be involved.
 4. HCPS shall provide technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parent and family engagement activities to improve student academic achievement and school performance.
 5. HCPS' Central Title I Office shall:
 - 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 to help parents with their child's academic achievement.
 - d. Work in collaboration with the school-based Title I Teacher

Specialist and administration to schedule regular parent and family engagement events 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.
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6. HCPS shall coordinate and integrate parent and family engagement strategies in Title I, Part A 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. HCPS shall conduct, with the involvement of parents, an ongoing evaluation of the content and effectiveness of this parent and family engagement plan in improving the quality of its Title I, Part A schools which is compiled at the Central Title I Office and the Office of Accountability. Data from the survey shall be provided to schools for review and shall be shared with school communities. As a results of the survey data, changes shall be instituted with support from the Office of Title I. The Office of Title I will provide copies of the Title I Parent and Family Engagement Procedures at each school and on each school's web page for parents to view. The survey shall include:
 - a. barriers to greater participation by parents 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;
 - b. the needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers;
 - c. strategies to support successful school and family interactions;
 - d. use of findings from evaluation to design/revise the policy/plan incorporating evidence-based strategies for more effective parental involvement.

C. Capacity Building

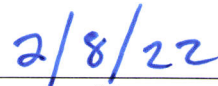
1. HCPS ensures that the Office of Title I and all Title I schools build capacity of parent/family, community, and school personnel for effective involvement of parents and family members in improving student academic achievement.
2. HCPS shall, with the assistance of its Title I, Part A schools, provide assistance to parents of children served by HCPS or school, to develop better understanding through parent workshops, conferences and classes. HCPS shall hold an annual meeting for Title I parents to provide information on:
 - a. understanding State academic standards, State and local academic assessments, monitoring a child's progress, and working to improve the achievement of their children.
 - b. the provision of materials and training to help parents work with their children to improve academic achievement, such as literacy training and using technology.
 - c. school personnel (teachers, specialized instruction support personnel, principals and other school leaders) with parental assistance on how to work with parents as equal partners in their child's educational process.
 - d. how to coordinate and integrate, to the extent feasible and appropriate, parental engagement programs and activities with other Federal, State, and local programs, including public preschool programs, and conduct other programs, such as parent resource centers.
 - e. school and parent/family programs, meetings, and other activities shared with parents in a format and, to the extent practicable, in a language the parents can understand.
 - f. access to reasonable support (e.g. literacy training; payment of reasonable and necessary expenses associated with local parental engagement activities, including transportation and child care costs; providing a variety of meeting times and location for parental engagement activities as parents may request.
3. HCPS shall 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 with School Performance and Achievement Teams at each school site.
 - c. meeting with Principals and Title I Teacher Specialists at each school site.
 - d. providing input at School Performance and Assessment Team meetings on professional development for staff.
4. HCPS and the Office of Title I ensures that all Title I schools, to the extent practicable, provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities and parents of migratory children receive all information related to the school/parent programs, meetings, and other activities in understandable format. The Office of Title I will maintain ongoing communication with the Office of ELL.
5. 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 I
 - b. Meet quarterly with non-public schools to monitor Title I schools
6. Providing other reasonable support for parental involvement activities under Title I as parents may request.

Approved By:



Sean Bulson, Ed.D.
Superintendent of Schools



Date

PROCEDURE

Procedure Action Dates					
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Adopted	05/01/2009				
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Responsibility for Procedure Maintenance & References	
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DESIGNEE NAME:	DESIGNEE POSITION:
PROCEDURE NUMBER PRIOR TO NOVEMBER 1, 2005:	

LEGAL REFERENCES¹

Any references are set forth in the Procedure.

¹ All references are to specific federal or Maryland statutes or regulations. References are provided for convenience and informational purposes only and are not to be considered as exhaustive or as precluding Harford County Public Schools from relying upon any other statutes or regulations in support of a policy.