



# Title I Parent, Family and Community Involvement Plan, 2014-2015

*This document explains how the Title I Office works with the parents and families of Title I students to assist them in accelerating their child's academic achievement. This document is in alignment with the Howard County Public School System Policy 10000, Parent, Family, and Community Involvement, the Bridge to Excellence Master Plan, and has been developed through ongoing collaboration with the parents and families of Title I students.*

## General Expectations

- In alignment with HCPSS Policy 10000, Parent, Family, and Community Involvement (revised July 1, 2013), Title I staff believe that the education of children is a responsibility shared by parents, families, the school system and the community.
- The Title I Office recognizes the parent as the child's first and lifelong teacher. It is essential to involve parents in educational decisions as caring advocates for their children. The Title I Office staff is committed to promoting the involvement of all parents of students in the Title I program.
- The Title I Office staff supports collaboration with parents and the community as participants in school governance and as active partners in forwarding the school system's goals and philosophy.

## Parents are Involved in the Development of The Title I Plan

- The Title I Office staff will involve parents in the development and evaluation of the HCPSS Title I Parent, Family, and Community Involvement Plan by meeting with parents of Title I students, at least once a year, for feedback on the Plan's content and effectiveness.
- The Title I Office staff works with the schools to ensure that parents participate in an annual survey (in person, by phone, or in writing) to gain input on the content and effectiveness of the Title I Plan.

## The Role of the Title I Office

- The Title I Office staff meets with the administrators and teachers of each of the Title I schools, on a monthly basis, to provide professional learning and technical assistance. The training covers such topics as increasing parent involvement, maximizing student progress, and using data to inform instruction and intervention.
- The Title I Office staff monitors family outreach activities such as the Read With Me program, Family Reading Nights, Family Mathematics Nights, and Family Technology Nights, on a regular basis.
- Through professional learning with administrators and teachers, the Title I Office staff works with each school to recruit and identify parents to participate on school-level decision making teams.

## Building Capacity

- The Title I Office develops presentations that Title I schools can modify and use to explain the Title I Program to families and community members.
- The Title I Office distributes resources and informational materials to parents that help to explain topics such as grade level academic achievement, including *What Your Child Will Learn*, Title I information, and state and local assessments. These resources are sent home with students, distributed to parents at family nights, and are available at each school throughout the year.
- The school system website ([www.hcps.org](http://www.hcps.org)) and television channel (Comcast 95/Verizon 42), Facebook and Twitter, provide information on curriculum and strategies that parents can use to support learning at home in English, Spanish, and other languages.
- The Title I Office collaborates with the school system's Office of Public Information to establish and maintain systemic, two-way communication with parents, families, and the community with newsletters, telephone calls, orientation programs, access to school staff, parent teacher conferences, student progress reports, summer school opportunities, celebrations of student achievement, and electronic communications through various methods, media, resources, and languages.
- The Title I Office encourages parents and families to be involved in their students' education and assume a vital role in ensuring success in school for their students. Volunteerism, with appropriate orientation, training, and support is also encouraged.
- In collaboration with parent programs, the Title I Office provides materials and training to parents, at least twice a year, to facilitate the parents' ability to work with their children at home to increase achievement in reading and math.
- The Title I Office works with Title I school staff on a quarterly basis to share district-wide training opportunities for parents that focus on supporting student achievement in reading and math through websites, newsletters, handouts, personal phone calls and other means.
- The Title I Office provides monthly professional learning to Schoolwide Schools' teachers and administrators to help them embrace parents as equal partners.
- Every year, the Title I Office coordinates with schools to evaluate the Title I program/activities and share feedback with Schoolwide Schools' teachers and administrators. Feedback is collected from parents to help plan professional learning for Schoolwide Schools' teachers and administrators.
- The Title I Office meets with Head Start and Ready at Five on a regular basis to coordinate parent involvement activities.
- At least four times a year, the Title I Office collaborates with the Howard County Library to provide information, materials, and activities that help families strengthen their children's academic skills at home.
- The Title I Office provides interpreters for parents attending Title I activities, and Title I related materials translated into Spanish, Korean, and other languages.
- The Title I Office provides transportation and childcare to ensure access to Title I outreach activities and programs.