

ADMINISTRATIVE REGULATION

CECIL COUNTY PUBLIC SCHOOLS

IIBA-RD

RELATED ENTRIES:
OFFICE:

ASSOCIATE SUPERINTENDENT FOR EDUCATION SERVICES

TITLE I PARENT AND FAMILY INVOLVEMENT PROCEDURES

Family Involvement in Developing and Reviewing the Policy

An advisory committee, with representatives from each Title I school, will meet annually to jointly update the district's *Title I Family Involvement Policy and Regulations*. This committee will consist of family members, Family Involvement Advisors, Instructional Support Teachers, and the district Title I Coordinator. In addition, each Title I school must have a written *Title I Family Involvement Policy*, developed with and approved by parents.

Title I Family Participation

An annual meeting for families will be held every fall, at each Title I school. Families will be given information about the new Title I guidelines and how they differ from the previous program in their school. Families with limited English or those in need of interpreting for the deaf will be accommodated. All parents will be given copies of the county's current *Title I Family Involvement Policy*, and will be offered a chance to provide feedback. As necessary and possible, this policy will be translated so that parents understand the language and format. In order to reach all families, the district policy will be sent home in the school newsletter or handbook, the CCPS calendar, and will be posted on the CCPS web site.

In addition, representative parents will participate on each Title I School Improvement Team. This team regularly examines achievement needs, designs programs that address improving achievement, and annually evaluates effectiveness. The team is responsible for deciding how the supplemental Title I funds are used at each school. A district staff member serves on each School Improvement Team, in order to provide support and perspective.

Build Capacity for Involvement

A mid-year and end-of-year district level Title I peer review will monitor the family involvement implementation at each school. The school system will assist schools in building parent/guardian capacity through the technical coordination of the Family Involvement Advisor initiative. This supporting services staff position, at each school, is funded through Title I and is responsible for carrying out the involvement components of the Cecil County Title I project. Ongoing staff development provides training on best practices and connects Family Involvement Advisors with community networking resources. Some of the essential duties of this position include:

- Assuring that school-parent-student compacts are in place, including family involvement in the design and annual adjustment to the compacts.
- Working with families to help them understand the instructional program and to share techniques for using instructional activities that reinforce the skills taught at school.
- Coordinating and integrating Title I family involvement programs with early literacy programs.

- Providing assistance for families in understanding academic standards, assessments, and ways to monitor their child's progress.
- Assisting in clarifying communications to ensure that materials sent home are understood by families.
- Combining home visits with support materials and early childhood program information for preschool aged Title I siblings.
- Providing training for parents at convenient times, i.e., morning and evening.
- Conducting yearly evaluation of program effectiveness in increasing participation.

HISTORY:

ADOPTED, JANUARY 14, 2008