



Book	CCPS Policies and Regulations
Section	I - Instruction
Title	TITLE I PARENT AND FAMILY INVOLVEMENT PROCEDURES
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RELATED ENTRIES:
OFFICE: ASSOCIATE SUPERINTENDENT FOR EDUCATION SERVICES

TITLE I PARENT AND FAMILY INVOLVEMENT PROCEDURES

The Key to Success

The Cecil County Public School system values families as partners in the educational process. Families are the first teachers of their children; therefore, it is vital that the family and the school work collaboratively to assure academic and social/emotional success for each child. Opportunities for parents, guardians, and other family members to become involved in their child's educational experience will be offered at school, within the community, and will be supported at the district level. The Cecil County Public School system to include families in all aspects of the county's Title I program.

Family Involvement in Developing and Reviewing the Title I Involvement Policy and Procedures

The Title I District Advisory Committee, with representatives from each Title I school, will meet annually to revise and update the district's Title I Family Involvement Policy and Procedures. This committee will consist of Title I families, Family Involvement Teams, Title I Resource Teachers, school administrators, and the district Title I Coordinator. This document will be incorporated in the district's Master Plan (Section 1112). In addition, each Title I school must collaborate with parents to develop a Title I Family Involvement Policy/Plan.

Title I Family Participation at District Level: Title I Advisory Committee

The Cecil County Title I Office meets at least annually with the Title I Advisory Committee on the following topics related to Title I Family Involvement requirements under section 1118 to review/evaluate and provide input on:

- Content and effectiveness of parent involvement activities and programs described in the Title I Family Involvement Policy and Procedures;
- Exemplary family involvement programs and outreach activities in the county and in each school with parent and teacher input;
- Budget allocations as they relate to the Title I requirements for family involvement;

Build Capacity for Involvement

The CCPS's website provides information on state and county assessments. Student grades are available through online access to parents.

- CCPS will provide translation services to parents.
- CCPS will provide foreign language interpreters and sign-language interpreters for families as needed.
- CCPS will build parent and staff capacity through:
 - Ongoing Title I meetings with school staff and families to discuss the design and implementation of Title I programs including parent involvement;
 - Monthly meetings with Family Involvement Advisors. Family Involvement Teams are responsible for implementing the Title I family involvement requirements at each Title I school through monthly/quarterly parent workshops, such as Title I requirements, PARCC Assessments, and other topics requested by parents;
 - Regular communication with parents about all school related topics, (i.e., title I, Parent Rights and Responsibilities, student progress, etc.) via workshops, newsletter, phone calls, text messages, emails, and in person;
 - Annual coordination of parent outreach activities with community agencies and other school programs, (i.e., Cecil College, Cecil County Public Libraries, ESOL office, Judy Center Partnership, etc.) to provide parents with materials, training, and resources to work with their children at home to increase student achievement;

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 encouraged, and welcomed, 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 academic and behavior support 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.