



Title I

Parent Involvement Plan 2016/17

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 involvement policy to support the goal of increasing parent involvement and partnerships in the schools. This plan outlines the efforts to involve parents 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. Involve parents in jointly revising the Title I Parent Involvement Plan (annually) and the Parent Involvement Policy (as necessary). The Parent Involvement Policy and Plan are a part of Worcester County's Master Plan.**
 - **Invite parents from each Title I school to review, provide feedback and suggestions, and revise the district-wide Parent Involvement Plan and Policy (January, May, and July).**
- 2. Provide coordination and technical assistance to schools in planning and implementing effective parent involvement activities to improve student achievement and school performance.**
 - **Participate in school level Parent Involvement Committee meetings twice a year. Plans are developed and reviewed at these meetings. Implementation is discussed (October and May).**
 - **Participate in each school's School Improvement Advisory Committee meetings (September).**
 - **Review plan and discuss evaluation methods of plan with Title I Specialist and administrators (August).**
 - **Hold monthly meetings with Curriculum Resource Teacher (CRTs) 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 (August and January).**
 - **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 Involvement Plan and Policy on the district's and each school's web page for parents to view.
 - Insert a copy of the county Parent Involvement Plan in each school's parent handbook.
- 4. The Title I Office, in coordination with the CRTs, 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 involvement.
 - 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 (September).
 - Offer parent outreach activities at varied 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).
 - Twice a year conduct student achievement nights *(reading/writing 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 (November and February).
- 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 Involvement Committee 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 will meet with school faculty at least monthly to provide sessions related to parent involvement. Involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training.
- 6. Coordinate and integrate parent involvement 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 CRT 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 involvement activities, including transportation and child care, to enable parents to participate in school related meetings and training sessions.**
- 9. Maximize parental involvement 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 Involvement Committee to provide advice on all matters related to parent involvement in Title I, Part A programs.

Worcester County Public Schools recognizes the importance of increasing the involvement 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 Master Plan devoted to increasing parent and community involvement. 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 involvement 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

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

Contact Number: 410-632-5025

JRQuinn@mail.worcester.k12.md.us

Karen Marx, Buckingham Elementary School Principal

Contact Number: 410-632-5305

KTMarx@mail.worcester.k12.md.us

Laura Arenella, Buckingham Elementary School, Title I School Specialist

Contact Number: 410-632-5317

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Michael Browne, Pocomoke Elementary School Principal

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MLBrowne@mail.worcester.k12.md.us

Stephanie Taylor, Pocomoke Elementary School Title I Specialist

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Dr. Mary Anne Cooper, Snow Hill Elementary School Principal

Contact Number: 410-632-5215

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Lauren McGinnis, Snow Hill Elementary School Title I Specialist

Contact Number: 410-632-5214

LHMcGinnis@mail.worcester.k12.md.us



Parent Information

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

The policy explains how we plan to continue working with parents to review and improve parent programs. We value your involvement 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 involvement 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 Involvement 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 John DiPaula, 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 involvement policy and 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 John DiPaula, 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
- * Maryland Parent Information Resource Center (PIRC)
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 wiring 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.

Revised 7/16

Buckingham Elementary School Title I School Level Parent Involvement Plan 2016-2017

Our goal is to build and develop a strong partnership between parents/guardians and Buckingham Elementary School. In order to accomplish this goal, The Parent Involvement team will meet and discuss our goals for the 2015-2016 school year. These goals will assist our students as they strive toward success in their educational journey.

Title I federal guidelines state that, “schools receiving Title I funds must have a written parent involvement plan that was developed with input from parents.” Each parent will receive a copy of this plan along with the Worcester County Title I Parent Involvement Policy and our Title I Parent-School Compact.

We are committed to working together to provide the best education for all children at Buckingham Elementary School. We recognize the essential role parents play in their child’s education, and we value your input. The following goals will help us work together to meet the needs of our students and increase their achievement.

I. Parental Input

Provide parents with the opportunity to have input in the Parent Involvement Plan, the compact, and the budget.

- The Title I Parent Advisory Committee will meet in August and January of this year to develop, revise and improve the parent involvement plan, the parent-school compact, the budget, and the implementation and planning of all parent involvement activities.
- Title I Review Meetings are open to all parents and will be held in October, January and March.
- School Improvement Advisory Committee meets five times a year in September, October, November, February, and May.
- Provide parents with a copy of the plan via the Student Handbook, school website, television display, and the Parent Resource Center.
- Provide opportunities for parents to give input and suggestions through the use of surveys, email, a suggestion box at the Parent Resource Center and annual meetings.

II. Workshops and Trainings

Provide training to help parents support the academic achievement of their child and to achieve a clear understanding of the common core standards and assessments. Provide meaningful opportunities for parents to feel involved in their child’s learning and success.

- Student Success Nights (Literacy, Writing, Math)
- Family Breakfast Table
- ELL Back to School Night

- STEAM Night
- One School One Book, Community Book Club
- Parents will be given opportunities to play various roles within the school as Parent Volunteers

III. Parent Communication

Provide information about Title I, the school, and student achievement to all parents in an understandable and uniform format and in a language that all parents can understand.

- Monthly newsletter
- School website under Title I
- Parent Resource Center at the front of the building
- Interpretation of materials for families of ELL students
- Data reports will be shared with all parents in grades K-4 giving them a summary of the student's test scores and explanations of the interventions used to assist the child
- State assessment letter to all parents
- Use of PowerSchool to access students grades throughout the year in grades 2-4
- Binder of ELL translated documents in each team pod

Adopted: June 2013



Buckingham Elementary School

*Partners in Learning Compact
2016-2017*

Student-Parent-School Agreement for Improving Student Achievement

This agreement is a promise to work together to provide an encouraging and effective learning environment that enables our students to have success in meeting state and local performance standards. We believe that this can be accomplished with the planned partnership of parents, families, students, principals and community members. As we are all committed to your child's progress in school, we are going to do our best to promote his/her achievement.

STUDENT COMMITMENT

AS A STUDENT I WILL:

- Come to school on time and ready to learn by **8:30 AM**.
- Complete all class work and homework neatly and on time.
- Spend extra time practicing reading and math.
- Ask my teachers questions if I don't understand something.
- Show respect for myself, others, learning and the environment.
- Talk to my parents about what I am learning in school.
- Use my agenda/daily folder every day to record homework and important school information and share my folder with my family.
- Read on my own or with someone else for at least 20 minutes as indicated on my nightly reading log

Date: _____

Student's Signature: _____

Date: _____

Student's Signature: _____

TEACHER COMMITMENT

AS A TEACHER I WILL:

- Create a welcoming environment for students and parents.
- Provide quality teaching and leadership to my students and their families.
- Maintain and foster high standards of achievement and behavior for all students.
- Share my expectations, classroom goals and grading system with students and parents at our Back to School Night.
- Use the agenda/folder to communicate with parents and students regarding student's academic progress and behavior daily.
- Encourage and create opportunities for all families to volunteer in the school or participate in some capacity in their child's school experience.
- Participate in meaningful professional development.
- Communicate with parents consistently about their child's progress.
- Provide opportunity to meet with parents to discuss their child's progress.

Date: _____ Teacher's Signature: _____

Date: _____ Teacher's Signature: _____

FAMILY COMMITMENT

AS A PARENT I WILL:

- Make sure my child arrives at school by **8:30 A.M.**, appropriately dressed, well rested and prepared with all needed materials and supplies.
- Make sure my child attends school and encourage positive school behavior every day.
- Review my child's assignments and homework each night and empty folder as needed.
- Provide a time and quiet place at home for doing homework, reading and studying.
- Monitor or read with my child for at least 20 minutes a day and encourage my child to read every day.
- Communicate with my child's teacher using the agenda/folder.
- Attend Parent/Teacher Conferences each term and participate in the education of my child.
- Volunteer in my child's school as time and my schedule permits.

Date: _____ Parent's Signature: _____

Date: _____ Parent's Signature: _____

ADMINISTRATOR COMMITMENT

AS AN ADMINISTRATOR I WILL:

- Make Buckingham Elementary a consistently safe, positive and welcoming environment through high expectations and clear policies and procedures.
- Set high standards for students, faculty and staff.
- Ensure that a high quality curriculum is being taught to our children through the Maryland College and Career Readiness Standards.
- Communicate with parents, students and staff regarding the school's mission, goals, achievement, services and programs at Faculty meetings, SIAC meetings and PTA conferences.
- Share assessment scores and help teachers and parents better understand how adopting high standards can lead to the improvement of test scores.
- Involve parents/guardians in making school- wide based decisions through SIP, SIAC, PTA which meets five times a year and The Parent Advisory Committee which meets two times a year.

Date: _____ Principal's Signature: _____

Date: _____ Asst. Principal's Signature: _____

Date: _____ Title I Specialist's Signature: _____