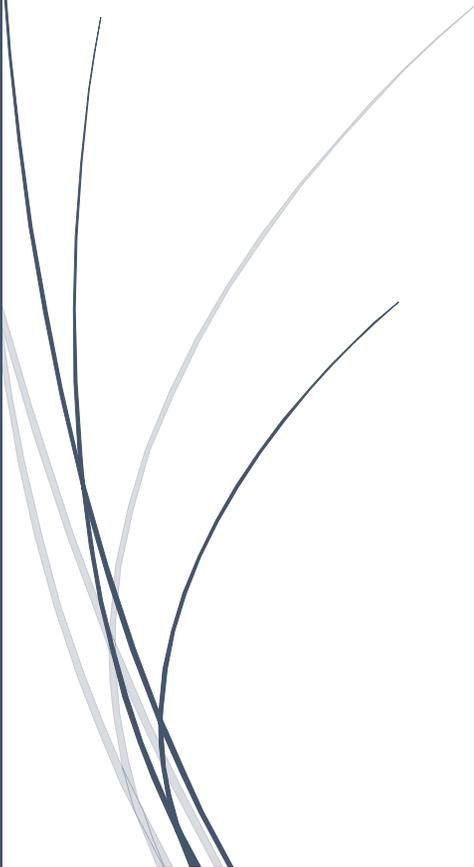


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Lowndes County BOE Head Start

Policies and Procedures Manual

~FAMILY AND COMMUNITY ENGAGEMENT PROGRAM
SERVICES~





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Policies and Procedures



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Family and Community Engagement



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Part 1302: Program Operations
Subpart E Family and Community Engagement Program Services
Section: 1302.53
Subject: Purpose.
Date Approved PC: January 12, 2022
Date Approved BD: January 13, 2022

Purpose.

A program must establish ongoing collaborative relationships and partnerships with community organizations such as establishing joint agreements, procedures, or contracts and arranging for on-site delivery of services as appropriate, to facilitate access to community services that are responsive to children's and families' needs and family partnership goals, and community needs and resources, as determined by the community assessment.



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Part 1302: Program Operations
Subpart E Family and Community Engagement Program Services
Section: 1302.53
Subject: Community partnerships and coordination with other early childhood and education programs. (Accessing Community Services and Resources).
Date Approved PC: January 12, 2022
Date Approved BD: January 13, 2022

Policy:

The program will work collaboratively with all participating parents/guardians to identify and continually access, either directly, or through referrals, services and resources that are responsive to each family’s interests and goals.

Procedure:

The services and resources include:

- Emergency or crisis assistance in areas such as food, housing, clothing, and transportation.
- Education and other appropriate interventions, including opportunities for parents/guardians to participate in counseling programs or to receive information on mental health issues that place families at risk, such as substance abuse, child abuse/neglect, and domestic violence.
- Opportunities for continuing education and employment training and other employment services through formal and informal networks in the community.

The Lowndes County Board of Education Head Start Program will do the following:

- Each parent/guardian will receive a Community Resource Directory Quick Find Card listing services available to them at enrollment. The Family Advocate Practitioner will review the directory with the parents/guardians to assure that they are familiar with its contents.
- The Family Advocate Practitioner and the parent/guardian will complete a Parent, Family and Community Engagement Agreement.
- If there are identified needs, the Family Advocate Practitioner will refer the parent/guardian to the appropriate agency and help them identify the steps they need to take to access the service. The referral could be done in two ways: 1) The parent/guardian will be given the resource information and the Family Advocate Practitioner will follow-

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up to ensure the parent/guardian receives the necessary services. 2) The Family Advocate Practitioner will accompany the parent/guardian to the agency to assist with the process.

- If a parent/guardian is in need of **emergency or crisis assistance**, the Family Advocate Practitioner will access the need with the parent/guardian and identify the appropriate method of meeting that need.
- If the need can be met by providing the parent/guardian with immediate assistance such as food or clothing, the Family Advocate Practitioner will inform the parent/guardian of services available. In an emergency, staff may provide transportation to the parent/guardian so they receive the necessary services.
- If the need is more long term, such as housing or transportation, the Family Advocate Practitioner will provide the parent/guardian with the resources necessary to help them meet that need, such as referrals to local housing authority.
- Educational and other appropriate interventions, including opportunities for parents/guardians to participate in counseling programs or to receive information on mental health issues that place parents/guardians at risk, such as substance abuse and neglect, and domestic violence, will be addressed when identifying the parent's/guardian's goals or at formal or informal contacts with parent/guardian throughout the program year.
- During the Parent, Family and Community Engagement Agreement process, or during other contacts with the parent/guardian throughout the program year, the Family Advocate Practitioner may become aware of the need to address mental health issues with a parent/guardian.

When the need arises, the Family Advocate Practitioner will:

- Provide the parent/guardian with information about services available. Assist the parent/guardian in identifying the steps needed to obtain the necessary service or provide immediate assistance when necessary.
- Follow-up with the parent/guardian to assure he/she is receiving the needed assistance or working toward that goal.
- Opportunities for continuing education and employment training and other employment services through formal and informal networks in the community.
- Family Advocate Practitioners will inform parents/guardians of continuing education and employment training opportunities available to them and encourage families to continue their education and employment training when appropriate.

Note: In all situations, the family will be given the tools to help themselves, thus, building their independence. When absolutely necessary, staff will provide direct assistance.

Family and Community Engagement



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Part 1302: Program Operations
Subpart E Family and Community Engagement Program Services
Section: 1302.51
Subject: Parent activities to promote child learning and development.
(Arrival/Departure and Attendance Policy).

Date Approved PC: January 12, 2022

Date Approved BD: January 13, 2022

Policy:

Lowndes County Board of Education Head Start program tracks daily attendance and analyzes causes of absenteeism when the average is below the 85% rate. Analysis includes, but is not limited to a study of absentee patterns for each child.

Procedure:

- Lowndes County Board of Education Head Start teachers enter daily attendance into ChildPlus.net by 8:30 a.m. daily.
- If a child is absent, the Head Start teachers will enter the reason for absence using the drop down box next to the child's name in ChildPlus.net. If the teacher does not know the reason for a child's absenteeism, they will enter unexcused absence in ChildPlus.net.
- If a child is unexpectedly absent and a parent/guardian has not contacted the program within **one hour** of the program start time, the Head Start teacher will attempt to contact the parent/guardian to ensure the child's well-being. If the Head Start teacher is unable to communicate with the parent/guardian, the Family Advocate Practitioner will be notified to conduct a home visit.
- The Lowndes County Board of Education Head Start will provide information to families about the benefits of regular attendance, support families to promote the child's regular attendance and conduct home visits or make direct contact with a child's parent/guardian if a child has multiple unexplained absences (such as two (2) consecutive unexplained absences) within the first (60) days of program operation.
- After the first (60) days of program operations, ongoing individual child attendance will be tracked to identify children with patterns of absence that put them at risk of missing ten (10) percent of program (180) days per year.
- Children with absences for **two (2) consecutive unexplained absences** will have an Internal Referral/Follow-up Form completed by the teaching staff. This form will be forwarded to the Family Advocate Practitioner for documentation. The Family Advocate Practitioner then forwards a copy to the ERSEA/Technology Coordinator.



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- Each month the ERSEA/Technology Coordinator generates the ChildPlus.net report #2301 for the Monthly/Average Daily Attendance to analyze all centers that fall below 85% of the monthly attendance average. The #2330 Consecutive Absences report lists each child that is absent and the reason why.
- The ERSEA/Technology Coordinator will print out the #2330 Consecutive Absences report to show the reason children were absent from school. The ERSEA/Technology Coordinator will print Report #4110 Family Service History to check for case management follow-up. The ERSEA/Technology Coordinator will place all information in a binder for documented records.
- If it is determined that an emergency crisis, illness, domestic violence, etc. is the cause for the consecutive absences, the Family & Community Partnerships staff will make appropriate efforts to re-engage the family to resume attendance.
- In circumstances where chronic absenteeism persists and attendance does not resume, then the child's slot is considered an enrollment vacancy.



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Part 1302: Program Operations
Subpart E Family and Community Engagement Program Services
Section: 1302.50
Subject: Change in Legal Custodial Agreement.
Date Approved PC: January 12, 2022
Date Approved BD: January 13, 2022

Policy:

If there are any changes in an enrolled child's legal custodial arrangements, a copy of the court document must be submitted to staff and placed in the child's/children's family file.

Procedure:

- Parents/Guardians will be made aware by staff of policy indicating changes in legal for clarification on child custody issues.
- Staff will release the child to the biological parent unless the program has received a court document prohibiting it. Note: If the biological parent's name is not listed on the Pick Up and Release Form it is not legal and binding.
- Parents/Guardians must provide staff with a copy of legal court documentations indicating the change of custody.
- All copies of court documents obtained by staff will be placed in the child's file at his/her center.
- The appropriate staff will be notified of the child's change of custody.
- Head Start staff will ensure that the person name listed on the legal court documentation is listed on the pick-up and release form.
- Staff will also ensure the safety of the child at all times while at the Head Start center.



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Part 1302: Program Operations
Subpart E Family and Community Engagement Program Services
Section: 1302.53
Subject: Community partnerships and coordination with other early childhood and education programs. (Community Resource Directory/Quick Find Card).
Date Approved PC: January 12, 2022
Date Approved BD: January 13, 2022

Policy:

The revision of the Community Resource Directory/Quick Find Card is updated as needed according to the information received from staff members and local agencies.

Procedure:

- The Community Resource Directory/Quick Find Card includes information on emergency assistance, health services, housing, education, and employment services.
- A copy of the Community Resource Directory/Quick Find Card is given to each parent/guardian during the enrollment interview.
- Extra copies of the Community Resource Directory/Quick Find Card are placed in the parent room at each center for distribution throughout the year: to replace lost copies; for quick reference by staff or parents/guardians.
- The Family and Community Partnerships Manager must meet with other program staff and gather information on services provided by community resource agencies in Lowndes County and surrounding counties. This includes agencies that provide services to children with disabilities. Information is obtained from every staff member. The Family and Community Partnerships Manager will review and revise the Community Resource Directory/Quick Find Card as needed.
- The Family Advocate Practitioner will provide a Community Resource Directory/Quick Find Cards to the parent/guardian during the enrollment process. Parents/Guardians are also informed that they may contact the Family Advocate Practitioner at any time during the program year for assistance in acquiring services.



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Part 1302: Program Operations
Subpart E Family and Community Engagement Program Services
Section: 1302.50
Subject: Confidentiality Information.
Date Approved PC: January 12, 2022
Date Approved BD: January 13, 2022

Policy:

Information gathered about Head Start children and families will be kept confidential.

Procedure:

- All records gathered about Head Start children and families will be kept confidential.
- All records obtained on each child and family will be kept in the child's file.
- All children's files will be kept in a locked file cabinet. The file cabinet will be kept under lock and key at all times.
- Any information in these files shall not be transferred to any public or private agency or any individual without the written consent of the parent/guardian.
- Only authorized persons are permitted to see the records.

Authorized persons include:

- Custodial parent/guardian.
- Teaching staff members.
- Family and Community Partnerships staff members.
- LCBOEHS Management and administrative staff.
- Head Start collaborative partners delivering services.
- Head Start consultants (mental health, dental hygienist, nurse, education.
- Specialist, or other service consultant) and substitutes only on a need to know basis.
- Persons who have received written permission from the child's custodial parent and guardian.
- LCBOEHS legal counsel.
- Qualified personnel for research, audit or program evaluation



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Part 1302: Program Operations
Subpart E Family and Community Engagement Program Services
Section: 1302.50
Subject: Discipline by Parents at Head Start Centers.
Date Approved PC: January 12, 2022
Date Approved BD: January 13, 2022

Policy:

Parents/Guardians will be provided education and other appropriate interventions in regards to child discipline.

Procedure:

- Parents/Guardians will be prohibited from spanking their child/children on Head Start premises.
- Parents/Guardians will be informed of this policy when their child/children are enrolled into the program.
- Staff will intervene if a parent/guardian uses corporal punishment and the staff will explain the process used at Head Start with the parent/guardian.
- Parents/Guardians will be asked to leave the Head Start premises if they insist on spanking their child/children.
- Parents/Guardians will be provided information for alternative discipline methods by utilizing the following resources:
 - Newsletter Articles
 - Pamphlets
 - Parenting workshops
 - Parent committee meetings



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Part 1302: Program Operations
Subpart E Family and Community Engagement Program Services
Section: 1302.50
Subject: Emergency and Crisis Intervention.
Date Approved PC: January 12, 2022
Date Approved BD: January 13, 2022

Policy:

In situations requiring emergency assistance or crisis intervention, the Family and Community Partnerships staff must immediately take the necessary steps to provide adequate emergency assistance or crisis intervention in cases such as natural disasters, home fires, death or desertion, etc.

Procedure:

- The emergency or crisis may be reported via telephone, walk-in, or communicated by other staff members. The Family and Community Partnerships staff will assess the situation and make a determination concerning the most appropriate immediate referral.
- If the family's utilities are disconnected, pending disconnection or the family is evicted/pending eviction, the Family and Community Partnerships staff will contact the Department of Human Resources and OCAP for emergency funding.
- The Lowndes County Board of Education Head Start program will solicit contributions throughout the year in order to provide clothing, household items, non-perishable food etc. in the event of an emergency or family crisis.
- In the event of natural disasters such as, flood, hurricane, wind, etc., the Lowndes County Board of Education Head Start program will assist the parent/guardian by collaborating with the Salvation Army, Red Cross, etc., in an effort to maximize resources.

Emergency & Crisis Intervention Resources are listed below.

- **FOOD:** Families in need of food are referred to the food pantry, local churches and food banks.
- **DOMESTIC VIOLENCE:** The Family Sunshine Center provides emergency shelter for battered women and their children, order of protection, and counseling services.
- **CHILD ABUSE & NEGLECT:** The Department of Human Resources operates a twenty-four hour a day hotline for child abuse and connects the parent/guardian with the Sheriff's office. All Head Start staff members are mandated reporters and

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must report all cases of suspected child abuse and neglect to the Department of Human Resources.

- **UTILITIES:** Organized Community Action Program (OCAP).
- **COUNSELING:** Family Guidance Center of Alabama, Mental Health Authority, and the Family Sunshine Center.
- **SEXUAL ASSAULT:** The Lowndes County Sheriff's Office.
- **FIRE/DISASTER:** American Red Cross.
- **CLOTHING:** Lowndes County Public Schools, The Catholic Center, Frazier Memorial Church, American Red Cross, Catholic Social Services, and Faith Rescue Mission.
- **TRANSPORTION:** West Alabama Rural Public Transportation.
- **HOMELESS FAMILIES:** Lowndes County Public Schools and the American Red Cross MACH (Mid-Alabama Coalition for the Homeless).



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Part 1302: Program Operations
Subpart E Family and Community Engagement Program Services
Section: 1302.51
Subject: Parent activities to promote child learning and development. (Education and Training Materials for parents).
Date Approved PC: **January 12, 2022**
Date Approved BD: **January 13, 2022**

Policy:

The program will provide opportunities for parents/guardians to participate in counseling programs, receive information on mental health issues, continuing education, job training, and other job services.

Procedure:

- Agencies that provide counseling will be identified and partnerships will be formed if an existing partnership does not exist.
- Information from various agencies will be on display, on the parent information board at each Head Start center and workshops will be available to parents/guardians throughout the program year.

Materials on mental health should include and is not limited to the followings:

- Prevention programs for at risk-families
- Support groups
- Domestic Violence
- Substance Abuse
- Anger Management
- Separation Anxiety
- Bullying
- Stress Management
- School Violence
- COVID-19 pandemic
- The Family and Community Partnerships staff will assist families with identifying and accessing continuing education, training, and employment opportunities.
- All information provided and referrals made will be documented in ChildPlus.net and on the Family and Community Partnerships Referral Form.
- Follow-ups with families will be conducted within a timely manner and documented in ChildPlus.net.

Family and Community Engagement



Part 1302: Program Operations
Subpart E Family and Community Engagement Program Services
Section: 1302.50
Subject: Family Assessment and Parent, Family, and Community Agreement.
Date Approved PC: January 12, 2022
Date Approved BD: January 13, 2022

Purpose:

A program must implement a family partnership process that included a family partnership agreement and the activities described in this section to support family well-being, including family safety, health, and economic stability, to support child learning and development, to provide, if applicable, services and supports for children with disabilities, and to foster parental confidence and skills that promote the early learning and development of their children. The process must be initiated as early in the program year as possible and continue for as long as the family participates in the program, based on parent interest and need.

Policy:

The program will establish and sustain a mutual and collaborative partnership with parents/guardians to assist them with identifying their own family goals, needs, strengths and utilizing the appropriate community resources to become self-reliant.

Procedure:

- Every Head Start parent/guardian is provided with an opportunity to develop a Parent, Family, Community, and Engagement Agreement.
- The assessment is on-going until the parent/guardian no longer needs service. The case will not be completely closed until the family transitions to the public school system.
- Documented outcomes will be in compliance with the Parent, Family, and Community Engagement Framework: (1) family well-being, (2) positive parent-child relationships, (3) families as lifelong educators, (4) families as learners, (5) family engagement in transitions, (6) family connections to peers and community, (7) families as advocates and leaders.
- Additional outcomes will include identification of parents/guardians strengths, needs, and the actual utilization of the appropriate community resource the parents/guardians were referred to.
- The Family Advocate Practitioner and parents/guardians will work cohesively to identify step-by-step tasks and establish a reasonable time frame for task completion.

Family and Community Engagement



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- Family Advocate Practitioner will conduct follow-ups with parents/guardians to monitor and evaluate their goals and achievements. Note: Follow-ups are done quarterly and as needed.
- The Parent, Family, and Community Engagement Agreement may change as the parents/guardians situation changes. All information will be update and revised as needed.
- Parent/Guardian conferences will be completed within forty-five (45) days of the child's enrollment into the Head Start Program.
- Family Contact Notes and Parent Contact Forms describe what transpired during the visit and all activities, including dates, persons contacted, and the location of the contact. Family Contact Notes and Parent Contact Forms will be keyed into ChildPlus.net.



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Part 1302: Program Operations
Subpart E Family and Community Engagement Program Services
Section: 1302.50
Subject: Family Goal Setting.
Date Approved PC: January 12, 2022
Date Approved BD: January 13, 2022

Policy:

The program will establish and sustain a mutual and collaborative engagement with parents/guardians to assist them with identifying their own family goals, needs, strengths and utilizing the appropriate community resources to become self-reliant.

Procedure:

- The process is initiated at the time of intake. During this time the Family Advocate Practitioner listens attentively and observes any discrepancies and consistencies between behavior and words. Questions are utilized for clarification and understanding. Supportive statements are utilized to encourage an effective line of communication.
- The Family Advocate Practitioner will assist parents/guardians with recognizing and evaluating choices that are available to them.
- In an effort to prevent duplication of services the Family Advocate Practitioner will collaborate and work cohesively with parents/guardians, agencies, organizations, and Head Start staff.



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Part 1302: Program Operations
Subpart E Family and Community Engagement Program Services
Section: 1302.51
Subject: Parent activities to promote child learning and development.
(Family Participation in Literacy-Related Services).
Date Approved PC: **January 12, 2022**
Date Approved BD: **January 13, 2022**

Policy:

Families will be encouraged to utilize community services for literacy and will gain an increased awareness of community resources and literacy awareness.

Procedure:

- Families will have access to resources of family literacy development programs.
- Material, services, and activities that promote literacy will be available to families.
- Parents/Guardians will be assisted in setting personal literacy goals.
- Families will be encouraged to utilize the public libraries.
- Assistance will be given to families who want to apply for a library card.
- Staff will encourage parents/guardians to come in and read to the children.
- Staff will plan literacy activities that involve both children and parents.
- Staff will encourage parents/guardians to complete the LCBOEHS in-kind activity calendar with their child. The in-kind activity calendar compliments the classroom lesson plans.



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Part 1302: Program Operations
Subpart E Family and Community Engagement Program Services
Section: 1302.51
Subject: Parent activities to promote child learning and development.
(Family Services and Referral Follow-ups).
Date Approved PC: **January 12, 2022**
Date Approved BD: **January 13, 2022**

Policy:

The Family Advocate Practitioners will follow-up with parents/guardians within a timely manner to determine the quality and outcomes of referral services received.

Procedure:

1. The Family Advocate Practitioner will schedule a center or a telephone conference with the parent/guardian to discuss their level of satisfaction and the quality of services received through the referral.
2. The Family Advocate Practitioner will contact the parent/guardian to follow-up with him/her. The results will be documented in ChildPlus.net.
3. If the situation is resolved through the referral provided, the Family Advocate Practitioner should place the appropriate documentation in the family's file indicating that no further services are needed.
4. If further services are needed, the Family Advocate Practitioner will place the appropriate documentation in the family's file indicating the issue has not been resolved and continue to work with the parents/guardians and agencies to resolve the situation.
5. All referrals will be entered in ChildPlus.net within a timely manner.



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Policies and Procedures



Part 1302: Program Operations
Subpart E Family and Community Engagement Program Services
Section: 1302.50
Subject: General Equivalence Diploma/Non-Traditional Diploma Disbursement.
Date Approved PC: **January 12, 2022**
Date Approved BD: **January 13, 2022**

Policy:

The program will provide the Head Start family members with the educational opportunity to obtain the General Equivalence Diploma or the Non-Traditional High School Diploma. The family members will be given mileage reimbursement to assist with transportation. Acquiring literacy ultimately leads to economic self-reliance and financial literacy. (Note: Subject to the availability of agency funds).

Procedure:

- Lowndes County Board of Education Head Start will pay mileage from the family member's residence to the local testing center in Hayneville, Alabama.
- Lowndes County Board of Education Head Start will pay a stipend of \$50.00 once the parent/guardian receives his/her General Equivalence Diploma/Non-Traditional High School diploma (providing funds are available).



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Part 1302: Program Operations
Subpart E Family & Community Services
Section: 1302.50
Subject: Grievance Procedures for Parents.
Date Approved PC: **January 12, 2022**
Date Approved BD: **January 13, 2022**

Policy:

The term grievance indicates a program-related dispute of feeling of dissatisfaction with aspects of program policies, procedures, or working with staff members.

Procedures:

Procedures to following in filing a grievance:

1. The parent first tries to resolve the grievance with the person involved in the problem. If the problem is not resolved, the person goes to the staff member's supervisor. If no satisfaction is achieved at this level, then:
2. The parent/guardian will discuss the grievance with the Family and Community Partnerships Manager.
 - a. If the grievance cannot be settled at this level or if the parent/guardian is not satisfied with the results of the discussion, he or she presents the grievance in writing to the Family and Community Partnerships Manager.
 - b. The Family and Community Partnerships Manager will notify the Head Start director and the Policy Council president of the complaint and proceeds as follows:
 - c. The Head Start director establishes a grievance file, which is maintained until such time as the grievance is settled.
 - d. The director consults with the parent/guardian and or the Family and Community Partnerships Manager to gather all relevant information concerning the nature, circumstances, and desired results of the grievance. The Head Start director also documents the outcome of the discussion of the grievance.
 - e. The director will act as mediator while the grievance is being settled.
 - f. The Head Start director develops a written response to the grievance. If the grievance cannot be settled by the Head Start director to the satisfaction of the parent/guardian, the Head Start director advises the parent/guardian of



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his/her right to appeal the decision to the superintendent. Again, the Head Start director acts as mediator by presenting the grievance and all information concerning it to the superintendent.

- g. If the grievance cannot be settled by the superintendent, or if the parent is not satisfied with the decision, he or she may appeal the decision of the superintendent by having the grievance and attempts for a settlement presented to the Policy Council. Again, the Head Start director acts as mediator by presenting the grievance, and all information concerning it, to the Policy Council.
 - h. The parent/guardian filing the grievance may attend the Policy Council meeting.
 - i. Parent/Guardian filing the grievance decisions to the Policy Council has the right to be heard before the Policy Council, upon request of the Council. This includes the right to present statements and evidence, to answer questions, and to be represented.
 - j. Hearings are presided over by the president of the Policy Council. The hearing is informally conducted, and technical rules of evidence will not apply. A quorum must be present. The Policy Council has the right to call its own witnesses. A summary of the proceedings is made, and each party to the grievance is given an opportunity to review the summary. If either party desires to submit an exception to the summary, a signed statement is accepted for the records. A copy of the summary, together with any exception taken thereto, is made available to the parent.
 - k. If the parent/guardian is not satisfied with the decision of the Policy Council, he/she may appeal the decision to the Lowndes County Public Schools whose determination is final.
3. The grievance must be submitted in writing and must contain sufficient detail to identify and clarify the basis for the grievance. It also must specify the relief expected by the parent/guardian. The written grievance should contain the following information:
- i. The specific action or incident on which the grievance is based, the date the action or incident occurred (if known), and the date the parent first learned of the action (if applicable).
 - ii. The reason for the parent's/guardian's concern about the action, the unfair treatment, or the specific policy (Agency, Head Start, or Division), or written agreement provision that was violated and how this cause for concern affected the aggrieved person.
 - iii. The corrective action desired.
 - iv. A brief summary of the results of all attempts to obtain satisfactory adjustment prior to appealing to the Lowndes County Public Schools.



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Part 1302: Program Operations
Subpart E Family & Community Services
Section: 1302.50
Subject: Home Visits Conducted Outside of the Home.
Date Approved PC: January 12, 2022
Date Approved BD: January 13, 2022

Policy:

All staff members are to make every effort to conduct home visits with parents/guardians. Any visits outside of the parents/guardians home will only be conducted in exceptional cases.

Procedure:

1. All parents/guardians that request home visits are made outside of their home must provide a written statement.
2. Staff members conducting home visits outside of the parents/guardians home due to safety issues must have approval from their supervisor.
3. In an effort to provide support, there must be a minimum of two (2) staff members to conduct home visits outside the parents/guardians home.
4. Staff will make every effort to use extreme caution during the home visit outside of the parents/guardians home and to follow basic safety guidelines.



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Part 1302: Program Operations
Subpart E Family Partnerships
Section: 1302.50
Subject: Informed, Written Consent.
Date Approved PC: January 12, 2022
Date Approved BD: January 13, 2022

Policy:

Staff concerns in regards to a child with poor assessment scores, behavioral, or social delays may refer to the child for staffing through the Education/Disabilities Manager.

Procedure:

1. The first staffing will be held with the Education/Disabilities Manager and appropriate teaching staff. The second staffing will be with the parent/guardian, Family and Community Partnerships Manager and other designed managers and coordinators as needed.
2. The appropriate staff will carefully review the child's records and the information will be shared with the child's parent/guardian as needed.
3. Staff will inform the parent/guardian of any concerns that need further assessments.
4. Staff will share the assessment results and the necessity of the child's treatment with the parent/guardian.
5. Staff will obtain a written and signed, informed consent statement from the parent/guardian prior to the child receiving treatment or services.



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Part 1302: Program Operations
Subpart E Family and Community Services
Section: 1302.51
Subject: Parent activities to promote child learning and development. (In-Kind Contributions).
Date Approved PC: January 12, 2022
Date Approved BD: January 13, 2022

Policy:

The Family and Community Partnerships Manager will assure all in-kind contributions are properly documented on the SOCSER 628 form.

Procedure:

Donations/Contributions are divided into four categories:

- Material goods (household items for classroom activities, cloth, food, etc.)
- Space used in a building or area for which the program does not pay. (example: space for a parent meeting).
- Time (professional and non-professional hours)
- Other (any contribution which does not apply to the other three categories).

Responsibility for reporting in-kind contributions has two categories:

- Category A: Administrative (Policy Council and Board participation).
 - Category B: In-kind obtained through volunteer hours.
- It is the responsibility of all staff to promote the need for volunteer hours at Lowndes County Board of Education Head Start to assure retention of the Head Start grant and therefore, all staff members should be familiar with the forms used to capture the in-kind donation.



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Part 1302: Program Operations
Subpart E Family & Community Services
Section: 1302.50
Subject: Multicultural Communication
Date Approved PC: January 12, 2022
Date Approved BD: January 13, 2022

Policy:

All meetings and interactions are respectful of each parent's /guardian's diversity, cultural, and ethnic background.

Procedure:

1. The program will provide a variety of opportunities for family's interaction throughout the year.
2. Literature in the child's native language will be available in the classroom.
3. Words from the child's native language should be incorporated into the daily lesson plan to show support of child's culture.
4. The utilization of songs, languages, and music materials should be incorporated into the lesson plan to reassure the child and to provide another child exposure to learning a different language than his/her own.
5. There will be a constant level of support and respect for families values and beliefs and will be demonstrated through the incorporation of the child's native language in the classroom.
6. An interpreter will be accessible for parent conferences and emergencies.
7. A concentrated effort to communicate with children should be made through the use of simple words or phrases in the child's home language being used daily in the classroom, cafeteria, and in the play area.



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Part 1302: Program Operations
Subpart E Family & Community Services
Section: 1302.50
Subject: Non-Enrolled Children at Head Start.
Date Approved PC: January 12, 2022
Date Approved BD: January 13, 2022

Policy:

Meetings and interactions with families must be respectful of each family's diversity

Procedure:

1. Non-enrolled children may be allowed to attend parent activity days and special events at the Head Start center.
2. Any/all non-enrolled children must be in the direct supervision of their parent/guardian at all times.
3. Non-enrolled children are expected to adhere to all Head Start rules and regulations as set forth by the Head Start staff.
4. Babies and toddlers are not permitted to play on the playground or in the classroom.
5. Head Start staff will not provide supervision for non-enrolled children.



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Part 1302: Program Operations
Subpart E Family & Community Services
Section: 1302.50
Subject: Parent Activity Fund.
Date Approved PC: January 12, 2022
Date Approved BD: January 13, 2022

Policy:

A parent activity fund will be established at each school site. The funds will provide opportunities and experiences in planning, developing, and implementing parent-initiated projects. The funds cannot be used on entertainment. Parent activity funds cannot be used to provide equipment or supplies in the Head Start classroom. Parent activity funds will be distributed for each classroom in the amount of \$10.00 per child, based upon the budget when feasible. The parent activity funds cannot be carried over into the next program year.

Procedure:

1. Decisions on how the parent activity funds will be used, are made during the center parent committee meetings. The meeting minutes will provide documentation that the parents/guardians voted and came to a consensus on how the parent activity funds will be spent.



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Part 1302: Program Operations
Subpart E Family & Community Services
Section: 1302.50
Subject: Parent Evaluation of the Program.
Date Approved PC: January 12, 2022
Date Approved BD: January 13, 2022

Policy:

Parents/Guardians are provided multiple opportunities to provide guidance to the planning, implementation, and the evaluation of the program.

Procedures:

1. Parents/Guardians will be provided opportunity to evaluate the Head Start program and to provide recommendations. Results of all evaluation proceedings will be utilized in program planning and decision making.
2. Parents/Guardians who are members of the Policy Council will have a major role in reviewing program areas through the internal evaluation process. Participants will thoroughly evaluate all aspects of the program based on the Performance Standards and make recommendations for strengthening the program.
3. The Self-Assessment team will consist of fourteen (14) members: four (4) parent representatives from the Policy Council, two (2) representatives from the Head Start Center, four (4) staff members and four (4) members from the local Head Start Program.
4. The Family and Community Partnerships department will provide Google forms to parents/guardians via email. The parents/guardians will be given the opportunity to evaluate the Head Start program in May of the program year.
5. The minimum goal for returned completed forms is 90% for each classroom. All forms will be completed within a two-week period.
6. The Family and Community Partnerships Manager will collect the responses and will create a chart from the results. The Family and Community Partnerships Manager will assure that all efforts have been made to obtain at least a 90% return rate.
7. The Family and Community Partnerships Manager will collect the responses and create a chart from the results via Goggle forms for the director, managers, and center staff.



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Part 1302: Program Operations
Subpart E Family & Community Services
Section: 1302.50
Subject: Parent, Family, and Community Engagement Agreements.
Date Approved PC: **January 12, 2022**
Date Approved BD: **January 13, 2022**

Policy:

The program will establish and sustain a mutual and collaborative partnership with parents/guardians to assist them with identifying their own family goals, needs, strengths, and utilizing the appropriate community resources to become self-reliant.

Procedure:

1. Every Head Start parent/guardian is provided with an opportunity to develop a Parent, Family, Community, and Engagement Agreement.
2. The assessment is on-going until the parent/guardian no longer needs service. The case will not be completely closed until the family transitions to the public school system.
3. Documented outcomes will be in compliance with the Parent, Family, and Community Engagement Framework: (1) family well-being, (2) positive parent-child relationships, (3) families as lifelong educators, (4) families as learners, (5) family engagement in transitions, (6) family connections to peers and community, (7) families as advocates and leaders.
4. Additional outcomes will include identification of parents/guardians strengths, needs and the actual utilization of the appropriate community resource the parents/guardians were referred to.
5. The Family and Community Partnerships Manager and the parents/guardians will work cohesively to identify step-by-step tasks and establish a reasonable time frame for task completion.
6. Family Advocate Practitioners will conduct follow-ups with parents/guardians to monitor and evaluate their goals and achievements. Note: Follow-ups are done quarterly and as needed.
7. The Parent, Family and Community Partnerships Agreement may change as the parents/guardians situation changes. All information will be updated and revised as needed.
8. Parent/Guardians conference will be completed within forty-five (45) days of the child's enrollment into the Head Start program.

Family and Community Engagement



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9. Family Contact Notes and Parent Contact Forms describe what transpired during the visit and all activities, including dates, persons contacted, and the location of the contact. Family Contact Notes and Parent Contact Forms will be keyed into Child Plus.net.



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Part 1302: Program Operations
Subpart E Family & Community Services
Section: 1302.50
Subject: Parents/Guardians as Volunteers.
Date Approved PC: January 12, 2022
Date Approved BD: January 13, 2022

Policy:

Parents/guardians will be provided opportunities to actively participate in the program as volunteers.

Procedure:

1. Parents/Guardians who express an interest to volunteer will be strongly encouraged to do so by all staff members.
2. Volunteer training will be provided for parents/guardians to help them understand the Head Start program.
3. The Family and Community Partnerships Manager and the Education/Disabilities Manager will train all volunteers.
4. All parents/guardians who volunteer must comply with the Lowndes County Board of Education Head Start's volunteer requirements, to include but not limited to an annual TB skin test and testing for the presence of communicable diseases.
5. The Family and Community Partnerships Manager will keep a file at the Central Office on each parent/guardian who volunteers.
6. A volunteer form is used to keep track of parents/guardians volunteer hours.
7. All names and contact information of volunteers are submitted to the Family and Community Partnerships Manager
8. All volunteers must sign a Confidentiality Statement.



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Part 1302: Program Operations
Subpart E Family & Community Services
Section: 1302.50
Subject: Parent Involvement
Date Approved PC: **January 12, 2022**
Date Approved BD: **January 13, 2022**

Policy:

In addition to involving parents in program policy-making and operations, the program provides parent involvement and educational activities that are responsive to the ongoing and expressed needs of the parents both as individuals and as members of a group.

Procedure:

1. The Lowndes County Board of Education Head Start Parent Interest Survey will be sent to all LCBOEHS parents/guardians in September of the program year. The Family and Community Partnerships Manager will identify the areas of parents/guardians interests, tabulate results and identify agencies that could provide the parent/guardian with assistance for the information needed.
2. If several parents/guardians are interested in a particular topic, workshops or classes will be provided to meet the parents/guardians interest.
3. Other community agencies are encouraged to assist in the planning and implementation of such programs.
4. Head Start settings are open to parents/guardians during all program hours. Parents/Guardians are welcomed as visitors and encouraged to observe children as often as possible and to participate with children in group activities. The participation of parents in any program activity must be voluntary, and is not required as a condition of the child's enrollment.
5. No child will be denied participation in the Lowndes County Board of Education Head Start program due to lack of parent involvement.
6. All Head Start centers will have a designated area for parent information, which will include items of interest, activities, brochures, and monthly newsletters.
7. The program provides parents/guardians with opportunities to participate in the program as employees or volunteers. Current and former Head Start parents must receive preference for employment vacancies for which they are qualified.



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Part 1302: Program Operations
Subpart E Family & Community Services
Section: 1302.50
Subject: Parent Involvement in Child Development and Education Activities.
Date Approved PC: January 12, 2022
Date Approved BD: January 13, 2022

Policy:

Lowndes County Board of Education Head Start program provides opportunities to include parents/guardians in the development of the program's curriculum and approach to child development and education.

Procedure:

1. The Family and Community Partnerships Manager build upon the principles of adult learning to assist, encourage, and support parents/guardians as they foster the growth and development of their children.
2. The Family and Community Partnerships Manager provides opportunities for parents/guardians to enhance their parenting skills, knowledge, and understanding of the educational and developmental needs, and activities of their children and to share concerns about their children with program staff.
3. The program provides, either directly or through referrals to other local agencies, opportunities for children and families to participate in family literacy services by:
 - Increasing family access to materials, services, and activities essential to family literacy development.
 - Assisting parents/guardians as adult learners to recognize and address their own literacy goals.
4. In addition to the two home visits, teachers in center-based programs conduct staff-parent conferences, as needed, but no less than two per program year, to enhance the knowledge and understanding of both staff and parents of the educational and developmental progress and activities of children in the program.
5. The program will solicit parents/guardians input in selecting an age appropriate, researched based curriculum to ensure children acquire school readiness goals.

Family and Community Engagement



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Part 1302: Program Operations
Subpart E Family and Community Engagement Program Services
Section: 1302.50
Subject: Parent Involvement in Community Advocacy.
Date Approved PC: **January 12, 2022**
Date Approved BD: **January 13, 2022**

Policy:

The program supports and encourages parental involvement in community advocacy to improve the quality of life for their child/children and family.

Procedure:

1. The program supports and encourages parents to influence the character and goals of community services in order to make them more responsive to their interest and needs.
2. The program implements procedures to provide families with comprehensive information about community resources, such as:
 - Health care providers, such as clinics, physicians, dentists, and other health professionals, mental health providers, nutritional services providers.
 - Individuals and agencies that provide services that provide services to children, such as: family preservation, support services, and child protective services.
3. Local elementary schools and other educational and cultural institutions, such as: libraries and museums for the children and adults alike.
4. Parents are provided regular opportunities to work together, and with other community members, on activities they are interested in and beneficial to them.
5. In addition, the program's services and resources include assistance or referral for community leadership opportunity.



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Part 1302: Program Operations
Subpart E Family & Community Services
Section: 1302.50
Subject: Parent Involvement in Educational Activities.
Date Approved PC: January 12, 2022
Date Approved BD: January 13, 2022

Policy:

Parental involvement will be strongly encouraged for all educational activities that are responsive to the direct needs of the parents.

Procedure:

1. Parent/Guardian participation in the design of activities for the children will help expand parental strengths and interests and parents/guardians will be strongly encouraged to be actively involved.
2. Parents/Guardians are always welcomed at each center at any time.
3. There will be numerous activities made available to allow parents/guardians an opportunity to become more involved with their children and other adults.
4. During home visits/conferences teaching staff will ask parents/guardians for their input as to what they would like for their child to accomplish during the year.
5. Parents/Guardians will be given information on how to become actively involved with the education advisory committee.



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Part 1302: Program Operations
Subpart E Family and Community Engagement Program Services
Section: 1302.50
Subject: Parent Participation in Health, Nutrition, and Mental Health.
Date Approved PC: January 12, 2022
Date Approved BD: January 13, 2022

Policy:

Parents/Guardians are encouraged to be involved in the health, nutrition, and mental health education aspect of the agency. Staff will collaborate and coordinate necessary training or provide information to the parents on various topics.

Procedure:

1. Parents/Guardians will complete the Parent Training Survey in the Parent, Family, Engagement, Agreement booklet.
2. The Family Advocate Practitioner will provide the parents/guardians with training and information based on the results of the Parent Training Survey.
3. All parents/guardians will be offered the opportunity to receive educational resources through; consultants, workshops, and newsletters articles.
4. Parents/Guardians will be encouraged to serve on the Inter-Agency Advisory Committee.
5. Parents/Guardians will be offered education which will help establish healthy habits in the home.
6. Parents/Guardians will be offered education on a variety of mental health topics.
7. Parents/Guardians will be offered education on specific health related issues as it relates to the children or issues.



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Part 1302: Program Operations
Subpart E Family & Community Services
Section: 1302.50
Subject: Parent Involvement in Home Visits.
Date Approved PC: January 12, 2022
Date Approved BD: January 13, 2022

Policy:

Parents/guardians are encouraged to be actively involved in home visits.

Procedure:

1. The program does not require that parents/guardians permit home visits as a condition of the child's/children's participation in Head Start. Every effort will be made by staff to explain the advantages of parents/guardians being actively involved in home visits.
 - During the enrollment process, the child's/children's parent or legal guardian completes a Parent, Family, and Community Engagement Agreement booklet, which they could give their consent to be actively involved in home visits by Head Start staff. However, the parent or legal guardian does have the option to decline in regards to the home visit portion of the Parent, Family, Community, Engagement Agreement.
 - If the parent/guardian declines being actively involved in home visits, the Family Services Workers will make every effort to locate a mutual agreeable place to make proper contact with the parent/guardian.
2. The child's/children's teacher in a center-based program makes no less than two (2) home visits per program year to the home of each enrolled child, unless the parents/guardians expressly forbids the visit.
3. The teacher will conduct at least two (2) home visits each year in addition to two center conferences with parents/guardians to discuss their child's/children's development and education.
4. All home visits are scheduled at times that are mutually convenient for the parents/guardians and Head Start staff.
5. The Family Advocate Practitioner will make every effort to meet with parents/guardians at a time that is convenient for them and to encourage attendance at the meeting of both parents/guardians if it is a two-parent home. The Family Advocate Practitioner will conduct one home visit exclusively to implement the School Readiness/ Parent, Family, and Community Engagement Goals. Additional home visits will be conducted as needed.

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6. In cases where parents/guardians whose child/children are enrolled in a center-based program asks that the home visit be conducted outside their home, or in cases where the home visits presents a significantly safety hazards for staff, the home visit may be conducted at the Head Start center or at another safe location that affords privacy.
 - *Head Start staff should not put themselves in jeopardy when conducting a home visit. Home visits or center conferences presents an excellent opportunity to prove the importance of Family Literacy awareness to the parent/guardian. This could be done by asking parents/guardians what type of activities their child/children has done throughout the day or the night before. The staff could easily point out to the parent/guardian how the activities are a part of literacy. For example, reading shows children letters, left to right; while taking a walk or going to the park is an opportunity for the child/children to observe nature (trees, flowers, rocks and etc.), which is all a part of literacy.*



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Part 1302: Program Operations
Subpart E Family & Community Services
Section: 1302.50
Subject: Parent Involvement in Home Visits-Conferences.
Date Approved PC: January 12, 2022
Date Approved BD: January 13, 2022

Policy:

Staff will enhance their own and the family's understanding and knowledge of the educational and developmental progress of the children in the program.

Procedure:

1. Teaching staff will home visit twice a year to share educational and developmental progress of the child/children with their parents/guardians.
2. Staff will make every effort to encourage the parents/guardians to ask questions and discuss any concerns or expectations they may have for their child/children.
3. Educational and assessment information will be given to parents/guardians during home visits and conferences.
4. Home visits and conferences provide an opportunity for staff and parents/guardians to discuss in depth the child/children development, progress, and adjustment to the Head Start program.
5. Parents/guardians are not required to permit home visits from Head Start staff as a condition of their child's/children's enrollment in the Head Start program.
6. Every effort will be made by all Head Start staff to explain the advantages of home visits to the parents/guardians.
7. Staff will focus on the strengths, interests, and goals of the family.
8. Home visits will not be conducted by Head Start staff if a safety issue arises.
9. Family Advocate Practitioners will make every attempt to home visit parents/guardians in their home as needed.



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Part 1302: Program Operations
Subpart E Family & Community Services
Section: 1302.50
Subject: Parent Involvement in Transition Activities.
Date Approved PC: **January 12, 2022**
Date Approved BD: **January 13, 2022**

Policy:

The program assists parents/guardians in becoming their child's/children's advocate as they transition into Head Start and from Head Start to the elementary school.

Procedure:

- Staff will make every effort to prepare parents/guardians to become their child's/children's advocate through transition periods by providing, at a minimum, a staff-parent/guardian conference is conducted towards the end of the child's/children's participation in the Head Start program to enable the parents/guardians understanding of their child's/children's progress while enrolled in Head Start and to finalize the Parent, Family, and Community Engagement Agreements.
- The parents/guardians teacher center conference conducted towards the end of the year will address the child's/children's progress and readiness to enter kindergarten.
- To promote the continued involvement of Head Start parents/guardians in the education and development of their child/children based upon transitioning to school, the program:
- Provide parents/guardians with education and training to prepare them for exercising their rights and responsibilities concerning the education of their children in the school setting and to assist them in communication efforts with teachers and other school personnel so parents/guardians could actively participate in decision related to their children's education.

Prior to the Start of the School Year:

- All parents/guardians will receive a copy of the Parent Handbook.
- Parent Orientation will be held prior to the first day of school.
- Head Start staff will be introduced by the Head Start director.
- The children will have an opportunity to interact with their teacher at orientation.

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End of the School Year:

- All staff will assist in “opening the door” to communicate effectively between parents/guardians and the public school.
- Children transitioning into kindergarten will be taken on a tour of their zoned elementary school to allow them an opportunity to become more oriented with their new school.
- Children transitioning into kindergarten will be provided with a transition packet backpack with educational materials and learning activities to utilize at home to prepare them for kindergarten.
- During the month of June the Health/Mental Health Coordinator will transfer the transitioning student’s blue shot certificate with a copy of the social security card and birth certificate to the parents/guardians zoned elementary school in the county.



Part 1302: Program Operations
Subpart E Family & Community Services
Section: 1302.50
Subject: Parent Meetings and Activities.
Date Approved PC: **January 12, 2022**
Date Approved BD: **January 13, 2022**

Policy:

The Family and Community Partnerships staff members will be responsible for providing a planned program of experiences and activities which support and affirm the parent's role as the principal influence in their children's education and development. Each Head Start site will have a center parent committee composed of parents with children currently enrolled in Head Start.

Procedure:

1. The Family and Community Partnerships Manager will include the parent committee meetings on the Head Start program calendar.
2. The first center parent committee meeting is held at each site within 2-3 weeks after school opens. The purpose of the first meeting is to elect officers, to familiarize parents to the program, and to select a regular day of the month for the meeting. The Family and Community Partnerships department makes every effort to encourage parents to attend.
3. Parents/Guardians will be elected as president, vice president, secretary, assistant secretary, treasurer, and Policy Council representatives. The parents/guardians are elected based upon the majority votes of the parents/guardians present or by volunteering.
4. The Policy Council is composed of at least 51% parents of Head Start children currently enrolled in the program and representatives from the community. The community representatives are selected from agencies within the community that are recommended by parents/guardians of children currently enrolled in the program.
5. After all elections have been held, the Family and Community Partnerships Manager prepares a roster of officers for each center and the Central Office staff.
6. The Head Start director meets with the officers of the center parent committee to train and discuss responsibilities, agenda, and how to conduct meetings. The purpose of the meetings is to prepare officers, especially the president, to conduct parent meetings. The meeting is entitled the New Officer Training.
7. The first meeting at each center also includes an overview of each Head Start service area. The meeting is conducted by the Director, the Family and Community Partnerships Manager, and other staff members as assigned.



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8. Parent committees meet once a month, for a total of nine meetings. The Family Advocate Practitioner arranges the schedule for the parent committee meetings. The schedule for parent committee meetings is distributed to the Head Start director, principals, managers, coordinators, the teaching staff, and maintenance.
9. Family Advocate Practitioners are responsible for parent committee meetings for their sites. Family Advocate Practitioners train the parent/guardians to lead and conduct their meetings.
10. Notices for each parent committee meeting will be sent through the ChildPlus.net text message and placed on the LCBOEHS Facebook page. The teaching staff will assist by reminding parents/guardians about the parent committee meeting as they visit the center. The Family Advocate Practitioner will make telephone calls to the parents at their center to remind them about the meeting.
 - Family and Community Partnerships staff members will notify the principal at their center each month so the meeting can be placed on the school marquee (if available).
 - The teaching staff and the Family Advocate Practitioners will remind parents/guardians of the meeting, the day before the meeting is to occur.
11. The Family and Community Partnerships staff members continually seek new and innovative ways to motivate and encourage parents/guardians to participate at their child's center. This is accomplished through a number of special programs or referrals for parents such as:
 - GED/Non-Traditional classes
 - Literacy classes
 - Social activities
 - Special volunteer time in classrooms
12. It is the joint responsibility of all staff members to encourage and motivate parents to participate in parent committee meetings. This encouragement includes personal contacts when parents drop off or pick up their children, phone calls, and personal messages sent home with the children.
13. The Family and Community Partnerships staff members will attend all Head Start meetings.

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14. The Family Advocate Practitioner sends a copy of the minutes, agenda, and parent sign-in sheet to the Family and Community Partnerships Manager the following day.
15. The LCBOEHS parent committee meetings and policy council meetings minute's book is kept in the parent room at each center and in the Family and Community Partnerships Manager's office at the Central Office.
16. The Family and Community Partnerships department provides all Head Start parents/guardians monthly calendar that indicates all trainings and activities.



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Part 1302: Program Operations
Subpart E Family & Community Services
Section: 1302.50
Subject: Parent Orientation.
Date Approved PC: **January 12, 2022**
Date Approved BD: **January 13, 2022**

Policy:

Head Start will offer parent orientation to new and returning parents to provide them with a better understanding of the program.

Procedure:

1. Parent orientation will occur at each site prior to the first day of school. Staff participating in orientation will include the Head Start director, managers, teachers, teacher assistants, and the Family Advocate Practitioners.
2. Letters will be mailed to each parent/guardian prior to the orientation sessions.
3. The Head Start director will facilitate the orientation session.
4. All staff members will be introduced to the parents/guardians by the Head Start director.
5. The history and main components of Head Start will be outlined for the parents/guardians.
6. Each family will receive a copy of the Parent's Handbook and Classroom Procedures and the Children Safety memorandum that will be reviewed during parent orientation.
7. The Head Start director provides parents/guardians with an overview of transportation safety. The teaching staff provides more detailed information on transportation safety. Transportation is safely provided by the Lowndes County Public School system.
8. The Head Start director will explain attendance, absence, tardiness, disciplinary, and withdrawal policies.
9. The Head Start director will discuss the parent's/guardian's rights while emphasizing the responsibilities of being a Head Start parent/guardian.
10. The Head Start director and the Family and Community Partnerships manager will explain the in-kind process and the importance of parent/guardian participation and how families can volunteer at the Head Start centers.

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11. The Parent Handbook will provide parents/guardians with contact numbers for any questions or concerns that arises.



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Part 1302: Program Operations
Subpart E Family and Community Services
Section: 1302.51
Subject: Parent activities to promote child learning and development.
(Volunteer Monthly Report).
Date Approved PC: **January 12, 2022**
Date Approved BD: **January 13, 2022**

Policy:

The completed in-kind donation forms and the in-kind activity calendar should be sent to the Family and Community Partnerships Manager by the last day of the month.

Procedure:

1. In-kind forms and in-kind activity calendars will be sent to each school site to be completed and signed by the volunteer.
2. The volunteer sheet must be signed by the teacher, teacher assistant, or Family Advocate Practitioner to verify the volunteer actually provided the service. The teacher, teacher assistant or Family Advocate Practitioner must sign the in-kind activity calendar.
3. The Family Advocate Practitioner will calculate the value of the in-kind donations and in-kind activity calendars.
4. The Family and Community Partnerships Manager will verify a second time.
5. The Fiscal Manager will verify a third time.
6. Correction fluid (liquid paper) should not be used when completing the in-kind forms.
7. All in-kind documentation will be kept at the Central Office.



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Part 1302: Program Operations
Subpart E Family and Community Engagement Program Services
Section: 1302.51
Subject: Parent activities to promote child learning and development.
(Volunteer Supervision).
Date Approved PC: **January 12, 2022**
Date Approved BD: **January 13, 2022**

Policy:

Parents/Guardians must be provided an opportunity to participate in the program as a volunteer.

Procedure:

1. The head teacher will be responsible for supervision at the center.
2. The center staff at each center is responsible for ensuring all volunteers sign-in upon arrival at the center.
3. All staff members will continuously encourage volunteering at all centers.
4. The teachers and teacher assistants will be responsible for supervising the volunteers in their classroom.
5. All volunteer hours must be documented and turned in monthly to the Family Advocate Practitioners.



Part 1302: Program Operations
Subpart E Family and Community Partnerships
Section: 1302.50
Subject: COVID-19
Date Approved PC: January 12, 2022
Date Approved BD: January 13, 2022

Policy:

Lowndes County Board Of Education Head Start program will work collaboratively with all parents/guardians to identify and continually access, either directly, or through referrals, services and resources that are responsive to each family's interests and goals during the COVID-19 pandemic.

Procedure:

Recruitment

1. On-line applications are on Facebook and the program's website.
2. Recruitment signs are posted at the elementary schools and in the service area communities.
3. Door to door canvas recruitment efforts throughout the community have been suspended until further notice.

Enrollment

1. Applications will be completed online using ChildPlus.net.
2. Interviews will be conducted via telephone.
3. Enrollment documentation will not require a signature until further notice. The LCBOEHS staff will enter the following statement: Due to COVID-19 and the no contact policy a signature is not required.
4. Staff will sign a verification form indicating that all documentation has been verified and placed in the child's file.

Home Visits/Conferences

1. Due to the COVID-19 pandemic home visits have been suspended until further notice.
2. All conferences will be held via telephone.

In-Kind

1. Volunteering in the classrooms have been suspended until further notice.

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Lowndes County Board of Education Head Start
Policies and Procedures



2. The Lowndes County Board Of Education Head Start In-Kind Activity Calendar will be a major source for parents/guardians to obtain volunteer hours.
3. Classroom in-kind donations have been suspended until further notice.
4. Volunteer hours will be collected from community partners as they conduct virtual training/workshops and donate items to the program.

Services/Referrals

- The Family and Community Partnerships department will continue to provide services and referrals via email and or telephone.

Exploring Parenting/Self-Reliance Classes

- The face-to-face training have been suspended until further notice. The consultants will provide workshops virtually.

Parent Orientation

- The parents/guardians will be provided a link via email, Facebook, on the LCBOEHS website, and ChildPlus.net emails/texts which will include the LCBOEHS Parent Orientation.

Parent Organizational Meetings

- The meetings will be held via the Free Conference Call and or Zoom.

Appreciation Program

- The Lowndes County Board of Education Head Start Annual Appreciation will resume face-to-face while adhering to the Center for Disease Control and Prevention guidelines.