

**B.B. Harris Elementary School
TITLE I PARENT INVOLVEMENT POLICY
2011-2012**

B.B. Harris Elementary School shall abide by and support all rules and regulations pertaining to Title I: Improving the Academic Achievement of the Disadvantaged, No Child Left Behind Act of 2001, Public Law 107-110, and the Parent Involvement Policy of Gwinnett County Public Schools (GCPS).

The administration, faculty, and staff of B.B. Harris Elementary School have met and jointly developed with parents this Title I Parent Involvement Policy. This policy describes the school's expectations for parent involvement. It will be distributed to parents of all students. The term parent in this policy refers to parents/guardians of students attending B.B. Harris Elementary School.

- 1. B.B. Harris Elementary School will convene an annual meeting at a convenient time, to which all parents of participating children shall be invited and encouraged to attend. At this meeting, parents will be told that their school is a Title I school and that it receives Title I funding. Parents will hear about the requirements of Title I and the right of parents to be involved in the school.**

The Annual Orientation Meeting for Title I parents will be held in August 2011 in conjunction with Curriculum Night. The meeting covered an overview of the Title I qualifications, Adequate Yearly Progress, the school's needs assessment, Title I Plan, budget, Parent Involvement Policy, Action Plan, Compact and parents' rights. Additional meetings will be held throughout the year for parents of enrolling students who qualify for the Title I program. The Annual Orientation Meeting will be held in the evening at a convenient time for parents. Additional meetings will be held at alternate times such as before school and during lunch times. Parents will be informed about these meetings through paper flyers, posted notices, the school's website as well as the school's calling system. Flyers advertising the meeting will be hand delivered to each student's classroom to be taken home to his/her parents. A spreadsheet of student names and parent sign-in sheets will be cross-referenced and kept in the Assistant Principal-Title I's office. The Annual Orientation Meeting will cover information regarding the Title I program, AYP data and the school's report card.

- 2. The school will offer a number of additional meetings, such as meetings in the morning or evening, and may provide, with Title I funds, transportation, child care, or home visits, to help parents become involved in our school.**

Based on feedback from parents on the Title I committee, lunch times and evenings are most convenient for parents. Alternate meeting times will be offered for parents unable to attend the originally schedule meeting(s). Title I funds will be used to purchase light snacks during parent meetings offered during meal times such as lunch. A minimum of ten parent workshops will take place during the school year covering the topics: Title I, Math, Literacy, state assessments, curriculum, special education, ESOL, entry transition into and exit transition out of elementary school. Childcare will be offered as funds permit. In addition, home visits will occur when applicable.

- 3. The school will involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs, including the planning, review, and improvement of the school parental involvement policy and the joint development of the school-wide program plan under section 1114(b)(2), except that if a school has in place a process for involving parents in the joint planning and design of the school's programs, the school may use that process, if such process includes an adequate representation of parents of participating children.**

Parent committees currently established at the school include a Title I Committee, Local School Council and multiple PTA committees (Ex. Cultural Arts, Health & Safety, Literacy & Education, Multicultural and Legislative). Parents provide input into school programs and the development of the school's LSPI through the elected Local School Council representative as well as the PTA Board members. Additional input is sought from the Title I Committee. The decision making process on parent leadership committees is through consensus building. Any parent willing to serve was invited to join the Title I Committee. Parents are nominated and

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elected to the Local School Council. Any parent of an enrolled student may vote for the Local School Council representatives. Local School Council Meetings are held a minimum of 4 times each year. PTA Board members are nominated and elected by the school's PTA members. Meetings are held on an ongoing basis. The Title I committee will meet at least annually to revise and evaluate the TAS plan, Parent Involvement Policy and Action Plan.

4. The school shall provide Title I parents/guardians with:

- A) Timely information about the School-wide Program.** Parents will be informed about the Title I program at the Annual Orientation Meeting, on the school's website, in a paper flyer sent home at the beginning of the school year and as a qualifying student enrolls.
- B) A description and explanation of the curriculum in use at B.B. Harris Elementary School, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet.** Information regarding the school's curriculum, assessments (CRCT, CogAT, ITBS, GKIDS, Grade 3 & 5 Writing Test, Benchmark Assessments) and student proficiency levels will be delivered through Curriculum Night meetings, parent conferences, parent workshops, Parent Portal and student progress reports. The school's curriculum is comprised of Academic Knowledge and Skills (AKS) which are based on the Georgia Performance Standards as the state's challenging academic achievement standards.
- C) If requested by parents, opportunities will be provided for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.** Parents may offer suggestions and participate in decision making at the school through the Local School Council, PTA, parent conferences and/or in writing to the school's Principal or Assistant Principal-Title I. Parent suggestions will be addressed and responded to as quickly as possible. Parents will have opportunities to offer suggestions and participate in decisions about their children through parent conferences and Student Support Team (SST) meetings.

5. If the Title I School-wide Program plan under section 1114(b)(2) is not satisfactory to the B.B. Harris Elementary School's parents, the school shall submit any parent comments on the plan when the school makes the plan available to the local educational agency.

Parents may offer suggestions and participate in decision making at the school through the Local School Council, PTA, parent conferences and/or in writing to the school's Principal or Assistant Principal-Title I. Parent feedback forms, including all negative comments, will be submitted to the GCPS Title I office with local copies kept on file.

6. Each school shall jointly develop with parents a School-Parent Compact.

The School-Parent Compact is developed jointly with parents and the Title I committee. In addition, the School-Parent Compact will be shared and revisited annually with the Title I committee. The School-Parent Compact will also be shared during the Annual Orientation Meeting, parent conferences and as qualifying students enroll.

Specific school responsibilities in the education of the Title I students include:

- 1. Provide instruction of Gwinnett County's Academic Knowledge and Skills (AKS) in a setting and delivery manner appropriate for every student.
- 2. Conduct parent conferences on early release days and on as-needed basis.
- 3. Send home weekly folder to communicate grades, progress, and behavior.
- 4. The Student Support Team (SST) process will be enacted to benefit students with academic and behavioral challenge.

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5. Provide progress reports at a minimum of every 9 weeks. This will demonstrate the level of academic growth, conduct and attendance. Student progress information is also available through the Parent Portal.
6. The assessment of data will drive instruction. By using item analysis, the teacher can determine how well the student answers the questions and in turn determine the amount of time needed for readdressing specific items of the AKS. The administrators and teachers will assess data by subgroup and deliver its significance to the student in a private manner and the parents in a parent meeting/workshop.
7. Provide opportunities for professional learning for faculty and staff as determined by a needs assessment survey.
8. Special support will be offered by Title I teachers, school leadership team, and committees to look at AKS standards to determine if needs are being met for appropriate remediation or acceleration.
9. Provide parents with the opportunity to volunteer as well as become part of the decision making process.

Specific parent responsibilities in the education of the Title I students include:

1. Help your child set high expectations by discussing the importance of grades, conduct, and attendance.
2. Become an advocate for education by asking your child what he/she learned everyday as well as sharing your concerns with the school.
3. Discuss your child's progress with teachers and attend scheduled parent conferences.
4. Check homework for quality and completeness.
5. Read to your child daily.
6. Consider visiting your child's class, volunteering, or participating in school functions. Through your presence at school, your child will come to believe that school is important.
7. Review, sign and return your child's Friday folder.
8. When possible, register for and monitor Parent Portal.

Specific Title I student responsibilities in his/her education includes:

1. Attend school everyday and be prepared to learn.
2. Foster and maintain positive student actions.
3. Show respect for myself, my school, and others.
4. Behave safely at school and on the bus.
5. Always do my best.
6. Take home and return, when applicable, all parent information including conference appointments, progress reports, Friday folders, etc.

7. **The school shall provide assistance to parents in understanding the State's academic content standards and State student achievement standards, State and local academic achievement assessments, and how to monitor a child's progress and work with educators to improve the achievement of their children.**

Parent workshops will be offered to inform parents regarding state and local assessments such as the CRCT, ITBS and Benchmark testing. In addition, staff will assist parents in interpreting their own children's test scores. Parent training and technology access will be offered for parents to monitor student progress through the internet via the Parent Portal. Progress Reports will be issued each nine week grading period, and parent conferences will be held at a minimum of twice each school year. Additional conferences will be held as needed by parent or teacher request.

8. **The school shall provide materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement.**

The Assistant Principal-Title I will assist parents and serve as liaison between home, teacher and school. Materials to support and improve student achievement will be available. A minimum of ten parent workshops/meetings will be held to help parents work with their children to improve their academic achievement. Workshop/meeting topics include Title I, Math, Literacy, technology training, state assessments, curriculum, special education, ESOL, entry transition into and exit transition out of elementary school.

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9. **The school shall educate teachers, pupil services, personnel, principals, and other staff with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school.**

All staff working with Title I students will receive staff development in the areas of literacy and math. In addition, staff members will be trained on effective parent communication. The staff will be able to inform parents on how to increase achievement in literacy and math through Curriculum Night presentations, Family Education Night, and parent conferences. Parents will be informed of all meeting and workshops offered in the school's Action Plan.

10. **The school shall to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other programs and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children.**

The school will invite their future families to events such as Family Education Night and Cultural Nights. The school also holds a Get Ready for Kindergarten Workshop along with pre-registration. This meeting informs families about Gwinnett's Kindergarten Registration process and other information on school readiness. The school also distributes information to their feeder Child Development Centers with Pre-K/Head Start families and students regarding kindergarten transition.

11. **The school shall ensure that information related to school and parent programs, meetings, and other activities is sent to all parents in a format and, to the extent practicable, in a language the parents can understand.**

Communication with parents will be presented in clear/concise language. Translations of all information will be distributed. The GCPS Language Bank will be utilized as needed. Information related to school and parent programs, meetings and other activities will be sent to parents using the automated calling system, Friday folders, school website, newsletters and flyers.

12. **The school may involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training.**

Input from parent committees, conferences and feedback forms will be considered in the development of professional learning for the school's staff. This information will be analyzed to evaluate the effectiveness of staff communication with parents regarding curriculum, instructional strategies and student progress.

13. **The school may provide necessary literacy training from funds received if the local educational agency has exhausted all other reasonably available sources of funding for such training.**

In addition to GCPS-TV, the school will provide parents with a list of community resources offering English classes. Should additional funds become available, the school may provide English classes for parents. The school may also offer classes on reading and literacy to parents.

14. **The school may pay reasonable and necessary expenses associated with local parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions.**

The school will offer translations, school interpreters, and light snacks, when appropriate, to parents for local parent involvement activities. Should additional funds become available, the school may offer paid interpreters, technical assistance and childcare.

15. **The school may train parents to enhance the involvement of other parents.**

The school will provide parents with information regarding the GCPS Title I Parent Leadership Academy

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and volunteer mentors within the local school.

16. **The school may arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation.**

In order to maximize parental involvement and participation, school meetings will be held at a variety of times including evenings, before school, and lunch times. As needed, in-home conferences between teachers and educators will be offered.

17. **The school may adopt and implement model approaches to improving parental involvement.**

Each school must strive to build the capacity of parents to help their children achieve to high standards.

Building parents' capacity for involvement includes:

- a. **Program Information for Parents** – Each school shall provide assistance to parents of participating Title I children in understanding such topics as the state's academic content and achievement standards, the assessments being used, the requirements of Title I, Part A, and how to monitor their children's progress and work with educators to improve their achievement.
- b. **Materials and Training** – Each school shall provide materials and training, such as literacy training and training on how to use technology, to help parents work with their children to improve achievement.
- c. **Educate Educators** – Each school shall educate teachers, pupil services personnel, principals and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with and work with parents as equal partners, implement and coordinate parent programs and build ties between parents and the school.
- d. **Preschool (Transition) Coordination** – Each school shall, "to the extent feasible and appropriate," coordinate and integrate parental involvement programs with Head Start, Even Start and other preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parent in more fully participating in the education of their children.
- e. **Understandable Communication** – Each school shall ensure that information related to school and parent programs, meetings and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand.
- f. **Other Requested Activities** – Each school shall provide such other reasonable support for parental involvement activities as parents may request.

The Be There Campaign -Gwinnett County Public Schools (GCPS) has provided a *Be There* campaign initiative, which encourages parental involvement in unique ways, such as spending time talking and connecting ordinary real-life activities to student learning, along with providing links to parent networks and local social services, via the *Be There* website. In addition, our Title I schools will support the GCPS *Be There* programs that offer presentations by speakers on community and health related services, Georgia standardized assessments, GCPS academic initiatives, and various other pertinent issues that are of interest to parents.

The school will offer additional opportunities for parents to be involved through volunteering in the school and/or classroom; serving on the PTA, Title I Committee and Local School Council; attending programs/meetings regarding their child's progress; joining school staff in developing and assessing school improvement strategies; participating in joint decision making and working collaboratively with school staff to address issues, develop plans, and implement those plans.

18. **The school district may establish a district-wide parent advisory council to provide advice on all matters related to parental involvement in programs supported with Title I funds.**

Our school will make efforts to recruit parents to become members of the Gwinnett County Public Schools' Title I Parent Advisory Council (PAC), which meets regularly to provide training on matters relating to parent involvement program, as well as make decisions as they relate to the district's LEA Parent Involvement Policy and Title I Program.

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19. **The school may develop appropriate roles for community-based organizations and businesses in parent involvement activities.**

The school will invite community-based organizations and businesses to contribute information and/or products and to participate in parent involvement activities. Contributions may include food and community resource information.

20. **The school shall provide such other reasonable support for Title I parental involvement activities as parents may request.**

The school will solicit parent suggestions and comments for Title I parental involvement activities through feedback forms and other written communication through the Assistant Principal-Title I and/or Principal. Parent feedback forms, including all negative comments, will be submitted to the GCPS Title I office with local copies kept on file. Parent suggestions will be addressed and responded to as quickly as possible. If suggestions are not feasible this year, they will be considered for the following year and brought to the Title I Committee.

21. **In carrying out the parental involvement requirements of this part, local educational agencies and schools, to the extent practicable, shall provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section IIII in a format and, to the extent practicable, in a language such parents understand.**

In partnership with the Title I Office, Special Education, Health and Social Services, and ESOL, GCPS provides parents with full opportunities for participation in the Title I schools through translation services to all ESOL, Migrant, and Category I Pre-K families in the schools most common languages (Spanish, Korean, etc.), access to the Language Bank for translated standard forms/letters, Title I Social Workers who serve and provide resources for homeless students, Special Education Parent Mentors and accommodations for disabled parents. Services and resources are provided on an ongoing basis. Should additional funds become available, a simultaneous translation system may be considered.

22. **In a State where a parental information and resource center is established to provide training, information, and support to parents and individuals who work with local parents, local educational agencies, and schools receiving assistance under this part, each local educational agency or school that receives assistance shall assist parents and parental organizations by informing such parent and organizations of the existence and purpose of such centers.**

During Title I meetings, our school will inform parents about the Metro Atlanta Parental Information and Resource Center (PIRC) and the resources, training, information and support available to them at the PIRC through flyers, postings on the school's website, and information in the on-site Parent Center. The Assistant Principal-Title I will also use resources from PIRC to provide training and workshops for parents.

Parent Information and Resource Center
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