

**Annistown Elementary School
TITLE I PARENT INVOLVEMENT POLICY
2011-2012**

Annistown 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 term parent in this policy refers to parents/guardians of students attending Annistown Elementary School.

The administration, faculty, and staff of Annistown 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 Annistown Elementary School.

1. Annistown 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. A morning and evening session will be held to accommodate all parents. At these meetings, it will be communicated to parents that Annistown is a Title I school, the meaning of Title I, and how Title I funds are allocated. In addition, parents will hear about the requirements of Title I and the right of parents to be involved. This information will also be available as part of ongoing registration.

The Title I Annual Orientation Meeting will include an explanation and discussion of the following information:

1. Title I program and expectations
2. Complaint Process
3. Notification of Highly Qualified teacher status
4. Annistown's Local School Plan for Improvement(LSPI)
5. Summary of Annistown's Adequate Yearly progress (AYP), which is a measure of our progress toward meeting the National Education Goals outlined in the Elementary and Secondary Education ACT (ESEA.) and School Report Card
6. The School Parent Compact, Annistown's Parent Involvement Policy and Action Plan
7. Title I funding for Annistown/ Overview of Title I Budget
8. Role of the Title I Assistant Principal and Parent Instructional Support Coordinator
9. Opportunities for Parent Involvement at the Parent Center
10. Parent rights to be a member of the Title I Committee to help in the revision of the Title I Schoolwide Plan
11. Parent Rights
12. Title I Handbook
13. Family Educational Rights Privacy Act(FERPA)
14. Protection of Pupil Rights Amendment (PPRA)

Annistown Elementary receives Title I funds and all parents have the right to be involved in the decision making for the schoolwide plan, the budget, and how it is implemented.

2. **The school will offer a number of 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.**

Annistown will have one Title I Annual Orientation Meeting in the fall, and one in January for parents of newly enrolled students and will be ongoing as students enroll. An explanation will be given to parents about how Annistown meets the requirements for Title I funding and how funds will be used throughout the school year. Parents who are unable to attend these meetings can contact the Parent Coordinator (770) 736-4488 to receive a Title I Annual Orientation in the Parent Center. Annistown will offer eleven

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required workshops and additional workshops based on the school's needs. All meetings will be flexible in order to accommodate parent's schedules. Childcare will be provided during parent workshops that are scheduled for the evening hours. Refreshments will also be provided at parent workshops that are held during meal time. In addition, a Spanish Interpreter will be present at Parent workshops to provide services to our Hispanic families. Telephone messages, flyers, letters, and newsletters will be translated in Spanish and sent home to parents who require these services.

- 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.**

Each year, in the spring and at the beginning of the school year, Annistown's Parent Coordinator will recruit a Title I Committee through the use of flyers, newsletters, marquee, school's website, announcements at PTA meetings, the school messenger system, and at Parent workshops. The committee will be comprised of parents, administrators, Parent Coordinator, staff, and community members of Annistown. The purpose of the committee will be to review and revise the Title I Schoolwide Plan, Parent Involvement Policy for Annistown, the School-Parent-Student Learning Compact, the schoolwide Title I budget, Parent Involvement budget, and Local School Plan for Improvement (LSPI). The committee will also make suggestions on how Title I funds should be used. The committee will meet annually and all suggestions for improvement and revisions will be documented. Additional meetings will be held as needed.

A schoolwide Document Review Meeting will take place at the beginning of the school year, and all parents will be invited to attend. This Review Session will allow all parents the opportunity to review the Title I documents and give feedback. In the month of October, Title I documents will be sent home by students in their Friday folders. New students and their parents will be provided with the schoolwide documents upon registration.

An end-of-the-year, a parent survey will be used to determine the effectiveness of the Parent Involvement Program and where the school's Parent Involvement Plan needs to improve. The results of the survey will be summarized by the Parent Coordinator and reviewed by the Title I Committee. The survey results will be made available to all Annistown Elementary School parents. Survey results and Title I information are posted on the Annistown web page for viewing by the Annistown community. All parents at Annistown will be offered the opportunity to become representatives for the district-wide Parent Advisory Council.

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

Timely information about the Schoolwide Program

- A) Parents will be informed about our Schoolwide Plan and Title I documents, AKS, curriculum, and standardized forms of assessment at Curriculum Night in August. Additional information about Annistown's Title I Program will be shared with parents throughout the year. Information about these documents will be provided through parent meetings, conferences, parent workshops, Local School Council, teacher, principal, Parent Center Newsletter, PTA newsletters, Annistown Elementary School's web page, and programmed phone messages.**
- B) A description and explanation of the curriculum in use at Annistown Elementary School, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet.**

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All Annistown teachers are certified. The staff provides quality instruction for all students in a caring environment. The school will use Gwinnett County Public School's Academic Knowledge and Skills (AKS) and Quality-Plus Teaching Strategies to ensure student success. The county's Academic Knowledge and Skills (AKS) curriculum and performance standards on national, state, and local assessments will be explained to parents by the staff. Parents will receive copies of the AKS in handbooks at curriculum night. The staff will use instructional calendars based on the AKS to guide instruction. The staff will strive to improve achievement while identifying the needs of students by utilizing various ongoing assessments, such as pre/post tests, benchmarks, and reading standards. Annistown Elementary administers the following assessments throughout the year: Gwinnett County Interim Assessments and Georgia Kindergarten Inventory of Developing Skills (GKIDS). The school will offer intervention teachers in reading and math, and offer after-school tutoring to assist students with meeting the standards. Assistance will be provided, upon request, to those parents who want to set educational goals for their children. Parents will receive the appropriate information to assist with student success such as: the AKS, Gwinnett County School Handbook and test scores. These items will be addressed at parent teacher conferences and Curriculum Night when reasonable and practicable throughout the school year.

Throughout the year Annistown will hold a series of parent workshops to help parents become familiar with the curriculum and assessments used to measure student progress and proficiency levels. Workshops will cover the following topics:

- Academic Skills and Knowledge(AKS)
- Benchmark Assessments
- Adequate Yearly Progress (AYP)

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 will have several opportunities to participate in their children's education throughout the year by way of meetings, workshops, lunch and learns, volunteering, parent/teacher conferences, Parent Teacher Association (PTA), Local School Council (LSC), and the Student Support Team (SST) that works with parents of at risk students, and other parent groups. Parent meetings will provide all parents opportunities to receive training and to participate in discussions relating to the education of their children. The Annistown staff will handle responses to parent questions, concerns, and suggestions promptly through telephone calls, notes, e-mails, and conferences.

5. If the Title I School-wide Program plan under section 1114(b)(2) is not satisfactory to the Annistown 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.

Annistown Elementary will send all data obtained from surveys, parent suggestions, and unsatisfactory comments regarding Annistown's Title I Schoolwide Plan to Gwinnett County Public Schools' Title I office for review. The school will record parent concerns in the minutes from the local Title I meetings. The comments will be used to improve and revise the Title I Parent Involvement Policy and Action Plan for Annistown. The school will respond to parent suggestions in a timely manner. All negative comments will be kept with the Schoolwide Plan both at the local school and the LEA.

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

The AES Title I Committee and staff will develop the School-Parent-Student Learning Compact to meet the needs of all children. The Compact is an agreement between the school, the student, and the parents to ensure student success.

Parents, teachers, and administrators of Annistown jointly developed the School-Parent Compact, and the Compact is reviewed by the Title I Committee. The Compact outlines the goals and expectations of the school, parent, and student and is a binding agreement between the school, parent, and student. Parents assume their child's school success by assisting in the development, reading, understanding, and signing of the Title I School-Parent Compact. The School-Parent Compact will be the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards. Annistown will plan lessons based on Gwinnett County Academic Knowledge and Skills, assure a safe learning environment for all students. Annistown will also encourage ongoing communication through parent-teacher conferences (at least twice per school year); then on an as needed basis, agenda books, notes home, phone calls, and E-mails. The PISC will encourage parent participation through volunteer opportunities throughout the year. Parent responsibilities include monitoring attendance, communicating with school regularly, promoting positive behavior, and helping students' development a homework schedule that promotes academic success.

The Compact will be reviewed and revised in the spring and at the beginning of the school year by the committee members. If available, all parents will receive, review, and sign the AES Learning Compact on Curriculum Night. If the Compact is not available, it will be sent home to be signed, by the parent, and returned. Parents who are unable to attend Curriculum Night will be sent the Learning Compact to be signed by the parent and returned to school by the student. All staff will review the Compact in their classes and have students sign. Teachers will file the compacts and review them with parents as needed. During ongoing registration, new students and their parents will be provided with the Compact to review, sign and return it to their classroom teacher. Documents are available in English and Spanish. It will be determined at parent-teacher conferences and/or SST meetings whether or not student needs are being met. If needs aren't being met, amendments will be made to the School-Parent Compacts. Compacts will be revised each year by the Title I committee and staff.

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 meetings and workshops will be held at Annistown Elementary School to assist parents in understanding the Georgia Performance Standards (GPS), the Academic Knowledge and Skills (AKS) curriculum, and student performance standards on state and local assessments. It will be communicated to parents that Annistown Elementary administers the following assessments throughout the year: Benchmarks (Pre-Post tests), Access for ELL, Gateway (Grade 4), CRCT, ITBS, Georgia Writing Assessments (Grades 3 & 5), CogAT, and the Georgia Kindergarten Inventory of Developing Skills (GKIDS). Parents will be given a review of the AKS handbook, Criterion Referenced Test (CRCT), other district standardized test, writing assessments, and promotion criteria at the Annistown Title I Annual Parent Orientation Meeting and Curriculum Night. Parents will receive a copy of their child's assessment results whenever a national, state or district level assessment is given. Testing workshops will be presented to parents designed specifically to help parents understand the meaning of national, state, and local assessments. The PISC will also be available in the Parent Center to provide support to parents in understanding test results. Parents will understand that these assessments are used to measure a student's progress and proficiency levels. In addition, Annistown will use the proven research based

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Quality-Plus Teaching Strategies, which have been implemented schoolwide to ensure student success.

The Annistown Elementary faculty and staff will strive to improve student achievement to meet the standards through identifying needs, setting short-term attainable and measurable goals, and providing feedback with appropriate interventions. Students' progress will be monitored and shared with parents through parent conferences, Student Support Teams (SST), and the Gwinnett County Parent Portal.

Parent classes and workshops will be provided to guide parents in ways of monitoring and reviewing their children's progress, in order to improve achievement.

- 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 Parent Coordinator and other school personnel will provide materials and training so parents can support their children's education. The Parent Center will offer workshops to give parents strategies to improve academic achievement at home. These workshops will be presented by the Parent Coordinator, reading/math coaches, counselors, teachers, technology staff, specialists, and other Gwinnett County Employees. Information about all workshops can be found in Annistown's Title I Parent Action Plan. Additional educational resources are available for check-out in the Parent Center. The Parent Coordinator will assist parents as liaisons between home and school. The Annistown School-Parent-Student Compact includes ways each parent can support their child's education such as: monitoring their attendance and after school activities, ensuring homework completion, and volunteering a minimum of two hours per year in their child's classroom or school.

- 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.**

The Parent Coordinator, faculty, and staff at Annistown Elementary School will work cooperatively with parents to build ties between school and home. We believe working together as partners in the educational process will have a positive impact on student achievement. The Parent Coordinator will provide ongoing professional development opportunities focusing on the value of parental contributions and involvement. Professional Development will occur during grade level or faculty meetings at the beginning of the school year. The Parent Coordinator will use the *Teacher and Staff Handbook: Getting Parents Involved* by Channing-Bete and *Engaging All Families* by Steven Constantino as resources. The purpose of the Professional Development workshop is to help faculty and staff work more effectively with parents. Non-teaching staff will be provided with an introduction to the Title I Program which includes the purpose of the program, how funding is used, how parents become involved and community resources available. Non-instructional faculty and staff attend all Title I Annual Orientation Meetings and Professional Development workshops related to Title I.

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- 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.**

Annistown Elementary School's motto is "Accepting Only Excellence." Therefore, we understand the importance of building strong relationships between student, parent, school, and community. Because we believe in promoting excellence, the Parent Coordinator, along with Annistown's Kindergarten Teachers, GCPS Title I Transition Office, and Community pre-schools and Pre-K programs will host activities designed to help parents prepare students for the transition to Kindergarten. A workshop will be offered, in the spring, inviting parents to learn ways of preparing students for their first year of school. The PISC will solicit, from the SASI Clerk, what documents are needed for registration. The PISC and Counselor will then visit neighboring daycares, that feed into Annistown, and present documents needed for registration and invite them to attend the Kindergarten meeting.

Because Annistown cares about its Fifth Grade students and want them to have a smooth transition to Sixth Grade, the Parent Coordinator, Fifth Grade Teachers, Annistown's School Counselor, and Shiloh Middle School representative will develop a workshop inviting parents and their Fifth Graders. This workshop will be designed to help ease any anxiety by addressing all questions and concerns . Necessary documents, for registration, and expectations will also be discussed during the workshop.

The Parent Coordinator and staff will coordinate parent involvement activities with other programs such as:

- Special Education
- Accelerated Math
- English Speakers of Other Languages (ESOL)
- Parent Information Resources Center (PIRC)
- Shiloh Middle School (Transition)
- Title I Pre-K Transition Program

The Parent Coordinator, throughout the school year, will send out newsletters and other forms of communication encouraging parents to volunteer, attend workshops, and to become actively involved in the ongoing programs offered at Annistown as we continue to promote excellence.

- 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.**

Annistown Elementary School will communicate information about parent programs, meetings, and other activities through parent-teacher conferences, Friday folders, flyers, newsletters, Title I literature, parent -teacher handbooks, progress reports, phone calls, automated phone message system, school web site, school marquee, and e-mail.

To a reasonable extent, all forms of information will be communicated in language that parents will understand, and opportunities for involvement of all parents regardless of language, physical disability, or migratory status will be provided.

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

Parents will be given the opportunity to complete an evaluation following each workshop and a Parent survey administered in the spring of each year. Parent feedback may also be obtained through focus groups and questionnaires. When planning for professional development parents may be included in this process.

- 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.**

The Title I Program may provide *English, Yes I Can!* classes during the school year to non-English speaking parents. The classes will be taught by the school's Interpreter who will provide beginning English speaking skills. The dates and times of classes can be found in the Annistown Action Plan and the Parent Coordinator will refer parents to community agencies that provide other literacy training.

- 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.**

Parent workshops will be provided based on available funds and to the extent practicable. Other services provided during the workshops are childcare, light snacks and interpreters all of which will be available based upon available funds and as deemed necessary and reasonable.

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

The Title I Parent Leadership Academy (PLA) will offer opportunities for parents to be trained as parent leaders to enhance the involvement of parents. The purpose of the training is to create parent leaders who can, in turn, provide training and orientation for other parents. Interested parents may contact Donna Powers at Radloff Middle School, (678) 245-3417.

- 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.**

Parent workshops will be determined based on results of the Parent Survey. Parent-Teacher conferences will be held to accommodate parent schedules to the extent practicable. When parents are unable to attend conferences due to extenuating circumstances, the Parent Coordinator, administrator or other staff member who works directly with the student, may conduct a home visit or telephone conference. When parents are unable to attend workshops, digital recordings may be available for check out.

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

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 conduct school and cluster *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.

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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.

Annistown Elementary parents have opportunities for parent involvement by:

- Volunteering in the school and /or classroom
- Serving on governing teams such as Parent Teacher Association (PTA), Title I Committee, and the Local School Council
- Attending programs/meetings regarding their child's progress
- Working collaboratively with school and 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.

The Gwinnett County Public Schools Title I Parent Advisory Committee is comprised of parents from each school, Parent Instructional Support Coordinators (PISCs), Title I Staff, and community members. The primary purpose of this committee is to provide input and share decision-making about issues regarding the District's Title I Program. Meeting dates are listed in the attached Title I Action Plan.

Parent members of the PAC are encouraged to be a member of their local school's Title I Committee. All parents can attend PAC to represent their school's general parent population. Parent members of the PAC are also encouraged to complete the Parent Leadership Academy. Classes for this training are held at Radloff Middle School.

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

Annistown Elementary School has developed partnerships with local businesses in an effort to provide support for our students, parents, and teachers through, volunteering and academic support. The Parent Coordinator will serve as liaisons between the school, the community, and local businesses. Community and businesses partners provide academic incentives for students and services to the school for special events such as Curriculum Night, Spring Carnival, and other school-wide events.

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

The Parent Coordinator will solicit parental comments and suggestions through parent surveys and evaluation forms which will guide the planning of future parent workshops and other parent involvement activities. Workshop evaluations will be completed by parents after each workshop and a Parent survey will be completed in the spring. The Annistown Elementary Parent Coordinator and Title I Committee will give consideration to the ideas and suggestions from the evaluations and Parent Surveys.

- 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:

1. Translation services to all ESOL, Migrant, and Category I Pre-K families
2. Language Bank
3. Title I School Social Workers
4. Special Education Parent Mentors
5. Accommodations for disabled parents

- 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 PISC will also use resources from PIRC to provide training and workshops for parents.

*Parent Information and Resource Center
Metro Atlanta Region: Communities in Schools of Georgia
600 West Peachtree Street, Suite 1200
Atlanta, GA 30308
Julie Hollis, Director - jhollis@cisgeorgia.org - (800) 838-5784*