

Corley Elementary School
TITLE I PARENT INVOLVEMENT POLICY
2010-2011

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

The administration, faculty, and staff of Corley 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 attending Corley Elementary.

Corley 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, to inform parents of their school's participation as a Title I school and to explain the requirements of Title I and the right of the parents to be involved.

1. Parents will hear about the requirements of Title I, and the right of the parents to be involved.

The Title I Orientation meetings will be held in the fall of the school year. All parents will receive an invitation via a flyer (which will be sent home with students), calling post, yard signs and at www.corleyelementary.org. The meetings will be held at a time convenient to most parents. The Parent Instructional Coordinator will explain the definition of a Title I the school, its role, the parent's role, and rights in detail. The meeting will cover: Corley's administration team, Protection of Pupil Rights Amendment, Family Educational Rights and Privacy Amendment, the complaint process, the right to request teacher status, and notification of Highly Qualified Teacher status, Local School Plan of Improvement Goals, Annual Yearly Progress, Parent Involvement Policy, Action Plan, and School-Parent Compact. The Title I Committee and School Council will be explain along with the process parents must take who would like to be involved. The principal will also explain her vision and theme for the school year to parents during this meeting.

The Parent Instructional Coordinator will be invite parents to come to Corley and volunteer at any time. Parents will be informed that the Parent Center has free educational materials available for check out. Parents may take materials home and work with their children, then return when done. Examples will be shown at the meeting. Georgia Parental Information and Resource Center will be presented also.

All information will be orally translated (practical) in Spanish by a Gwinnett County Public School bilingual employee.

Free child care will be provided for these meetings. Parents who do not attend this meeting will be sent all documents via their child. Parents will be invited to call or make an appointment at a later date so the Parent Instructional Support Coordinator may explain that their child's school receives Title I funds and they have the right to be involved in the decision-making about the school-wide plan implemented, including the budget. That they may request information about their child's teacher(s)/paraprofessional: Highly Qualified status of the teacher and paraprofessional, if paraprofessional services are provided and Certification and/or degree held by the teacher; When their child has been taught for 4 or more weeks (20 consecutive days) by a teacher who is not highly qualified.

2. The school will offer a flexible 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, as such services relate to parental involvement.

At least ten parent meetings will be held for the 2010-2011 school year. All meetings will be aligned with Corley's Local School Plan and the results from the Annual Title I survey given the previous year. Corley's academic areas of improvement are in Reading, Writing, and Math, so our workshops will cover skills in these areas. Meetings will be scheduled in the mornings, after school, evenings, and on Saturdays. Additional workshops will be offered throughout the year per parent request as practicable. All information about parent workshops will be sent by flyer,stickers, call notification, and on the school website. A description of each workshop is available in the Action Plan which, parents will receive during the Title I Orientation in the fall of the school year and available on the www.corleyelementary.org.

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3. **The school will involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs, under Title I, 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.**

Corley's process of recruitment for the Title 1 Committee meeting is as follows; a flyer will go home two weeks before each meeting inviting all parents to attend and parents who had attended the previous meeting will be invited back. Parents who wish to attend will return the flyer with their information. The Parent Coordinator will send a formal invitation with a reminder call about the meeting. Three to five days before the meeting the agenda and copies of all items to be discussed will be sent home for parents to review.

The committee members will also include school administrators, the Parent Instructional Support Coordinator, community members, and teachers. This committee will meeting at least three times a year (more if needed). The committee will revise the Title 1 School-wide Plan, which includes: Title 1 policy, action plan, and school compact. The school-wide Title 1 budget and Parent Involvement budget will also be revise during these meetings. This same group will be involved in planning the goals for our Local School Plan of Improvement. Committee members will receive an agenda and sign an attendance sheet. Minutes from each Title 1 Committee meeting will be recorded and submitted to the Local Education Agency Gwinnett County Public Schools' Title 1 Office. All decisions will be available for parents who choose not to attend the Title 1 Committee meetings in the Parent Center and on Corley's website.

Parents are also involved in our Local School Council which meets four times a year. This group gives recommendations assistance to our school. Corley's Parent-Teacher Association coordinates recreational activities for our students and families. Parents are invited to participate in our Local Education Agency's Parent Advisory Council, which meets four times a year, to make decisions for our program.

In an effort to run an effective program, the Annual Title 1 survey will be given to all Corley parents in the spring of each year. Parents will have the opportunity to evaluate the Title 1 program at Corley and give suggestions for improvement. Any barriers preventing parents from attending meetings/workshops will be noted. Parents are encouraged to call the school with comments and concerns throughout the year.

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

A) Timely information about the School-wide Program

Corley will communicate all information about school-wide programs via flyers, school newsletter, and the website. The Title 1 Orientation meetings, Super Saturday in the Fall, and our new family orientation in the Fall and Spring of the year. The PISC will share Title 1 information with parents during each parent workshop throughout the year. Copies of the school-wide plan will be available in the Parent Center, the front office, and on Corley's website.

B) A description and explanation of the curriculum in use at Corley Elementary School, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet

The faculty at Corley Elementary uses the Gwinnett County Public School's Academic Knowledge and Skills. This curriculum is based on the Georgia Performance Standards, Georgia's adopted state curriculum. Teachers use the Academic Knowledge and Skills along with Gwinnett County Public Schools researched based Quality Plus Teaching Strategies to provide a high quality of instruction for all students.

Parents have opportunities to learn more about Gwinnett County Public Schools academic programs through the following: Adequate Yearly Progress, School newsletter, Communication Folders, Student Report Cards, Parent-teacher Conferences, Academic Contracts, Response to Invention Meetings, Saturday Classes, March Madness at-risk tutoring and enrichment. The assessments used at Corley are Gwinnett County Benchmarks, CogAT (is an intelligence test), Georgia Criterion Referenced Competency Test (students must score a level 2 or 800 to consider passing), Writing Assessments, and promotion requirements.

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- 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 work with school staff to address issues, develop plans, and put into operation plans that relate to the education of children. Parent conferences are done twice a year where parents will learn about their child's progress. The Response to Intervention team will work with parents of at-risk students to improve the child's academic and behavioral needs. The Response to Intervention team will also work to support families of students with Individual Educational Plans. Parents may call teachers and administrators for a conference at any time during the year. Corley staff will respond to all parent calls, emails, and notes within 24 hours.

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

All comments and concerns about Corley's School-wide Plan, Parent Involvement Policy, School Compact, and Action Plan will be addressed promptly and sent to the Gwinnett County Public School Title 1 Office throughout the year. These comments will be used when revising the earlier mentioned documents.

6. **Each school shall jointly develop with parents, for all children served, a School-Parent Compact that outlines how parents, the entire staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards.**

The School-Parent Compact will be developed with the parents, community members and teachers. The compact states the roles of the school, parents, and students. The listing of these roles will give each party a clear understanding of their responsibility toward the child's education. The compact will be signed by the principal, the student, and parents. The compact will be used during parent-teacher conferences and throughout the year. Revisions will be made as necessary by the Title 1 Committee and during conferences based on an individual child's needs.

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.**

Corley will provide learning workshops that increase parental understanding with their child's Academic Knowledge and Skills, benchmark testing, which are local assessments. CogAT, Criterion Referenced Competency Test, Third and Fifth grade Writing Assessment, are State level assessments. Parents will receive all test results during parent-teacher conferences. Corley teachers will speak individually with each family and explain the results. If a family can not attend the conference another meeting at an earlier or later time will be scheduled. If the parent still is unable to attend the information will be sent home and the teacher or Parent instructional Support Coordinator will have a phone conference and explain all documents.

Along with conferences parents will receive student progress information through our Thursday Communication Folders, Cougar Cards which show the child's weekly grades and behavior, and beginning in January 2010 the Parent Portal. The Parent Portal is a way for parents to view grade immediately after the teacher enters them into the grade book. This information will be sent via email.

During each parent workshop families will be reminded that the Thursday Communication Folder is the best way to give and receive information about their child's academics and school updates. The school website is the next place to view school updates and email teachers. Parents may also call the school to get information.

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 PISC and the Corley faculty will teach training workshops in the areas of math, reading, writing, and language arts. A list of all the workshops, dates, and times will be available in detail in Corley's Action Plan. The workshops will

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provide engaging activities with free materials that parent may take home and work with their children. Parents will receive just in time information about all academic areas along with free materials from the Parent Center that will help reinforce skills learned at school. Parents will also receive training on how to use all materials checked out of the parent Center. Parents who can not get to the school may call or send a note requesting materials to be sent home. The Parent Instructional Support Coordinator will confer with the classroom teacher to ensure the family receives the appropriate materials for the child. The family may request the Parent Instructional Support Coordinator to open the center early or stay after hours so they may come to the Parent Center for training. All materials may be checked out for two weeks.

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.**

Corley's Parent Instructional Support Coordinator and an Assistant Principal will present parent involvement training to teachers during grade level planning at least twice a year. These meeting will stress the importance of parental contributions and involvement. We will also provide our teachers with strategies to reach literacy challenged and culturally diverse families that are aligned with the *Quality Plus Teaching Strategies*.

Title I Committee meetings will be used to identify ways teachers can communicate with parents more effectively. The group will brainstorm strategies that will help Corley staff understand the importance of parental involvement. The comments and results will be given to the staff during teacher training days. A list of parent workshops are as follows; *Technology, Literacy, Writing Tips, Math, Pre- K, Testing, and 5th Grade Articulation.*

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.**

Corley will coordinate and integrate parent involvement programs and activities with programs such as Special Education, English Speakers of other Languages, Title I Pre-K transition, Early Intervention Program, Reading Recovery, Fifth grade transition, Georgia Pre-K and local Resource Coordinators, and the Parent Information Resource Center. All of said programs are listed with activities and dated in Corley's Action Plan.

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.**

All school information will be sent home in the home languages the majority of our parents speak, which is English and Spanish. All information will be sent home through the following avenues: Thursday Communication Folders, Cougar Cards, student agendas, calling system, school website, school newsletter, individual phone calls, and stickers.

Information will be sent home to encourage parent participation in all school events including Spanish speaking parents, parents of children with disabilities, homeless families, and migrant families. If the parents do not need an interpreter a counselor, Parent Instructional Support Coordinator will be with the family to explain all information. All written information will be translated in Spanish to parents who need it. All workshops will have an interpreter so parent understand what is being communicated to them. Parents will be encouraged to volunteer in the school to not only improve student academics but their English vocabulary too.

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

Corley parents may give input on how teachers are trained to teach reading or math during Title I Committee meetings and School Council meetings. Parents will be given an opportunity to sit with teacher during Tuesday grade level planning days. This will allow parents to receive the same training as teachers. Parents may give feedback about the training at the end of each session. This is also referring to the staff development that will help teachers work better and communicate better with parents.

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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 Parent Instructional Support Coordinator and Parent Liaison offer Adult English Classes which teach non-English speaking parents Basic English skills. Parent Instructional Support Coordinator will also provide information about other community agencies offering literacy classes.

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.**

Free childcare and transportation will be provided for families that need these services. During revisions of the Title I documents and budget funding for childcare and transportation will be allocated when necessary.

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

The Title I Leadership Academy will provide opportunities for parents to become trained as parent leaders to enhance the involvement of other parents. Parents may also attend the Parent Institute. The four classes of the Parent Institute will give parents an overview in No Child Left Behind, Title I, and Special Education. Parents may reach Donna Power at 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.**

Corley administrators, counselors, and Parent Instructional Support Coordinator will make home visits if a parent is unable to attend a workshop, does not have a phone, or email access.

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

Schools may cut and paste from the Be There Campaign through the 6 School Requirements for Building Parent's Capacity for 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.

Requirements for Building Capacity for Involvement – The Six Strategies are:

- i. 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 work with educators to improve their achievement.**
- ii. Materials and Training: Each school shall provide materials and training, such as literacy and trainings on how to use technology, to help parents work with their children to improve achievement.**
- iii. 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.**
- iv. Preschool 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**

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activities, such as parent resource centers, that encourage parents in more fully participating in the education of their children.

- v. **Understandable Communication:** Each school shall ensure that information related to school and parent programs, meeting and other activities is sent to parents of participating children in a format and, to the extent practicable, in a language the parents can understand.
- vi. **Other Requested Activities:** Each school shall provide such other reasonable support for parental involvement activities as parents may request.

Add other Opportunities for parents to be involved:

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

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

Researching model approaches for Parent Involvement

Engaging in focus groups

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 Title I school, Parent Instructional Support Coordinators; 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 must be a member of their local school's Title I Committee and are selected by the Local School Title I Committee to represent their school's parent population on the GCPS Title I Parent Advisory Committee. Parent members of the PAC are also encouraged to complete the Parent Leadership Academy. Classes for this training are held at Radloff Middle School.

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

The Parent Instructional Support Coordinator will connect with businesses and community organizations to help improve parent involvement activities through Super Saturday, Corley's Career Day, and Principal for a Day. Local businesses will have an opportunity to showcase their business for free and provide parent with free samples.

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

Our school 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. The evaluation form will also provide an opportunity for parents to note any specific concerns or requests. Parents may provide their name and phone number; the Parent Instructional Support Coordinator will be able to contact them with further information as it relates to their request. All ideas and suggestions will be given consideration by our Title I Committee. In the spring, a parent survey will be distributed and the results of this survey will be considered when planning all future aspects of the Title I Program.

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**

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disabilities, and parents of migratory children, including providing information and school reports required under section III in a format and, to the extent practicable, in a language such parents understand.

Gwinnett County Public Schools, the Title I Department, and Corley Parent Liaison translates most documents for families who speak other languages. Gwinnett County Public Schools translates all Local Education Agency documents that are given families. Social workers and Special Education Parent Mentors are available to provide assistance in getting information to families with those needs. If the parents are disabled themselves the Parent Mentors will meet with them in the home. Parents are always welcome to contact the school at 678-924-5330.

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