

Chesney Elementary School
TITLE I PARENT INVOLVEMENT POLICY
2009-2010

Chesney 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 Chesney Elementary School.

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

Chesney 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 first school wide Chesney Elementary Title I Parent Orientation meeting is held in August before Curriculum Night. This meeting is held at a time that is convenient for parents to attend and advertised through flyers, e-mail, phone calls, lawn signs, posters, marquee, student stickers, Chesney morning news and on our website (www.chesneyelementary.org). This meeting educates parents about the implementation, purpose, goals, benefits, and guidelines of Title I. Title I documents are distributed to all parents and an explanation of each will be provided. Title I documents will be translated into Spanish and an interpreter will be made available for this meeting. Child care will be provided on an as needed basis and refreshments may be served.

The purpose of this Title I Parent Orientation meeting will be to:

- Introduce the Title I Assistant Principal and Parent Instructional Support Coordinator (PISC)
- Provide an overview of Schoolwide Title I Program at Chesney Elementary
- Explain our School-Parent Compact, Local School Plan for Improvement (LSPI) goals, Title I Parent Involvement Policy, Action Plan, and Title I Budgets
- Inform parents of our Annual School's Report Card and Adequate Yearly Progress (AYP)
- Inform Title I parents about: PPR, FERPA, Complaint Process, request of teacher information including highly-qualified status
- Inform parents their school receives Title I funds and they have the right to be involved in the decision-making process about the implementation of the school-wide plan and budget
- Inform parents about the guidelines, purpose, goals, and their role in the Title I Program, as it relates to No Child Left Behind (NCLB)
- Distribute information about the Family Center, its location, and the educational materials available for parents to borrow and use at home
- Present information about the Georgia Parental Information and Resource Center (PIRC)
- Encourage parents to volunteer during the school day and for any of the learning opportunities available

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.*

A subsequent Title I Parent Orientation meeting will be held in January of each school year. This meeting is held at a time that is convenient for parents to attend. It will be advertised through flyers, e-mail, phone calls, lawn signs, posters, foyer marquee, student stickers, Chesney morning news and on our website (www.chesneyelementary.org). On-going Title I Orientation meetings also take place one-on-one for new families as they register. Parents may also call the Family Center (678-542-2300) to schedule an Orientation appointment. These meetings educate parents about the implementation, purpose, goals, benefits, and guidelines of Title I. Title I documents are distributed to parents and an explanation of each will be provided. Title I documents will be translated into Spanish and an interpreter will be made available for these meetings. Child care will be provided on an as needed basis and refreshments may be served. Additionally Title I documents may be sent home with the students, picked up in the Family Center, and distributed during school events.

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 schoolwide 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.*

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Title I Committee

This Committee will include parents, community members, staff, school administrators and the Parent Instructional Support Coordinator (PISC). This committee will meet a minimum of four times during the school year to organize, review, discuss and revise the Title I Parent Involvement Program as well as the Local School Plan for Improvement (LSPI) goals which are embedded in our Title I Schoolwide Plan at Chesney Elementary. Documents discussed will include:

1. Chesney Elementary School's Title I Parent Involvement Policy
2. Learning Compact
3. Action Plan
4. Parent Involvement & Schoolwide Title I Budgets
5. Local School Plan for Improvement (LSPI)

Parents who are not on the Title I Parent Involvement Committee may also submit suggestions and comments about the Title I Program to the Chesney Family Center, Title I Assistant Principal or Principal throughout the school year.

Title I Parent Involvement Committee Membership

Committee members will be recruited in the spring of each school year and in August of the current school year. An on-going open invitation is written in the weekly parent newsletter, Chief Notes, as well as personal invitations throughout the school year. Every effort will be made to have a representative member from as many groups as possible. This committee will meet a minimum of four times during the school year. These meeting topics include:

1. August: Title I Program Overview
2. Fall: Title I Program Updates & Plans
3. Spring: Title I Program Review & Revise
4. Spring: Title I Program Review & Revise

Committee members in attendance will be provided with an agenda, as well as other documents pertinent to the meeting. Their signatures will be written on an attendance sheet acknowledging his/her presence at each meeting. Meeting Minutes will be recorded at each Committee meeting and submitted to the Local Education Agency (LEA) Gwinnett County Public Schools' Title I Office.

Parents who participate on the Title I Committee may also be involved in other decision making groups at Chesney Elementary. Chesney School Council parents are elected to provide input, recommendations, and assistance to our school. The Parent-Teacher Association (PTA) supports educational and recreational activities for the Chesney students and families. Chesney parents are also encouraged to participate in our LEA's Parent Advisory Council, which meets four times a year, to make decisions for our LEA's Title I program.

Evaluation of Parent Involvement

An Annual Title I Parent Involvement Survey is distributed to all parents to evaluate the effectiveness of the Parent Involvement Program and make suggestions for future improvements. All data, comments, and/or suggestions regarding the Title I Parent Involvement Policy and Plan, Learning Compact, and Title I Budgets will be collected and sent to the GCPS Title I office with end of the year documentation. This information will be summarized and shared with the staff and parents through the weekly parent newsletter, Chief Notes, school website (www.chesneyelementary.org), e-mail, print in the Family Center and the Spring Title I Parent Involvement Committee meeting. If clarification is needed the Parent Instructional Support Coordinator and/or Title I Assistant Principal may be reached for an appointment (678-542-2300). The results will be used in the Chesney Needs Assessment to guide the Title I Program and Local school Plan for improvement (LSPI).

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

A) Timely information about the School-wide Program

Chesney Elementary will provide information about the Title I Schoolwide Program through a variety of avenues beginning at the point Chesney comes in contact with the Title I family. The various information avenues will include the Title I Orientation meeting, individual contact with families by the PISC, written information available in the family center as well as information listed on the Chesney website. In addition, a copy of the Chesney Schoolwide plan will be available in the family center, media center, main office, and the Title I office of Gwinnett County Public Schools' Instructional Support Center. The Chesney PISC will use the weekly parent newsletter (Chief Notes) to update families as where how and where they can obtain the aforementioned Title I plan.

B) A description and explanation of the curriculum in use at Chesney 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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Chesney Elementary School, like all GCPS schools, uses the GCPS Academic Knowledge and Skills Curriculum (AKS) which are the objectives GCPS expects their students to meet. The AKS is based on the Georgia Performance Standards (Georgia's adopted curriculum). At the beginning of the school year each family is provided a booklet explaining the Gwinnett AKS as well as classroom teachers continually conveying what is academically expected of the students. Student progress and grade level proficiency will be assessed using results from various tests including the state assessment, Georgia Criterion Referenced Competency (CRCT), grade level assessments/benchmarks (math, reading & benchmark) and grade level student promotion criteria. All of this information is readily available to parents in the Chesney Family Center, in addition to the school and Gwinnett County Public Schools websites. If clarification is needed, an appointment may be arranged with the classroom teacher or an administrator.

- 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**

Chesney encourages parents and teachers to have an open line of communication throughout the school year. This process starts prior to the new school year when classroom teachers contact parents of the students in their upcoming classes. This is further accomplished through curriculum night and parent teacher conferences in November and February. Chesney also encourages parents to meet with teachers or administrators throughout the year on an appointment basis or to discuss issues by phone or email correspondence. Parents are also able to discuss school related issues with the Chesney PISC. The Chesney PISC is then able to provide the resources necessary to assist the parents with their child's needs.

5. **If the Title I School-wide Program plan under section 1114(b)(2) is not satisfactory to the Chesney 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.** Chesney Elementary will document all suggestions from parents in reference to the Title I School-wide Plan and will review them internally to determine if a constructive suggestion can be implemented immediately in order to improve the plan. Chesney will also, on a yearly basis, forward these suggestions to the GCPS Title I Office.
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 Chesney Parent Involvement Committee developed a School-Parent Compact in the spring of 2009. This compact outlines everyone's shared responsibility for improving a student's academic achievement. The staff is encouraged to continue their educational development, communicate consistently with parents, provide quality instructional assistance to parents to support school work at home and have an attitude that all students can learn. Parents are asked to maintain punctual attendance for their children, work with their children at home and are encouraged to volunteer at the school. The student's are expected to arrive at school prepared to learn, show respect, and obey the school and bus rules. Chesney believes that if all parties live up to their responsibilities, then all of the students will meet and/or exceed the State of Georgia's high standards for education. The compact will be distributed to all parents via their students. Translations in other languages will be available as needed and to the extent practicable. The compacts may be revisited during the Parent-Teacher conferences and throughout the school year, if needed. It may be amended based upon individual student'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.**

Chesney communicates the state and district academic content standards throughout the school year by scheduling parents meetings and workshops. Student achievement information is provided to parents to further develop their understanding of the Georgia Professional Standards (GPS), GCPS Academic Knowledge and Skill (AKS) grade level curriculum, and student performance on district level benchmark academic assessments. At the beginning of the school, a meeting will be scheduled for parents to review the GCPS Academic Knowledge and Skills handbook, Georgia Criterion Referenced Competency Test (CRCT), as well as other local high stakes performance assessments such as the Iowa Test of Basic Skills (ITBS) and Cognitive Abilities Test (CogAT). Parents will receive a copy of their child's national, state, or district level assessment results which is also shared by the classroom teacher. Information related to student academic achievement or testing will be available in the Parent Center. The PISC will also be available to share and discuss this information with parents.

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.**

Throughout the school year, Chesney will provide parents with information and resources to help them teach their children at home. A minimum of ten required parent workshops will be offered to include topics such as: ESOL, Curriculum/AKS, Student

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Achievement/Progression and Parenting Skills. The comprehensive list of parent workshops/activities offered at Chesney Elementary can be found in the Title I Action Plan, school's website (www.chesneyelementary.org), parent bulletin board, Registration desk and the Family Center. The Chesney Family Center is staffed with a full-time certified teacher (PISC) and a bilingual Parent Outreach Liaison. The Center is open and educational materials are available for check out during regular school hours or by appointment. Materials for check out include Language Arts, Math and Parenting resources. Other information on school related issues and academics are available and free of charge. The Parent Coordinator will assist parents with these materials as well as provide additional information about resources in the community.

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.**

Chesney ES will assist our teachers in working with parents by consistently providing content related staff development opportunities that support the Local School Plan for Improvement (LSPI) and student achievement. Teachers will communicate academic expectations to parents by sharing the Academic Knowledge and Skills grade level handbook at parent conferences. In addition, Math, Reading, Science, Media Center, and Technology support teachers will schedule grade level training meetings with classroom teachers to share instructional teaching strategies or best practices that can be used in the classroom. Teachers are provided release days so that professional learning in the area of literacy, mathematics, ESOL strategies and technology can be delivered. These release days will include meetings with teachers in the Duluth Cluster (elementary, middle, and high school). Vertical teaming meetings for 5th grade teachers to meet with 6th grade teachers at the Middle school. Quality Plus Teaching Strategies training has been provided to every faculty member in our building. New teachers are trained at the beginning of the school on how to effectively teach and implement language arts skills through Reader's and Writer's Workshop. To further this training, new teachers are observed by the Reading Teachers while implementing strategies learned from staff development and receives feedback. Parents can also meet with the instructional support teachers to discuss and/or update them on grade level academic skills and teaching strategies. In addition, classroom and special area teachers will support parents by providing teaching and learning resources to support their child's academic achievement. The Family Center will offer a variety of workshops at various times for parents to interface with other support staff such as: Special Education and ESOL staff to receive training in Language Arts, Math, Success Maker, and Renzulli.

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.**

Chesney Elementary will regularly communicate and work with area Child Development Centers and agencies to provide information and support to their parents. Through this relationship parents will receive pertinent information that will assist their family to get the best possible education according to his/her situation. The information will highlight the resources available through Gwinnett County Public Schools (GCPS). These resources include: Special Education, ESOL, Title I Pre-K Transition Program, Early Intervention, Reading Recovery, Parent/Teacher Association (PTA), Georgia Pre-K, Bright from the Start and the Parent Information Resource Center (PIRC). Transition from elementary school to middle school is important to the success of the students in our schools. Counselors will meet with 5th grade classes to share classroom guidance lessons focusing on 5 things students can do to be successful in Middle School. The middle school in the cluster will send their counselor and/or administrator to Chesney during the spring to develop a plan to have a field trip to the Middle school. Fifth grade students, along with their classroom teachers will be invited to the middle school in the spring to tour the middle school to meet the principal, assistant principals and counselors. Parent meetings will be scheduled at the middle school to share expectations in academics and behavior. Parent communication will be sent home to inform parents of middle school transition meetings and encourage them to attend these meeting.

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.**

Chesney Elementary will provide all school communications in English and Spanish. If other language translations are needed, every effort will be made to provide these translations in the appropriate language.

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

Chesney believes that constructive suggestions from parents can be used in order to develop a training plan for teachers, administrators and other staff members. Parents may make suggestions through written communication and deliver it to the PISC in the Family Center. All communications will be shared with the Administrators and responded to in a timely manner.

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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 Title III Parent Outreach Liaison offers English classes when possible to Chesney parents interested in participating. When parents inquire about English classes they are also informed of several adult literacy classes available in our community. Local Adult Literacy classes include:

Duluth	2205 Pleasant Hill (Barnes & Noble)	Literacy Vol. of Amer. & Barnes & Noble	1,2,3	FREE	Wed 7-8:30p	In person	770-495-7200
Duluth	Gwinnett Place Mall, 2100 Pleasant Hill Rd	Gwinnett Tech Cont. Educ.	Beg to Advanced	varies - see website	varies see website	In person at mall, Int Ed. Center	678-226-6758 <u>Gwinnett Tech Cont. Educ.</u>
Duluth	2908 Duluth Hwy 120	1st Baptist Church Duluth	1,2,3	FREE	Wed. 6 - 7:45pm	In person	770-476-3788
Duluth	5975 State Bridge Rd	Parkway Baptist Church	1.2		Wed. 7:30-9pm	In person	770-476-4441 (x222)

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.**

Chesney may provide childcare, interpreters, and refreshments at Title I Parent Meetings/Workshops based upon available funds and staff availability.

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

The Chesney School Council and parent group will elect additional officers for each leadership role in order to provide a team of officers who are trained to support one another in each position. Parents are encouraged to participate and learn from parents who have prior experience by serving as a parent mentor to newly involved parents. PTA and school council members, counselors and the Parent Instructional Support Coordinator assist the principal in recruiting parents during the first day of school Parent Breakfast with the Principal. At this time, returning parents are invited to attend and/or speak to encourage the involvement of new parents. They share contact information and have become the foundation for the Better Parenting Class members who join together at various times throughout the year to be trained by the counselors and to support each other as they sharpen their parenting skills. Parents may be invited to participate in the Parent Leadership Academy (PLA), which provides opportunities for parents to be trained as parent leaders and encourage other parents to become involved. Parents may contact Donna Power c/o Radloff Middle School 3939 Shackleford Rd. Duluth, GA 30096 in order to participate in the Parent Leadership Academy.

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.**

Chesney offers parent workshops at varying times of the day and week in an attempt to accommodate parents' schedules. When interested parents are unable to attend, digital media may be available in the Family Center for check out. If necessary, appropriate Chesney staff members may be available to make in home visits.

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

Chesney's Title I Parent Workshops/Meetings incorporate one or more of the Joyce Epstein Six Standards of Effective Family Involvement adopted by the National Parent Teacher Association. These standards are:

Standard 1: Parenting: Help all families establish home environments to support children as students.

Standard 2: Communicating: Design effective forms of school-to- home and home –to-school communications about school programs and children's progress.

Standard 3: Volunteering: Recruit and organize parent help and support.

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Standard 4: *Learning at home:* Provide information and ideas to families about how to help students at home with homework and other curriculum-related activities, decisions and planning.

Standard 5: *Decision Making:* Include parents in school decisions, developing parent leaders and representatives.

Standard 6: *Collaborating with Community:* Identify and integrate resources and services from the community to strengthen school programs, family practices, and student learning and development. (Sited: www.cpirc.org)

Chesney supports the *Be There! Campaign* adopted by GCPS. It highlights the benefits of parental involvement. Some activities include: eating dinner as a family, game nights, making eye contact and listening intently when interacting with your children. The goal is to turn ordinary moments with your children into teachable learning experiences.

Information about connecting with your children to make you an effective parent may be found on the website: www.bethere.org. On-going efforts will be made to communicate to parents the importance of, "Being there". Information highlighting this campaign will be shared with parents through conversations, brochures available in the Family Center, as well as on the school's website. Chesney will also participate in a Be There! Fair and Title I County Conference where this information will be communicated to the parents in attendance.

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 GCPS Title I Parent Advisory Committee is comprised of two (2) parents from each school, ten (10) 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 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 Chesney School Council, Chesney PTA and Chesney Half Hour Heroes provide opportunities for community organizations to play regular roles in parent involvement activities. However, the involvement of local entities is not limited to these functions. Chesney parents secure the support of Kroger, Sam's Club, Lowes, Home Depot, New Beginnings Fellowship Church, Bruster's, Duluth Kiwanis and multiple other local businesses when they plan school activities. Community members participate in and contribute to parent involvement activities by providing food, prizes and most importantly volunteer help to assist parent involvement activities such as: monthly academic parent night activities, the annual Family Fun Day, Be There! Fair, Spring Fling and Brant Chesney Day. On a weekly and daily basis these local supporters send help to do everything from participate on the Title I Parent Involvement Committee to sharing health and safety information with Chesney parents/students and providing readers for Read for the Record Day.

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

Chesney provides translation services for parents during parent involvement activities. Vital written communications are sent to parents in both English and Spanish with options for other languages as needed. The school offers parents opportunities to receive training in school-related topics such as how to participate in parent/teacher conferences and how to interpret test scores and report card information. Chesney parents expressed an interest in providing opportunities for parents and children to read together, the school provides summer access to the Media Center/library during summer break. This has resulted in an increase of at least 12,000 books checked out during summer school.

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.**

Chesney Elementary School will ensure that information related to school reports, parent programs, meetings, and other activities are sent home with the students in order to encourage the participation of all parents including parents with limited English proficiency, parents with disabilities, families that are homeless and parents of migrant children. The information will be written in a format and language, to the extent practicable, such parents can 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 Title I schools. All efforts will be taken to involve multi-ethnic, multi-language parent leadership teams in planning and decision-making, such as PTA and school council.

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This effort has been beneficial in helping to communicate with all parents at parent involvement activities, during normal daily school activities and to respond to questions by newly involved parents. Translation services are offered at parent involvement activities and translation of written materials into appropriate languages can be obtained through the services of school staff, parents,

community members and county level workers. Parents of homeless students are served by the school's counselors and School Social Workers who provide a wide range of services to ensure parent participation in educational opportunities offered for their children. Special Education Parent Mentors are available to provide support to all Title I families whose children have special educational needs. Parents may contact the school for further information at 678-542-2300.

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.**

A variety of communication methods are used to advertise to parents that we offer parent information and parent support services through the Chesney Family Center. We send home flyers, post information on the school web page, the school voice mail message, send notes in the school weekly communication, the Chesney Chief Notes. We advertise on the parent bulletin board, post magnets and calendars with the contact information and list of activities. At all school functions the staff members and parent volunteers from the Family Center make themselves present and take time to hand out information and to talk with parents to inform them of the parent classes and information sessions available. When appropriate, parents are referred to the county Welcome Center or the Chesney parents and staff call on the support of the GCPS Title 1 staff as well as other GCPS parent support personnel such as the Special Education Parent Mentors and Community Schools Directors to share information about support services offered through the GCPS, community and local offices. Chesney parents are informed about the Metro Atlanta Parental Information and Resources Center (PIRC) and the resources available through the school's website and the Family 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
<http://georgiapirc.net/>

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