



# TITLE I PARENT INVOLVEMENT POLICY

2016-2017

## *What is Parental Involvement?*

Parental involvement means the participation of parents in regular, two-way, and meaningful communication. Generally, communication involves student academic learning and other school activities, which ensures that:

*(A) Parents play an integral role in assisting their child's learning.*

*(B) Parents are encouraged to be actively involved in their child's education at school.*

*(C) Parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child.*

*(D) Other activities, such as those described in Section 1118 of the ESEA are implemented.*

# About the Parental Involvement Policy

In support of strengthening student academic achievement, Gwinnett County Public Schools (GCPS) has developed this Parental Involvement Policy that establishes the district's expectations for family engagement and guides the strategies and resources that strengthen school and parent partnerships in the district's Title I schools. This plan will describe GCPS's commitment to engage families in the education of their children and to build the capacity of its Title I schools to implement family engagement strategies and activities designed to reach the district's goals for increased student academic achievement.

When schools, families, and communities work together to support learning, children tend to do better in school, stay in school longer and enjoy school more. Title I, Part A provides for parent and family engagement at every level of the program, such as in the development and implementation of the district and school plan, and in carrying out the district and school improvement provisions. Section 1118 of the Elementary and Secondary Education Act of 1965 (ESEA) contains the primary Title I, Part A requirements for schools and school systems to involve parents in their children's education. Consistent with Section 1118, the district will work with its Title I schools to ensure that the required school-level parental involvement policies meet the requirements of Section 1118 (b) and include, as a component, a School-Parent Compact consistent with Section 1118 (d) of the ESEA.

**J** : All parents are invited to attend the District Title I Parent Meetings (DTIPM) in September and April. These  
**O** : meetings are held to offer parents an opportunity to provide input and share ideas on ways to improve the Parent  
**I** : Involvement Policy for the 2016 – 2017 school year. The district mails invitations to all middle and high school  
**N** : parents. For elementary school parents, a flyer is sent home in weekly communication folders with all students.  
**T** : The District Title I Parent Meetings are also advertised on all of the local school websites as well as on the district  
**L** : website. Each school advertises the meetings in at least two additional formats such as on school marquees, social  
**Y** : media channels, or through school-wide phone messaging, text or email systems. By attending the District Title I  
**D** : Parent Meeting, all parents of students attending Title I schools, including parents of homeless, migrant, neglected  
**E** : and delinquent children, and parents whose children are served by Title I and attending private schools, are given  
**V** : the opportunity to provide input and to participate in the joint-development of Gwinnett County Public Schools'  
**E** : Parent Involvement Policy. During these meetings, the parents also review, discuss and offer input on the  
**L** : Comprehensive Local Education Agency (LEA) Improvement Plan, referred to as the CLIP. The District Title I  
**O** : Parent Meetings are held on two separate days, in the morning and evening, in September and again in April.  
**P** : Additionally, a webinar is offered to provide parents another opportunity to learn more about Title I, give input on  
**E** : the CLIP and to jointly develop the district's Parent Involvement Policy.  
**D** :  
**E** : Parent input from the local school Title I Planning Meetings, the District Title I Parent Meetings, and the Title I  
**V** : Annual Parent Survey is used to revise the district's Parent Involvement Policy. Upon final revision, the district's  
**E** : Parent Involvement Policy is incorporated into the CLIP which is submitted to the Georgia Department of  
**L** : Education. Parents may submit comments and feedback regarding the policy at any time by submitting written  
**O** : comments to their child's school or through the Gwinnett County Public Schools (GCPS) website. All feedback  
**P** : received is considered when revising the Parent Involvement Policy for the current school year.  
**E** :  
**D** : The GCPS Parent Involvement Policy is posted on the district and Title I school websites, reviewed during the  
**O** : Title I Annual Parent Meetings held at the local schools, distributed to all parents through the Title I Parent  
**P** : Handbook, and made available in all Title I school's Parent Resource Centers.  
**E** :  
**D** : Opportunities for parents to express concerns, ask questions or voice complaints are outlined in the Gwinnett  
**O** : County Public Schools' Complaint Procedures, which are located in the Title I Parent Handbook.

# OPPORTUNITIES FOR PARENTAL INPUT

Input and suggestions from parents are an essential component of the district and school improvement plans that are developed each year. All parents of students eligible to receive Title I services are invited to attend meetings described in this section to share their ideas and suggestions to help the district, schools, and students reach our student academic achievement goals.

## District Title I Parent Meetings

During these times, the district will host meetings for parents to hear the latest Title I updates as well as review and provide input into the district's Parent involvement Policy, Title I budget, and the Comprehensive LEA Improvement Plan (CLIP) for the upcoming school year.

Notices regarding these meetings will be mailed in advance to all parents of students in middle and high school and will be sent home with students in elementary school. Each school will also notify parents of the meetings by posting information on the school's website as well as through an additional format. The district will also communicate information regarding these meetings on the GCPS website.

### ***Save The Date!***

#### *Times and Locations to be Determined:*

September 20, 2016	April 11, 2017
September 22, 2016	April 13, 2017
September 23, 2016*	April 14, 2017*
*webinar	*webinar

## Local School Title I Meetings

*Check your school calendar for dates and times.*

At least one Title I Planning Meeting will be held between the months of May and August 2016. During this time, each school will host a meeting for all parents to participate in the review of the Title I program. Parents and other interested stakeholders are encouraged to provide input on the Schoolwide Plan/Local School Plan for Improvement (LSPI) Goals, as well as the Title I budget and funding priorities for the upcoming school year. This is also an opportunity for parents and community stakeholders to review and jointly-develop the school's Parental Involvement Policy, the School-Parent Compact, and the Family Engagement Calendar of Events.

Each school will advertise the meeting or meetings in at least two ways in an effort to notify parents and encourage participation. Information regarding the Title I Planning Meetings will also be made available on the school's website.

## Reservation of Funds

To fund the parent involvement programs at the district and school level, the Title I Office sets aside not less than one percent (1%) of the district allocation for parent involvement. No less than 95% of this 1% set-aside is expended during the grant period on parent involvement activities. The district ensures that this set-aside is used for parental involvement by a) requiring Title I schools to employ at least a half-time Parent Instructional Coordinator (PIC), b) monitoring the budget development process at each school to ensure that sufficient funds have been allocated for parent involvement activities, and/or c) by monitoring expenditures each month for each Title I school.

In addition to the 1% set-aside, Title I schools within the district use Title I funds allocated to them to operate and maintain Title I Parent Centers and to print parent involvement documents. Additionally, Title I funds are used to purchase supplies and materials for parent activities, and to conduct parent workshops and schoolwide events which build parent capacity to maximize student academic achievement.

The district will provide clear guidance and communication to assist each Title I school in developing an adequate parental involvement budget that addresses their needs assessment and parent recommendations.

The district will host two face-to-face and one webinar District Title I Parent Meetings in April for parents to provide suggestions as to how these parental involvement funds will be used in the upcoming year. Input forms, evaluations, and minutes from these meetings will be reviewed by the district to determine areas of need for the upcoming school year and consider changes to the parental involvement budget.



**EDUCATOR**

# **BUILDING CAPACITY**

**PARENT**

## **TO STRENGTHEN OUR SCHOOLS**

Gwinnett County Public Schools (GCPS) will build schools' and parents' capacity for strong parental involvement in order to ensure effective engagement of families. In addition, GCPS will support a partnership among the Title I schools, parents, and the community to improve the academic achievement of students through districtwide activities.

GCPS supports parents in meeting their basic obligation as their child's first teacher. This is accomplished in part through Parent Centers at each Title I school where materials for check-out are available to parents. The local school will designate a Parent Instructional Coordinator (PIC), or other school leaders who will facilitate activities for parents to become engaged in the learning process and help bridge home and school learning. Title I schools provide parents many opportunities to attend academic content workshops and schoolwide events to learn to use technology, as well as other strategies to support their child's learning at home. Parent/family meeting and workshop days, times, and locations vary to accommodate parents' schedules and to maximize parent participation. Childcare and interpreters are provided for these events whenever possible. Each Title I school will share dates and times for these opportunities by sending home invitations, posting information on the school's website and by other means that work best for the local school. Many Title I schools make their local school Family Engagement Calendar of Events available in various formats and languages.

GCPS will work with district Title I staff and the Title I schools to provide assistance to parents in understanding state and district performance standards and assessments. Parents will have ongoing opportunities to learn how to monitor their child's academic progress as well as how to work with educators. Parents are informed at the Annual Parent Meeting of the guidelines, purpose, goals, and resources of the Title I programs.

GCPS and local Title I schools invite and encourage all parents of children participating in Title I programs to attend local school and district level Title I meetings to receive important information and offer feedback about the Title I program in the district and in local schools.

Annually, parents are notified of the academic status of Title I schools. Parents of students attending Title I schools

identified as Priority and Focus receive, twice annually, a written notification regarding the school's status and are advised of their parental rights under ESEA. These parents have the right to provide input regarding the development of the school's Flexible Learning Program (FLP). Additionally, each school's parents, administration and faculty, and other school district personnel assist the school in defining and attaining academic goals. Information about Flexible Learning Programs is made available on each Priority and Focus School's website and the GCPS website. Information is also available in each school's Parent Center.

The district's Office of Federal and Special Programs' personnel consisting of a Director, Coordinators and Title I Program Specialists will provide technical assistance and support to all Title I schools to ensure parental involvement requirements are being satisfied and that effective parent and family engagement strategies and activities are being implemented. Each Title I school has an Assistant Principal contact for Title I who oversees Title I program implementation, including family engagement components. A school may use Title I funds to hire a Parent Instructional Coordinator (PIC) that will further support family engagement by building parent capacity in order to increase student academic achievement. A Parent Instructional Coordinator is a certified teacher who facilitates the operation of the Parent Center, conducts ongoing staff and parent training, and builds community-school partnerships.

Title I schools will receive timely communication, school visits for compliance monitoring, and resources from the district to help improve and strengthen family engagement practices. Title I Program Specialists assist the Parent Instructional Coordinators and/or Assistant Principal contacts for Title I at each Title I school to ensure effective planning and implementation of the parent involvement program. In addition, GCPS will provide each PIC and/or Assistant Principal contact for Title I with ongoing professional development on research-based parent involvement strategies to help parents support their children's academic success. Scheduled face-to-face meetings and webinars will be offered throughout the year, along with just-in-time trainings to ensure that the district is building the capacity of educators to serve parents and families in supporting the academic achievement of students from home.

Gwinnett County Public Schools (GCPS) will coordinate and integrate the district's parental involvement programs with the Head Start program and Georgia PreK. To fully support school readiness and a successful kindergarten transition, GCPS also collaborates with other state funded preschool programs as well as private early learning centers. GCPS heavily promotes and advertises kindergarten registration in local newspapers and media platforms. The district provides information regarding kindergarten registration information on the GCPS and local school websites.

Local Title I schools coordinate with community child development centers to inform parents of the kindergarten registration process and to assist in the transition from preschool to kindergarten. All Title I schools offer a kindergarten transition meeting where they provide parents with the necessary information needed to prepare their children for the entry to elementary school. These meetings are typically led by the Parent Instructional Coordinator, and/or the Assistant Principal contact for Title I, and a kindergarten team of teachers. In these workshops, parents learn strategies to help their children acquire the necessary early numeracy and literacy skills to begin kindergarten in the fall. Many Title I schools offer Kinder-Camps over the summer to promote kindergarten readiness. Kinder-Camps provide students with a chance to meet the kindergarten teachers and experience a few days of kindergarten activities prior to the start of the school year. During Kinder-Camp, Title I schools offer a parent workshop to teach parents skills and strategies to help their rising kindergartener for their first year of school. In addition, local Title I schools invite parents who have a child enrolling into kindergarten in the fall to participate in Title I Planning Meetings.

This year, three Title I schools will pilot a weekly Pre-K program where parents and children work with the Parent Instructional Coordinator to further promote school readiness.

As students move from one school level to another level, all Title I elementary, middle and high schools work to support students and families with the appropriate entry level transition skills and strategies. These transition activities ensure a smooth academic shift as students become accustomed to the rigors of an advanced curriculum. In addition to a workshop for parents to learn how to help prepare their child for success in the core content areas, many Title I schools offer summer extended learning time programs where students can preview the upcoming academic knowledge and skills and become familiar with the routine and procedures for their new school.

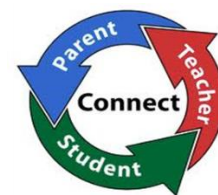
Title I schools will send home important information regarding essential dates and events in an understandable and uniform format, ensuring that information related to district, school and parent programs, meetings and activities is available to all

parents. All parent communications are provided in an easy-to-understand language. Translations and interpreters for Spanish, Vietnamese, Korean, and Bosnian are available through the GCPS Title III Office, local school personnel, or other contracted individuals. Translations for other languages may be provided upon request, and to the extent possible. GCPS maintains continuous communication with parents through multiple media sources, including GCPS and local school websites, local media, social media outlets, community and business partners, parent-teacher conferences, local school parent workshops and events, Parent Center calendars, newsletters, email, phone, text blasts, signs, posters, and the local school Parent Involvement documents including the Parent Involvement Policy, the School-Parent Compact, and the Family Engagement Calendar of Events.

Throughout the school year, the district will conduct training related to increasing parent and family engagement, improving school-family communication, creating a welcoming environment, and building ties with parents in the community. Local schools identify staff and parental needs through formal and informal needs assessments. Schools provide training to all school faculty and staff on effective parent communication strategies. Title I schools will consider parents' input in planning the training for effective communication practices. The district will provide technical assistance to each Title I school by reviewing and discussing parental involvement initiatives supporting frequent two-way communication between the parents and school. The Title I Office offers ongoing professional development opportunities for Parent Instructional Coordinators and/or Assistant Principal contacts for Title I. Parent Instructional Coordinators and Assistant Principal contacts for Title I are encouraged to network with each other to share best practices for successful Title I initiatives.

District and school staff will participate in ongoing professional development for promoting family engagement and building parent capacity. Members of a team will receive training for the implementation of Academic Parent Teacher Teams (APTT), a research-based model approach for improving parental involvement.

GCPS will provide opportunities for parents to request additional support and offer input by utilizing a Title I Parent Survey. This survey is offered electronically and via paper/pen each spring. Data collected from the Title I annual survey is analyzed to identify parents' needs, remove barriers, and to evaluate the effectiveness of the Title I program in Gwinnett County Public Schools.



# Parental Involvement Evaluation

In order to measure the effectiveness of the GCPS Title I Parental Involvement Policy and family engagement activities, an annual districtwide parent survey is administered each spring. All parents are provided access to the survey through electronic means as well as paper copies. Results are posted on district and school websites. Survey results are used to identify and remove any barriers and to increase opportunities for parent participation. Additionally, the results and conclusions from the Schoolwide Plan/Local School Plan for Improvement are shared with parents as an opportunity to provide feedback on the effectiveness of the Title I program, especially relating to family engagement.

Using the findings from these measures, the district determines which research-based strategies to implement for more effective family engagement. This data is also used to determine the need to annually amend the district's Parent Involvement Policy.

Each school will submit to the district Title I office any parent comments if the schoolwide plan under section (1114)(b)(2) is not satisfactory to parents of participating children. Once a complaint is received by Gwinnett County Public Schools, it will be copied and forwarded to the appropriate Federal Programs Director/Coordinator. Local schools and the district will utilize the data from the feedback forms and meeting/workshop evaluations provided to parents at each Title I meeting to make revisions to the Parent Involvement Policy and to make changes to the Title I program to best meet the needs of families supporting the academic achievement of their children.



This LEA Title I Parent Involvement Policy was reviewed and revised with the input of GCPS staff, parents, and community members. This policy was adopted by the Gwinnett County Public School District on July 1, 2016 and will be in effect for the period of one year.

The school district will distribute this policy to all parents of participating Title I, Part A children before October 24, 2016. It will also be available to the community through the Parent Centers in all Title I schools and on the GCPS website.