

J.C. Magill Elementary School
TITLE I PARENT INVOLVEMENT POLICY
2011-2012

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

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

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

Magill Elementary will hold its Title I Annual Orientation meeting in September in order to inform invited parents of target students the requirements of the Title I program, Magill's AYP status, how students were selected for the Targeted Assistance Plan, and the right of parents to be involved. In addition, meetings will be held quarterly so that parents may be updated as to progress within the program and any additions or changes to the program. These meetings will allow for vital dialogue between parents, faculty, and community members.

Based upon prior events hosted at Magill, and feedback from parents in attendance at the Targeted Assistance School Planning meetings, evenings are the favorable time for such informational meetings. During the school year, additional events and informational meetings will be held in the mornings, during the lunch hour, and on weekends. Communication to parents regarding Title I events will include written and verbal formats. Such notifications may include:

- Written Fliers and Invitations
- Phone Calls
- Emails
- Title I Page on School Webpage
- Parent information on Teacher WebPages
- Postings on School Marquee
- Rotating Announcements on School Television
- School Twitter Account

Meetings will offer detailed itineraries and based on parent interest, DVD and Elluminate sessions may be created.

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

Meeting times for Title I events will vary in order to meet the needs of parents of targeted students. Survey and parent feedback will be gathered in order to help with choosing the most appropriate time to schedule events. Events will also include child care by a GCPS employee and/or interpreters if funding should become available. Lunchtime meetings may also include refreshments paid for with Title I funding.

In addition to the quarterly update meetings, Magill will host a variety of parent workshops to help support parents' involvement in their students' academics. These events will include (but are not limited to) understanding state assessments, supporting student reading and math progress, monitoring student progress, curriculum overview, and transitioning into elementary and middle schools. Home visits will be scheduled when it is necessary and applicable.

J.C. Magill Elementary School
TITLE I PARENT INVOLVEMENT POLICY
2011-2012

Magill works closely with community organizations that help provide free transportation from the Gwinnett Estates neighborhood which houses many of our students. Faculty members also visit Gwinnett Estates in order to help communicate with parents about student progress and to provide tutoring. Visits to additional neighborhood clubhouses and Elluminate sessions to communicate will also be investigated as a means based on feedback gathered from parents early in the school year.

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.**

During the summer of 2011, several meetings were held in order to begin the process of preparing to become a Targeted Assistance School. Parents were invited and attended these session in order to provide input into the creating of the Targeted Assistance Plan, Parent Involvement Policy, Action Plan and the Parent Compact.

The counseling program is currently very involved in coordinating parent involvement with the AP-TI at J.C. Magill. In addition, the Title I committee is always open to new members and parents are invited to attend any Title I planning sessions.

During the 2011-2012 school year, Magill plans to grow parent involvement in the Title I committee and other school events. Sessions will be offered to help inform parents on how to volunteer in the school setting in order to help our parents become more actively engaged in the classrooms. In addition, parents will be invited to help in the creation of our parent center, and will be asked for input into the organization and materials housed in the center.

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

A) Timely information about the School-wide Program

Magill Elementary will hold its Title I Annual Parent Orientation meeting in September in order to inform invited parents of target students the requirements of the Title I program, Magill's AYP status, how students were selected for the Targeted Assistance Plan and the right of parents to be involved. Information about the Title I Program will be supplied to parents in a variety of ways. This may include such methods as written fliers, phone calls, emails, postings on school WebPages, use of the school Twitter account, notices on the school marquee, and on the school televised calendar.

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

Curriculum night, conferences, test information nights, the parent portal, school webpage, weekly folders, Academic Knowledge and Skills based on the Georgia Performance Standards, booklets and additional training sessions will provide parents with information about curriculum, assessments, and student progress and proficiency levels. Students will also participate in the GCPS Interims, ITBS, CoGAT, and CRCT. Scores from these assessments will help teachers monitor student progress.

J.C. Magill Elementary School
TITLE I PARENT INVOLVEMENT POLICY
2011-2012

- 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**

Dialogue at Title I events, responses on the feedback forms and evaluations, and the use of a suggestion box will provide parents the opportunity for additional participation and suggestions on meeting the needs of their students. Parents shall also be encouraged to contact Blair Binion, AP-TI, at 770-554-1030 or Blair_Binion@gwinnett.k12.ga.us should they have additional suggestions or concerns. They will receive responses within 48 hours.

Information about the Title I Program will be supplied to parents in a variety of ways. A Title I Annual Orientation meeting will be held in September for parents of targeted students to inform them about the program, Targeted Assistance Plan, Parent Involvement Policy, Parent Involvement Action Plan, Compacts and Title I budget. Parents will be notified of the meeting with fliers sent home with targeted students, through the school webpage, using emails, during student registration, and phone calls.

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

Parents are encouraged to share suggestions through Title I quarterly meetings, events, suggestion box, parent conferences, and other school events. A document review meeting shall be held and all Title I parents will be invited to attend. Feedback forms will be available at this event and parents will be encouraged to complete the forms. Parents may also choose to have an administrator record their statements. Parents providing unsatisfactory comments in writing to administration which will be shared when applicable with the GCPS Title I office. They will receive responses in a timely manner.

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

This was developed by the parents and staff of J.C. Magill Elementary School:

The Faculty and Staff of J.C. Magill's Responsibilities

- Teaching the Academic Knowledge and Skills (AKS) using hands- on, active, engaging lessons that seek to meets the needs of all types of learners
- Communicate clearly and effectively with parents regarding the successes and struggles of their student using resources such as weekly folders, agendas, and parent conferences
- Provide midterm and quarterly reports on student progress
- Invite parents to be involved in the classroom and school events
- Participate in on-going professional development in order to facilitate our professional growth
- Display professional behavior and a positive attitude

Parent Responsibilities

- Be an advocate for your child's academic success
- Communicate questions and concerns with your child's teacher
- Attend events, training, and meetings offered by the school
- Spend time with your child daily, reading and discussing the events of the day
- Read communications sent home on the weekly folder
- Provide quiet space and time at home for your child to complete work
- Ensure your child is at school, on time, ready to learn
- Monitor time spent watching television and playing video games

J.C. Magill Elementary School
TITLE I PARENT INVOLVEMENT POLICY
2011-2012

- Display a positive attitude for your student regarding school and academic success
- Consider volunteering at the school (classroom, media center, cafeteria)

Student Responsibilities

- Show respect for teacher, school, peer and self through positive interactions
- Take ownership of learning and behavior
- Believe you can learn
- Take home communications (and return) information sent by your teacher and the school
- Behave at school and on the bus
- Dress in appropriate attire
- Take pride in your school
- Read nightly

Compacts will be used as part of test talks, parent-teacher conferences, and SST/RTI meetings. Signed copies of the compacts will be sent home with targeted students and referred to in quarterly TAS meetings.

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 information sessions will be held in order to help parents understand assessments used by the county (Benchmarks, ITBS, CogAT) and state (Writing and CRCT) to monitor student progress and how to interpret the results of these assessments. Training sessions and technology will also be made available for parents to access the Parent Portal and teacher WebPages. Student report cards are sent home every nine week and midterms are also used to share progress midway through each quarter. Early release days are scheduled twice during the academic year to provide time for parent conferences. Additional conferences (in person or via phone) are also scheduled as needed.

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.**

Surveys sent at the beginning of the academic year will provide the administration with feedback as to material and resources parents would find useful in assisting their child. Additional feedback during conferences, through suggestion box, and during meeting dialogues will also provide an understanding of parental needs. The school shall host numerous workshops throughout the academic year in order to help parents to support their students. These events will include such topics as technology to foster student learning, promoting literacy, strengthening mathematics, understanding state and local assessments, helping students prepare for kindergarten/middle school, and volunteering in the classroom.

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.**

Staff members at Magill will participate in faculty meetings for training in effective communications with parents (participate by Title I personnel will be documented). Parent Feedback forms will be used to assess what should be discussed at these meetings. Additional professional development is offered continuously throughout the year to promote student success in literacy and mathematics. All staff new to Magill participated in New Teacher Networks training monthly, this will include staff from Title I.

J.C. Magill Elementary School
TITLE I PARENT INVOLVEMENT POLICY
2011-2012

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.**
 Magill provides information to local public and private daycares about registration for kindergarten and Spring into Kindergarten. Students will also be invited to participate in a KinderCamp during the summer to help prepare for the transition to kindergarten. Rising 5th graders make visits to Snell Middle School so that they will be familiar with the school when they enroll that August. Information about these programs will be provided to our targeted students through fliers sent with students, phone calls, emails, through the school Webpage and using the school Twitter account. Parents will be offered workshops on the transition between one level of school to the next level.
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.**
 Communications with parents will be provided in a clear, concise manner using a variety of methods. Methods may include fliers, letters, emails, phone calls, Webpage postings, Twitter updates, and conferences. Translation and interpreters will be provided when applicable and the GCPS Language Data Base will be used when relevant.
12. **The school may involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training.**
 Parent feedback is vital in helping teachers understand the educational context that students are coming from. This data will be gathered from surveys, feedback at Title I events, through conferences and using our suggestions box. Teachers will participate in a staff development regarding effective communication with parents in January of 2012.
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.**
 Magill will continue to work with Gwinnett Estates and other community members to help support literacy training. Through the development of the parent center, we will also create lists of community organizations that will help support parents with English classes and interpreters.
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.**
 Whenever possible, the staff of Magill will help provide a GCPS employee to assist with childcare when appropriate and funds are available. Additional transportation and interpreters may be provided as funds become available as well.
15. **The school may train parents to enhance the involvement of other parents.**
 Parents of our targeted students will be provided with information regarding the GCPS Title I Parent Leadership Academy held at Radloff Middle, Holt Elementary, and Shiloh Elementary. Additional training will be provided for parents during the school year on ways to volunteer at the school to promote student achievement. For additional information, contact Blair Binion, AP-TI, at 770-554-1030 or Blair_Binion@gwinnett.k12.ga.us.
16. **The school may arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation.**
 In order to provide effective communication between school and home, meetings are scheduled at a

J.C. Magill Elementary School
TITLE I PARENT INVOLVEMENT POLICY
2011-2012

variety of times (evenings, before school, during, weekends). Parents may also participate in phone conferencing when face-to-face conferencing is not possible. Home-visit conferences will be scheduled when it is necessary and applicable.

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

GCPS is actively involved in the "Be There" Campaign initiative which encourages families and community members to become more actively involved in their students' education through a variety of activities that relate to everyday, real life experiences. Parents of our targeted students will be provided with information on how to link to the GCPS webpage which contains information on the campaign and a calendar of events around the county.

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.

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.

Parents of our targeted students will be provided information about Gwinnett County Public Schools' Parent Advisory Council (PAC). The LEA Title I plan, Parent Involvement Policy, and budget will be discussed. The first meeting will be held on September 15 from 8:30-10:30 am at South Gwinnett High School and from 6:30-8:30 pm at Meadowcreek High School. The second of three meetings will be held on January 26 from 8:30-10:30 am at Radloff Middle School and from 6:30-8:30 pm at Shiloh High School. The third of the three meetings will be held on April 19 from 8:30-10:30 am at Berkmar High School and from 6:30-8:30 pm at Moore Middle School.

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

Magill Elementary has an established business partnership with Kroger, Publix, Stevie B's Pizza, Image Makers, Chick-Fil-A, and Zaxby's. Portion of sales to Magill families is returned to the school to be used as needed to support student achievement. Information about family nights and specials at these facilities is shared with families through fliers, postings on the school marquee, and through the

J.C. Magill Elementary School
TITLE I PARENT INVOLVEMENT POLICY
2011-2012

school web page. In addition, we are in partnership with the ArtsNow Foundation which supports the integration of the arts to support academic success. Magill will continue to develop its relationship with Gwinnett Estates and will increase relations with other local community groups.

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

Using feedback from parent comments at Title I events responses on feedback forms and evaluations, and suggestion box, the AP-TI and/or Principal will work with parents to provide materials and training as needed/requested.

- 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.**

Information relayed to parents shall be sent out in English and Spanish as needed. In addition, use of the GCPS Language Bank will be applied as needed to provide information in available and needed languages. Magill Elementary will also use the services of translators, social workers, parent mentors, and other GCPS resources to support parents. If funds should become available, the purchase of headphone translating devices shall be considered. Magill will also accommodate parents with disabilities and coordinate with Migrant Services to provide services for migrant families.

- 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 website through flyers, postings on the school's website, and information in the on-site Parent Center. The AP-TI and/or 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