

Shiloh Elementary School
TITLE I PARENT INVOLVEMENT POLICY
2011-2012

Shiloh 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 Shiloh Elementary School.

The administration, faculty, and staff of Shiloh Elementary School have met and jointly developed with parents this Title I Parent Involvement Policy. Also, parents were given the opportunity to review and revise this policy which describes the school's expectations for parent involvement. It will be distributed to parents of all students attending Shiloh Elementary School.

1. **Shiloh 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 under this part and to explain the requirements of this part, and the right of the parents to be involved.**

The first schoolwide Title I Annual Orientation meeting is held in August. This meeting will be held at a time that is convenient for parents to attend and will be advertised through various means such as flyers, email blasts, the school's website, the school marquee, the Shiloh morning news show, student stickers and the school messenger calling system.

The purpose of the Title I Annual Parent Orientation meeting is to:

- Inform parents about Title I and what Title I means to the school
- Inform parents about the benefits of Title I
- Inform parents about how Title I money is allocated and how it is to be spent
- Introduce the Title I AP
- Introduce the Parent Instructional Support Coordinator (PISC) and her role at the school as well as information about the Parent Center, its location and the free resources available there for parents to use and the Georgia Parental Information and Resource Center
- Share our Local School Plan for Improvement (LSPI), our Title I Parent Involvement Policy, Action Plan and School/Parent Compact
- Present Adequate Yearly Progress (AYP) results and explain how this progress is measured.
- Schoolwide Plan

2. **The school will offer a number of meetings, such as meetings in the morning or evening, and may provide, with funds provided under this part, transportation, child care, or home visits, as such services relate to parental involvement.**

Subsequent Title I Annual Orientation meeting will be held in October, December, and March. These meeting will allow new parents to our school and those not able to attend previously the opportunity to be informed about Title I. These meeting will be held at a time that is convenient for parents to attend and will be advertised through various means such as flyers, email blasts, the school's website, the parent center sidewalk marquee, and the school's telephone messenger system. If necessary and as parents register, they may contact the Parent Center (770-736-2129) for an individual meeting. A presentation of the meeting can

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also be accessed on the school website (www.shilohes.org/home.html) as an online Blackboard session. Other selected Parent Involvement meetings will be delivered both in the morning and in the evening.

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

Title I Committee

The Title I Committee will include parents, community members, staff, school administrators and the Parent Instructional Support Coordinator (PISC). This committee will meet before 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 Shiloh Elementary. Agenda items will include but are not limited to:

- Shiloh Elementary School's Title I Parent Involvement Policy
- Shiloh Elementary School's School/Parent Compact
- Shiloh Elementary School's Title I Budget
- Shiloh Elementary School's Local School Plan for Improvement (LSPI)
- Shiloh Elementary School's Action Plan

The goal of the Title I Committee is to represent the voices of all stakeholders. Feedback is always welcome and may be submitted by contacting the Parent Instructional Support Coordinator at 770-736-2129 or by email at Valerie_Dickey@gwinnett.k12.ga.us. Feedback may also be submitted to the Title I Assistant Principal or Principal throughout the school year. Parent surveys will also be used as a means to receive feedback.

Title I Committee Membership

Committee members will be recruited in the spring of each school year for the upcoming school year and again in July of the current school year. Every effort will be made to have a representative member from all groups involved with Shiloh Elementary and to reflect the diversity of our student body. There will be one scheduled meeting a year to include various topics. This meeting will be noted on the school calendar. All parents will be welcome to attend the meeting even those not currently on the Title I Committee. Paper and electronic reminders will be sent to all standing members as well as announced on the school marquee and website.

Each committee member will be provided with an agenda and any other documents pertinent to the meeting. Members and any others in attendance will be asked to sign in on a formal attendance sheet. This attendance sheet as well as minutes recorded and feedback forms collected at each meeting will be submitted to the Local Education Agency (LEA) – Gwinnett County Public Schools – Title I Office.

In addition to our Title I Committee, parents are encouraged to be involved in other committees which make decisions for our school. Parents are elected by our community to serve on our Local School Council which

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meets four times a year to provide advice, recommendations, and assistance to our school. Our Shiloh Parent-Teacher Association (PTA) determines the cultural arts and recreational activities for our students and their families. The Shiloh Dad's Club, a spin-off group of the Shiloh PTA, affords our fathers and significant others that fill the role of dads, to participate in a mentoring program for boys and to help with projects around the school. All parents are invited to participate on the Parent Advisory Council which meets three times a year, to give input into the system level Title I Parent Involvement program. (See Action Plan for details.)

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

A) **Timely information about the Schoolwide Program**

Information about the Schoolwide Title I Program at Shiloh Elementary will be shared with parents through a variety of communication tools. All parents will have the opportunity to attend the Title I Annual Orientation meetings. For those parents not able to attend, this information will be available through the Parent Center and the Shiloh Elementary website. A copy of the Schoolwide Plan will also be made available in the Parent Center, main office, media center, Title I assistant principal office, principal's office, as well as the Title I Office for Gwinnett County Public Schools.

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

The curriculum for Shiloh Elementary is Gwinnett County Public Schools' Academic Knowledge and Skills Curriculum (AKS). A copy of the AKS for each grade level is provided to all parents at the beginning of the school year and as families enroll throughout the school year. This curriculum is aligned with the Georgia Performance Standards, which is the adopted curriculum for the State of Georgia. The Shiloh Elementary staff teaches the AKS through a combination of research based Quality Plus Teaching Strategies. Instructional calendars based on the AKS are used to guide instruction and provide high achievement standards for each subject area and grade level. Student progress and grade level proficiency will be assessed using results from various assessment measures such as the CRCT (Georgia's Criterion Referenced Competency Test), Interim/Benchmark Assessments (district developed assessments based on the AKS curriculum), standardized tests, SuccessMaker data, student portfolios, writing samples, reading running records, and observation data. Parents are able to monitor their students' proficiency through a variety of means including:

- Parent Portal
- Academic Contracts for at-risk students
- Student Report Cards
- Reading and Writing Communication Reports
- Daily Agendas
- Weekly Parent/Teacher Communication Folders
- Parent-Teacher Conferences
- Parent Emails

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- IGPro Grade Reports
- School Newsletters (Red, White and Blue)
- Shiloh Elementary Accountability Report

C. If requested by parents, opportunities for regular meetings to formulate suggestion 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.

Shiloh Elementary encourages parents and teachers to have an open line of communication throughout the school year. After all, parents are a critical part of their child's education and their voice and support are valued. In order to play an important role in the education team, it is essential that family/school communication occurs. Registration/Meet the Teacher Day begins the communication process. Communication is further accomplished through Curriculum Nights in August and Early Release Conferences held twice each year in October and February. In addition to the two regularly scheduled parent conferences each year, parents are encouraged to schedule a conference anytime during the school year as they feel necessary. If their children need extra support, parents are also invited to participate in the Student Support Team (SST) meetings. All parents receive information about their children's academic progress at regular intervals from IGPro grade reports and every nine weeks through report cards. If communication cannot be handled in a face to face manner, then the Shiloh Elementary staff can respond to parent questions and suggestions in a timely manner through telephone calls, notes, emails, daily agenda books and the weekly Friday Folder. Parents are also able to discuss school related issues with our Parent Instructional Support Coordinator and receive possible resources and information to support their child's academic performance. Parent workshops will be done on a variety of topics to support parents. The Shiloh Elementary Title I Committee, School Council, and PTA are other venues in which parents can share questions and concerns about the school, the curriculum and student academic achievement.

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

After sharing Shiloh Elementary Title I Schoolwide Plan, including the Parent Involvement Policy, the Action Plan, the School/Parent Compact and the Title I Budget with parents, staff and community, feedback will be gathered. All data, comments, and/or suggestions including unsatisfactory comments will be collected and sent to the District's Title I Office throughout the year and considered in the revision of the policy and Action Plan for our school. Ongoing feedback is also solicited at every Title I meeting. Parents are also offered the opportunity to submit written feedback. All feedback will be reviewed to determine if the suggestion can be implemented in order to improve our plan.

6. **Each school served 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.**

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The Shiloh Elementary School/Parent Compact was developed by our Title I Committee, which includes parents and staff. The compact outlines how the entire school staff, parents, and students share the responsibility for improving academic achievement. This compact is a partnership to help students achieve the State of Georgia's Performance Standards. Parents are given the opportunity to provide written and verbal feedback during Shiloh Elementary Title I Document Review meetings. After reading and signing the compact, teachers, parents, and students will receive a copy. This compact is a live document, to be referred to throughout the year to guide practices and support student achievement. Parents of students enrolling later in the year will be given their copy upon registering.

7. **The school shall provide assistance to parents of children served by the school or local educational agency, as appropriate, in understanding such topics as the State's academic content standards and State student academic achievement standards, State and local academic assessments, the requirements of this part, and how to monitor a child's progress and work with educators to improve the achievement of their children.**

Shiloh Elementary communicates the state and district academic standards throughout the year. At our fall curriculum nights parents review the Gwinnett County Academic Knowledge and Skills (AKS) handbook. Parent-teacher conferences and small group parent meetings on academic standards also help to inform parents on a regular basis about the curriculum. Letters explaining all the various standardized testing are sent home to parents and our Title I PISC will hold meetings to further explain these tests. We send home IgPro grade reports at regular intervals to let parents know about their child's progress and all parents can view their child's grades daily on the GoGwinnett Parent Portal. Students are invited to a special tutorial morning meeting to help with any incomplete work. The results of all national, state, and district level assessments are sent home to our parents. Administrators and teachers are available to answer any questions. All newly enrolled students receive the AKS handbook and are encouraged to contact the school for any questions. Our PISC will contact new student families and answer any questions they might have about our school.

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.**

Our Parent Instructional Support Coordinator (PISC), a certified teacher, along with other faculty and support personnel, offers a minimum of 10 parent workshops to help involve parents with their child's education. We will hold a Title I Annual Orientation in August. Literacy Night and Math Night are two schoolwide major events that involve parents and their children in learning how to improve literacy and math skills. Additional topics are offered, based on parental input from our parent surveys and from reviewing our test data. Our Shiloh Parent Center is open Monday through Fridays during the school day, with flexible after-school hours to meet the needs of our families. Our Shiloh school website is full of additional help for parents who wish to work with their child at home. Our PISC also sends home learning materials to families to help improve their children's academic achievement.

We have a variety of technology tools to assist parents, including the GoGwinnett Parent Portal, SuccessMaker kits, Study Island, and Education City programs that parents can use at home to work with

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their children. Our PISC will send home grade level instructional calendars each nine weeks to help parents stay abreast of what their child is learning.

Parents have the option of participating in a Title I Parent Leadership Academy (PLA). PLA trains parent to become parent leaders by encouraging other parents to become involved at a more intense level. PLA meetings are held at three locations: Radloff Middle School located at 3939 Shackelford Road, Duluth, GA 30096, contact Donna Power, 678 245-3400; Winn-Holt Elementary located at 588 Old Snellville Highway, Lawrenceville, GA 30046, contact Chris Stanford, 678 376-8600; and Shiloh Elementary located at 2400 Ross Road, Snellville, GA 30039, contact Valerie Dickey at 770-736-2129.

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.**

Shiloh school staff will receive regular training on ways to reach out to parents and communicate with them in an effective way. We believe that educating children requires the joint effort of teachers and parents and that working as equal partners to educate children, we can raise student achievement. We will work with staff and parents to develop our Local School Plan for Improvement (LSPI), have a teacher serve on the PTA board to develop programs, and offer workshops for parents on how they can volunteer to help at school. Parent feedback will be sought to make sure we listen to their needs and work to provide a strong link between home and school.

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.**

Shiloh Elementary personnel will work with preschool center representatives to develop an effective articulation program that supports parents of preschool children. We will open our parent meetings up to our preschool families so they can learn how to work with their children at home in the areas of reading, writing, math, and social development. During our summer KinderCamp, parent meetings will be held to help them prepare their child for kindergarten. Kindergarten Carousel is held in May of each year after Kindergarten registration to tour the school and find out more about our kindergarten program. Flyers for this event are sent to preschool centers, given to local churches, and shared with current students who have upcoming kindergarten siblings.

Transition to 6th grade at Shiloh Middle School is handled through our Shiloh Cluster Articulation Program. Students and their 5th grade teachers visit the middle school and an evening parent meeting is held in the spring. Our counselor works with our students to help prepare them for what to expect when they enter middle school. Our teachers work closely with the middle school teachers to make sure our students make a successful academic and social transition from elementary to middle school. We also participate in a

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number of Shiloh Cluster events that help all of our students develop a sense of community with our fellow cluster schools.

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.**

Shiloh Elementary communicates to all parents in a format and, to the extent practicable, in a language the parents can understand. All forms of communication use clear and concise language that explains terms such as Adequate Yearly Progress (AYP) and Georgia Performance Standards (GPS). Based on need, translations in different languages are available but not limited to the School Messenger calling system and Translator System. Parents receive most information from the school through their children's weekly Friday Folders. Furthermore, information is also available through our school's website, school marquee, and monthly newsletter.

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

Shiloh Elementary utilizes the constructive suggestions from parents to plan staff development for teachers and all staff members. In the future, we will include questions in the Title I Parent Involvement Survey that may lead to specific training opportunities for school staff. Parents will have the opportunity to formulate suggestions and participate, as appropriate, in decisions related to the education of their children.

13. **The school may provide necessary literacy training from funds received under this part if the local educational agency has exhausted all other reasonably available sources of funding for such training.**

The Shiloh Parent Center may offer parents English classes to improve their literacy skills. Additionally, the PISC will refer parents to community agencies such as churches or community schools that provide other literacy training. Adult Literacy classes and/or Adult GED classes may be offered if parents indicate this as a need.

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.**

Shiloh Elementary provides parents with childcare, translators, and light snacks at parent involvement activities. Funds in the Title I budget will be allocated to cover these expenses. Upon the completion of parent activities, parents will complete exit surveys to evaluate the effectiveness and usefulness of school-related meetings and training sessions.

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

Shiloh Elementary trains parent leaders to enhance the involvement of other parents. Parent leaders that are a part of the Title I Committee, School Council, and PTA serve as parent mentors who help to facilitate training and recruit parents.

The Parent Advisory Council (PAC) is a Title I Committee on a larger scale. This council offers participating parents, from all the Title I schools, the opportunity to have input into system level parent involvement. There will be three meetings this year. They will be held on September 15, 2011, January 26, 2011, and April 19, 2011.

Parents have the option of participating in the Title I Parent Leadership Academy (PLA). PLA trains parents to encourage other parents to become involved. PLA meetings are held at three locations: Radloff Middle School located at 3939 Shackelford Road, Duluth, GA 30096, contact Donna Power, 678 245-3400; Winn-Holt Elementary located at 588 Old Snellville Highway, Lawrenceville, GA 30046, contact Chris Stanford, 678 376-8600; and Shiloh Elementary located at 2400 Ross Road, Snellville, GA 30039, contact Valerie Dickey at 770-736-2129.

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.**

Shiloh Elementary provides workshops at various times throughout the day based on the needs of our parents. Examples include Early Bird Parent Workshops, Lunch and Learns, Literacy Night and Math Night. Our parent center is available before, during, and after school hours. For parents not able to attend, digital media will be available in the Parent Center for parents to view or check out.

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

Gwinnett County Public Schools has adopted the *Be There* Campaign, which promotes parent involvement by making connections with real-life experiences and student learning. Parents are encouraged to become active participants in their child's education. Shiloh Elementary supports the *Be There* Campaign. Parents may learn more information about this campaign by visiting the Parent Center along with visiting the school's website and www.bethere.org.

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 monitor their children's progress work with educators to improve their achievement.**

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- 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 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.
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 under this section.**

The GCPS Title I Parent Advisory Council is comprised of two (2) parents from each school, Parent Instructional Support Coordinators (PISCs); Title I Staff, and community members. The primary purpose of this council is to provide input and share decision-making about issues regarding the District’s Title I Parent Involvement Program. Meeting dates are listed in the attached Title I Action Plan.

Our school will make efforts to recruit parents to become members of the Gwinnett County Public Schools’ Title I Parent Advisory Council (PAC), which meets regularly to provide training on matters relating to the parent involvement program, as well as make decisions as they relate to the district’s LEA Parent Involvement Policy and Title I Program. All parents may attend Parent Advisory Council meetings.

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

Shiloh Elementary continues to work with community-based organizations and businesses to develop and enhance roles in parent involvement activities. Shiloh Elementary has established partnerships with local businesses and would like to reach out to faith-based entities to be supporters of parent involvement. The PISC coordinates business and community volunteers on a weekly and daily basis. In return, parents are

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asked to patronize local businesses for such events as Kroger's Day, Zaxby's Night and Buck's Pizza Night. The PTA fosters relationships with area businesses to promote parent involvement.

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

Based on parent requests, Shiloh Elementary provides parents with responsible support which may include childcare and translation services for Early Release Parent Conferences, Individual Education Plan meetings, Student Support Team meetings, and Parent Involvement activities. Furthermore, the Parent Instructional Support Coordinator (PISC) works directly with parents to meet their requests. The school's website provides parents with a link to communicate with the PISC. After each parental involvement activity, parents complete exit surveys that provides data to improve programs.

21. **In carrying out the parental involvement requirements of this part, local educational agencies and schools, to the extent practicable, shall provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section IIII in a format and, to the extent practicable, in a language such parents understand.**

In partnership with the Title I Office, Special Education, Health and Social Services, and ESOL, GCPS and Shiloh Elementary School provide parents with full opportunities for participation in the Title I Schools:

- The Local Educational Agency (LEA) and Shiloh Elementary School will attempt to provide translation services to all non-English speaking parents including ESOL, Migrant, and Category I Pre-Kindergarten (Pre-K) families during parent involvement activities as well as in the form of written documentation. GCPS provides staff with access to the GCPS Language Bank that translates local school and district documents into languages that make information, to the extent practicable for parents to understand.
- Parents of homeless students receive services from the school's counselors and social workers to ensure they are able to provide educational opportunities to their children to participate in before, during, and afterschool intervention programs. Parents may contact the school for information at 770-985-6883.
- Special Education Parent Mentors are accessible to provide support to all Title I families whose children have special educational needs. Parents may contact the school for additional information at 770-985-6883.

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- Parents with disabilities will be provided with accommodations based on their needs. All buildings are handicapped accessible and equipped with texting (TDD) and other means of electronic communication.

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.

Through various means of advertisements, parents are informed of the existence and purpose of the Shiloh Parent Center. Means of advertisements are flyers that are sent home, information posted on the school's website, messages sent via the School Messenger calling system, and the Red, White, and Blue monthly newsletter.

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 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 (PIRC)
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://geogiapirc.net/>