



PARENT INVOLVEMENT POLICY

Finalized: September 8, 2014

PART I: GENERAL EXPECTATIONS

In support of strengthening student academic achievement, each school that receives Title I, Part A funds must develop jointly with, agree on with, and distribute to, parents of participating children a written parental involvement policy, agreed on by such parents, that contains information required by section 1118 (b)(1) of the Elementary and Secondary Education Act of 1965 (ESEA) (school parental involvement policy). The policy establishes the school's expectations for parental involvement and describes how the school will implement a number of specific parental involvement activities. The policy is incorporated into the school's plan submitted to the local educational agency (LEA).

The school will adhere to the following as required by law:

- Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Title I, Part A, 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) of the Elementary and Secondary Education Act of 1965 (ESEA).
- Update the school's parent involvement policy periodically to meet the changing needs of parents and the school; distribute it to the parents of participating children; and make the parental involvement plan available to the local community.
- Provide full opportunities, to the extent practicable, for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children. Provide information and school reports required under section 1111 of the ESEA in an understandable and uniform format, including alternative formats upon request, and to the extent practicable, in a language parents understand.
- If the schoolwide program plan under section 1114 (b)(2) of the ESEA 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.
- Be governed by the following statutory definition of parental involvement and will carry out programs, activities, and procedures in accordance with this definition:

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:

- (A) that parents play an integral role in assisting their child's learning;*
- (B) that parents are encouraged to be actively involved in their child's education at school;*
- (C) that 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) the carrying out of other activities, such as those described in section 1118 of the ESEA.*

PART II: DESCRIPTION OF HOW THE SCHOOL WILL IMPLEMENT REQUIRED SCHOOLWIDE PARENTAL INVOLVEMENT POLICY COMPONENTS

A description of each of the following components below must be included in order to satisfy statutory requirements.

1. Central Gwinnett High School will take the following actions to involve parents in an organized, ongoing, and timely manner in the planning, review, and improvement of Title I programs, including involvement in the decisions regarding how funds for parental involvement will be used.
 - Recruit parents for the 2014-2015 Title I Team throughout the school year at such events as the Annual Title I Parent Meeting, Meet Your Teacher Day, Open House, new student registration, and other school activities and events.
 - Adjust Title I Team planning meeting time(s) to the evening hours to accommodate parents as indicated by parent feedback obtained from the 2013-2014 Title I Parent survey.
 - Invite all parents to attend and to participate in a Title I Team Planning Meeting to be held on August 14, 2014 at 6:30 PM where parents will be given the opportunity to provide input regarding the program including the school's Parent Involvement Policy, the Calendar of Events, the School-Parent Compact, the Title I Budget, and the Flexible Learning Program.
 - Provide an opportunity for parents unable to attend the Title I Planning Meeting to review and to give input on the documents revised at this meeting from August 21 – August 27 in the CGHS Parent Center.
 - Advertise opportunities for parents to be involved in the planning, review, and improvement of Title I programs by means of parent workshops, personal invitations, informal conversations, parent referrals, along with advertisement through flyers, posters, emails, phone calls, and the school newsletter, website, and social media sites (Twitter/Facebook)
 - Administer an annual Title I Parent Survey in order to receive parent feedback regarding the effectiveness of the school's Title I program and to determine the need for possible revisions or changes to the program
 - Any parent feedback received by the school that expresses concerns or dissatisfaction with the Central Gwinnett HS Title I program (including its schoolwide plan) will be submitted to the GCPS Title I Program for review.

2. Central Gwinnett High School will take the following actions to conduct an annual meeting, at a convenient time, and encourage and invite all parents of participating children to attend. Inform parents about the school's Title I program, the nature of the Title I program, the parents' requirements and the school parental involvement policy, the schoolwide plan, and the school-parent compact.
 - Schedule two Annual Title I Parent Meetings in the month of September and one in the month of February. Additional sessions may be scheduled upon parent need.
 - The meeting dates and times will be included on the school's Family Engagement Calendar of Events that will be distributed to all parents, including parents at new student registration.
 - Invite parents via flyers/postcards, School Messenger, and the school's marquee, website and newsletter (all translated into Spanish as practicable)
 - Inform parents about the following at the Annual Title I Parent Meeting:
Title I guidelines purpose, goals, expectations, and benefits of the Title I program

- Central Gwinnett's Flexible Learning Program plan
3. Central Gwinnett High School will take the following actions to offer a flexible number of 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.
- offer a minimum of three options for parents to attend the Annual Title I Parent Meeting in September.
 - schedule a minimum of 4 additional parent workshops that are academic-focused and that target parents of academically at-risk students
 - advertise the dates for the Annual Title I Parent Meetings and other academic parent workshops on the school-wide Calendar of Events as well as other school media
 - offer parents who are unable to attend a meeting/workshop the opportunity to contact the Parent Instructional Coordinator to schedule a time to meet one-on-one, to have materials sent home with the student, or to receive the information in a phone conversation
4. Central Gwinnett High School will take the following actions to provide parents of participating children the following:
- Timely information about the Title I programs;
 - post updated Title I program information and documents on the school's website
 - send out Title I information by email (including school newsletter), phone, and mail as needed
 - schedule at least three Annual Title I meetings during the year
 - invite parents to attend and to participate in the District Title I Parent Meetings
 - Description and explanation of the curriculum in use at the school, the forms of academic assessments used to measure student progress, and the proficiency levels students are expected to meet;
 - Provide information regarding the curriculum and academic assessments at the Annual Title I Parent Meeting
 - Schedule an Open House/Curriculum Night at which standards of the county curriculum (Academic Knowledge and Skills) and the state curriculum (Common Core Georgia Performance Standards) will be discussed
 - Arrange parent-teacher and/or parent-guidance counselor conferences to discuss student mastery of the curriculum
 - Schedule Student Support Team (SST) meetings for students who are not adequately progressing
 - Review the curriculum during special education Individualized Education Plan (IEP) reviews and English Learners Language Assessment Conferences
 - Provide curriculum/testing information and academic resources aligned to the curriculum and testing in the Central Gwinnett Parent Center and at academic parent workshops
 - Provide all parents access to the 2014-2015 High School Complete AKS Booklet (online, electronically, or paper)
 - Provide opportunities for parent training on how to use the Parent Portal to assess and review individual student progress and testing results.

Opportunities for regular meetings, if requested by parents, to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child, and respond to any such suggestions as soon as practicably possible;

- Recruit parents to attend and participate in the CGHS Local School Council.
- Focus on designing a Parent Academy that will give parents a leadership and collaborative role with other parents in the school
- Review the results of the annual Title I Parent Survey and input received from the Title I Planning meeting to determine needed parent meetings.
- Provide opportunities for parent feedback at formal discussions such as parent-teacher conferences, Student Support Team (SST) meetings and Individualized Education (IEP) meetings.
- Accept negative and positive comments regarding the Title I program in the CGHS Parent Center or with the Title I Assistant Principal.

5. Central Gwinnett High School will take the following actions to jointly develop with parents of participating children a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards.

- The school will extend to all parents the invitation to review and revise the compact at the Title I Planning Meeting held on August 14, 2014.
- Parents who did not attend the August Title I Planning Meeting, will have the opportunity to review and offer comments regarding the school-parent compact from August 21 – August 27.
- Once finalized, the compact will be publicized by:
 - a school-wide distribution to parents, students, and faculty/staff in September/ October 2014
 - a review of the document with the entire staff
 - a review during a special student advisement session
 - continual distribution at new parent registration
 - posting an electronic version on the school's website
- The school-parent compact will be revisited during parent-teacher conferences, parent workshops, and other school events
- The school-parent compact will be reviewed during parent conferences and used as an aid to parents, teachers, and students in generating possible strategies to improve student achievement
- Parent comments, including those received from the annual parent survey, will be considered in any revision of this document.

6. Central Gwinnett High School will build the school's and parents' capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities specifically described below:

- A. Central Gwinnett High School will provide assistance to parents of participating children, as appropriate, in understanding topics such as the following, by undertaking the actions described in this paragraph –
- the State's academic content standards;
 - the State's student academic achievement standards;
 - the State and local academic assessments including alternate assessments;
 - the requirements of Part A;
 - how to monitor their child's progress, and
 - how to work with educators

- Providing information to parents regarding state and county testing at the Annual Title I Parent Meeting
 - Providing a workshop entitled “Using the Parent Portal for Improved Student Achievement” to train parents on how to access and interpret individual student test results posted in the Parent Portal (offered October 9, 2014 and January 26, 2015)
 - Setting up a school web page by the end of November 2014 that will provide information and resources on state and county standardized testing required for graduation including the GCPS High School Gateway, Georgia High School Writing Test, etc. (i.e., www.gadoe.org, www.gwinnett.k12.ga.us)
 - Providing opportunities for parents to meet with a student counselor or the Parent Instructional Coordinator to receive assistance in interpreting their child’s testing scores
- B. Central Gwinnett High School will provide materials and training, such as: literacy training and using technology, as appropriate, to foster parental involvement and help parents work with their child to improve their child’s achievement by;
- Maintaining an academic Parent Center staffed with a Parent Instructional Coordinator (PIC) who is a certified teacher and will offer academic strategies for improved student achievement
 - Maintaining a parent library in the Parent Center that contains academic resources that can be checked out by parents and posting the list of resources online
 - Providing parents access to computers in the Parent Center and help with accessing and using the Parent Portal to improve student achievement
 - Facilitating academic workshops through the Parent Center such as “How to Use the GCPS Parent Portal for Improved Student Achievement”
 - Establishing a webpage that will serve as a central location for links to online academic resources
 - Directing parents to community resources within the Lawrenceville and Metropolitan Atlanta area that might provide parents specific literacy, English, and technology , such as Gwinnett Technical College and Gwinnett Human Resources
- C. Central Gwinnett High School will provide training to educate the teachers, pupil services personnel, principal, and other staff in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs, and build ties between parents and the school, by:
- Facilitating a mandatory staff training entitled “Effective Parent Involvement Practices” to be conducted by the school’s Parent Instructional Coordinator (PIC) in September 2014.
 - Providing a PIC and Parent Center that will serve as a resources for teachers seeking strategies to effectively communicate with parents
 - Administering a survey during 1st semester to determine faculty needs regarding parent-teacher communication
 - Using the results of the faculty survey to determine topics for at least one second semester faculty training session focusing on effective parent-teacher communication strategies
 - Creating an informational email series entitled “CGHS TIPS” (Teachers Involving Parents in School) that will give current news items, tips, and strategies regarding parent involvement
 - Offering training for faculty members involved in the “Neighborhood Walk” program, the school’s home evening visitation program

- D. Central Gwinnett High School will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Even Start, 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, by:
- Collaborating with...
 - local school and county academic programs such as English Learners (EL) and Special Education.
 - the Parent Teacher Student Association (PTSA) in supporting student academic success.
 - Richards Middle School and Moore Middle School in helping students successfully transition from the middle school to the high school environment
 - the Central Gwinnett High School Community School to determine if parent classes might be offered through this institution
 - the GCPS International Newcomer's Center to increase parent participation of immigrant parents
- E. Central Gwinnett High School will take the following actions to ensure that information related to the school and parent programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:
- Central Gwinnett will have a school-wide dissemination of Title I Parent Involvement documents to all parents in September/October 2014.
 - Each student will receive and sign for receiving a copy of the following:
 - *CGHS Parent Involvement Policy*
 - *CGHS School-Parent Compact*
 - *Family Engagement Calendar of Events*
 - *Receipt of Documents*
 - *School-Parent Compact Cover*
 - All parents will be required to sign and return the *Receipt of Documents* and the *School Compact Cover*.
 - Please note: Parents of new students will receive and sign for receipt of the information as part of the school's official registration process.
 - Electronic copies of parent involvement documents will be posted on the school's website and available to parents via email upon request.
 - Using clear and simple language, the school will provide parents with additional Title I information in a variety of formats including: the school website, the school newsletter, the school marquee, phone calls, flyers, and email.
 - Written and verbal information will be presented in English and Spanish to the extent practicable.
 - The school's Title I Flexible Learning Program, which offers academically at-risk students served in the migrant, EL, and special education programs priority, will provide parents with timely information using clear/simple language and in various languages to the extent practicable.

Central Gwinnett High School will provide other reasonable support for parental involvement activities under section 1118 as parents may request, by;

- Providing interpreters during Title I workshops, trainings, and meetings (to the extent practicable).
- Supplying free childcare for support of parental involvement activities (to the extent practicable)

PART III: DISCRETIONARY SCHOOL LEVEL PARENTAL INVOLVEMENT POLICY COMPONENTS

NOTE: The School Level Parental Involvement Policy may include additional paragraphs listing and describing other discretionary activities that the school, in consultation with its parents, chooses to undertake to build parents' capacity for involvement in the school to support their children's academic achievement, such as the following discretionary activities listed under section 1118(e) of the ESEA:

Indicate which of the following discretionary school level parental involvement policy components the school will implement to improve parental involvement.

- Involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training;
- Provide necessary literacy training for parents from Title I, Part A funds, if the school has exhausted all other reasonably available sources of funding for that training;
- Pay reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions;
- Train parents to enhance the involvement of other parents;
- In order to maximize parental involvement and participation in their child's education, arrange school meetings at a variety of times or conduct in-home conferences with teachers or other educators who work directly with participating children and parents who are unable to attend conferences at school;
- Adopt and implement model approaches to improving parental involvement;
- Establish a schoolwide parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs;
- Develop appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities.

- The school will continue its *Neighborhood Walk* program for 2014-2015. The Neighborhood Walk program provides informational parent meetings regarding graduation and strategies for academic success within the community and by conducting scheduled in-home parent conferences.
- The school will communicate with various community-based organizations in an attempt to increase parent involvement and student achievement. Organizations that will be targeted this year include:
 - the Lawrenceville Boys and Girls Club
 - the Gwinnett Neighborhood Leadership Institute
 - the Vietnamese American Honor Society – Georgia Chapter
 - the Federation of Balkan American Association
 - CETPA, an Spanish language community prevention/outreach organization