

THOMSON MIDDLE SCHOOL

2017-2018

TITLE I

PARENT HANDBOOK



Parents/Guardians,

After reviewing the Handbook please complete and return the following:

- **School-Home Compact Signature Page**
- **Receipt of Title I Parent Handbook**

Thank you for your continued support of Thomson's Parent Engagement Program.

Alesia C Chadwick

Parent Involvement Coordinator



School-Home Compact Signature Page
THOMSON MIDDLE SCHOOL
2017-2018

Revised: August 7, 2017

Dear Parent/Guardian,

Students participating in the Title I, Part A program, and their families, agree that this compact outlines how the parents, the school staff, and the students will share the responsibility for improved student academic achievement as well as describes how school and parents will build and develop a partnership that will help children achieve the State's high standards. Please read the attached school-parent compact.

Please sign and date below to acknowledge that you have read, received, and agree to this school-parent compact. Once signed, please return the form to your child's teacher and keep the school-parent compact as a reminder of your commitment. The school-parent compact will be discussed with you throughout the year. We look forward to our school-parent partnership!

School Representative Signature: _____ Date: _____
Homeroom Teacher

Parent/Guardian Signature: _____ Date: _____

Student Signature: _____ Date: _____ Grade: _____



Thomson Middle School
301 Thomson Street
Centerville, GA 31028
(478) 953-0489
(478)953-0484 Fax



Dr. Walter E. Stephens, Principal
Mr. Dustin Dykes, API
Ms. Tonja Simmons, AP

Mrs. Patrena Johnson, Counselor
Mrs. Melissa Walker, Counselor
Mrs. Alesia Chadwick, PIC

Receipt of Title I Parent and Family Engagement Handbook 2017-2018

August 2, 2017

Dear Families:

Your participation in your child's education is extremely important to us. We believe in maintaining regular, two-way communication between home and school. As such, we distribute information to explain how parents can work with the school to ensure that students achieve their potential. Please take time and carefully read all of the documents included in this Title I Parent and Family Engagement Handbook. We also ask that you sign and return the appropriate forms to your child's teacher.

Provided in the Title I Handbook are the following documents:

- Receipt of 2017-2018 Title I Parent and Family Engagement Handbook Form (Sign and Return)
- A Parent's Guide to Title I
- School Parent and Family Engagement Plan
- School-Parent Compact
- Compact Signature Page (Sign and Return)
- Right to Know Professional Qualifications of Teachers and Paraprofessionals Letter
- Copyright Piracy Notification
- Complaint Procedures

Please complete and sign the form below, and return to your child's teacher by, Friday, September 29, 2017. Should you have any questions, feel free to contact us at 478-953-0489.

Sincerely,

Dr. Walter Stephens

I have received and read the 2017-2018 Title I Parent and Family Engagement Handbook.

Parent's Signature: _____ Date: _____

Student's Name: _____ Grade: _____

Please return this form to your child's school. Thank you.

School-Home Compact Signature Page
THOMSON MIDDLE SCHOOL
2017-2018

Revised: August 7, 2017

Dear Parent/Guardian,

Students participating in the Title I, Part A program, and their families, agree that this compact outlines how the parents, the school staff, and the students will share the responsibility for improved student academic achievement as well as describes how school and parents will build and develop a partnership that will help children achieve the State's high standards. Please read the attached school-parent compact.

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- Copyright Piracy Notification
- Complaint Procedures

Please complete and sign the form below, and return to your child's teacher by,
_____. Should you have any questions, feel free to contact us
at _____.

Sincerely,

{Insert Principal's Name}

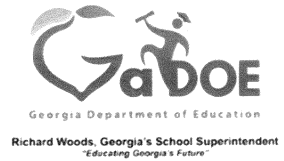
I have received and read the 2017-2018 Title I Parent and Family Engagement Handbook.

Parent's Signature: _____ Date: _____

Student's Name: _____ Grade: _____

Please return this form to your child's school. Thank you.

A Parent's Guide to Title I



What is Title I?

Title I, Part A is a federally funded program under the Every Student Succeeds Act (ESSA). The purpose of Title I under ESSA is to ensure that **all** children have a fair, equal, and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on challenging state academic achievement standards and state academic assessments.

Which Houston County schools are Title I schools?

CB Watson Primary	Northside High	Thomson Middle
Centerville Elementary	Northside Middle	Tucker Elementary
Eagle Springs Elementary	Parkwood Elementary	Warner Robins High
Huntington Middle	Pearl Stephens Elementary	Warner Robins Middle
Lindsey Elementary	Perry High	Westside Elementary
Miller Elementary	Perry Middle	Crossroads Center
Morningside Elementary	Russell Elementary	
Northside Elementary	Shirley Hills Elementary	

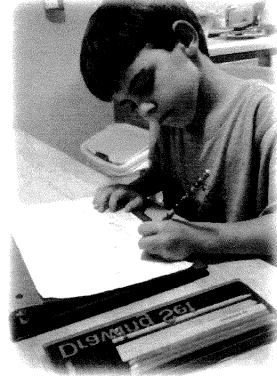
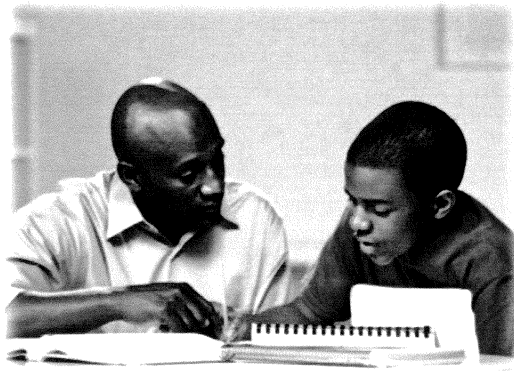
What supports are provided through Title I?

The Title I Program offers a variety of supports which may include, but are not limited to, additional teachers, support staff, instructional materials and supplies, technology to support student learning, tutoring, professional development for school staff and capacity building events for families.

What role does family engagement play in Title I?

Family engagement is an integral part of the ESSA law. Districts and schools receiving Title I funding must:

- Ensure that high-quality academic assessments, accountability systems, teacher preparation and training, curriculum, and instructional materials are aligned with challenging State academic standards so that students, teachers, parents and administrators can measure progress against common expectations for student academic achievement.
- Afford parents substantial and meaningful opportunities to participate in the education of their children.



Families,

You can have a tremendous influence on your child's success in school. By partnering with the school and participating in the Title I program, you will:

- show your child that you support and value his/her education.
- be able to closely monitor your student's progress.
- build stronger relationships between home and school.
- provide valuable input about schoolwide programs.

Research shows that students whose families are engaged perform better academically, socially and behaviorally. Be sure to become involved in your child's school by:

- communicating regularly with your child's teacher.
- attending academic-based family events and parent-teacher conferences.
- volunteering at the school.
- joining the Parent Action Team or School Council.
- providing input concerning the Title I program at the school.

Thomson Middle School
Parent and Family Engagement Plan
2017-2018 School Year



Thomson Middle School
Dr. Walter Stephens, Principal
301 Thomson Street
(478)953-0489

Plan Revised: August 10, 2017

What is Title I?

Thomson Middle School is identified as a Title I School as part of the Every Student Succeeds Act (ESSA). Title I is designed to support State and local school reform efforts tied to challenging State academic standards in order to reinforce and enhance efforts to improve teaching and learning for students. Title I programs must be based on effective means of improving student achievement and include strategies to support families. Parents are an important part of the Title I team at Thomson Middle School and through this partnership work with our school in helping all students achieve. All Title I schools must jointly develop with all parents a written parental engagement plan.

School Plan for Shared Student Achievement

What is it?

This is a plan that describes how Thomson Middle School will provide opportunities to improve parent engagement to support student learning. Thomson Middle School values the contributions and engagement of parents and family members to establish an equal partnership for the common goal of improving student achievement. This plan describes the different ways that Thomson Middle School will support parent engagement and how parents can help plan and participate in activities and events to promote student learning at school and at home.

How is it revised?

Thomson Middle School invited all parents to attend our Annual Shared Decision Making Meetings last spring to review and revise this Parent and Family Engagement Plan, as well as the School-Wide Plan, our School-Home Compact and the parental engagement budget. Additionally, parent input and comments regarding this plan are welcome during the school year. The plan is posted on our school website for parents to view and submit feedback throughout the year. All parent feedback received during the year will be used to revise the plan for the next school year. We also distribute an annual survey to ask parents for their suggestions on the plan and the use of funds for Parental Engagement. Parents can also give feedback during several parent meetings and activities during the school year. Any unsatisfactory comments regarding the Title I Plan will be reported to the district.

Who is it for?

All students participating in the Title I, Part A program, and their families, are encouraged and invited to fully participate in the opportunities described in this plan. Thomson Middle School will provide full opportunity for the participation of parents with limited English, parents with disabilities and parents of migratory children.

Where is it available?

At the beginning of the year the plan is included in the Title I Parent Handbook that is given to all families. It is also available in the school office, on the TMS website and in the Parent Resource Center.

District Goals 2017-2018

The mission of the Houston County School System is to product high achieving students.

- Increase the value of the district College and Career Readiness Performance Index (CCRPI) score by 3% focusing on literacy, high quality standards-based instruction and Multi-Tier System of Supports.
- Increase the percentage of parents who feel their child's school provides various opportunities for engagement

Parent and Family Engagement Partnership

Partnering with Parents is an ongoing process that increases active participation, meaningful, two-way communication and the collaboration between parents, school and communities. By stakeholders forging together we will experience consistent academic growth for all students.

We believe these goals can be achieved by ensuring –

- That the environment is conducive to create a welcoming partnership;
- That parents are encouraged to be actively involved in their child's education at school;
- That parents play an integral role in assisting their child's learning at home process;
- 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;
- The carrying out of Family Engagement Events and other activities as described in this plan.

Thomson Middle School Goals 2017-2018

The Mission of Thomson Middle School is to inspire, support, and prepare all students with a quality educational experience, while building integrity and character to be successful and competitive in a global society.

- Increase the number of students scoring proficient and distinguished on the Ga Milestone by 4%, administered in April 2018 in Math and English Language Arts.

School-Home Compacts

As part of this plan, Thomson Middle School and our families have developed a School-Home Compact. The Compact is an agreement that parents, teachers, and students developed together which explains how all parties will work together to make sure all our students reach grade-level standards. The Compacts are reviewed and updated annually based on feedback from parents, students and teachers. The School-Home Compacts are kept in the Family Engagement Coordinator's office, school's front office and on the school's web-page. Signed Compacts are kept on file and will be reviewed at all parent-teacher conferences.

Building Capacity for Engagement

Thomson Middle School will take the following measures to promote and support parents as an important foundation of the school in order to strengthen the school and reach our school goals. We will:

- Ensure that all information related to school and parent program meetings and other activities is published in both English and Spanish and in an understandable language. Events will be posted on the school website, Facebook, flyers, emails, messenger call-outs, and marquee and included in the monthly newsletter.
- Conduct at least four staff development events throughout the year that will focus on the value of parent contributions, communication in a language that parents can understand, methods to build ties between home and school and focus on parent requests for specific parent and family engagement events.
- Work with our parents to develop relevant trainings and helpful presentations to educate our staff on the importance of parental engagement.
- Share information in English and Spanish on the school website for parents to understand the school's academic standards and assessments as well as the ways parents can monitor their child's progress and work with educators.
- Communicate with all families and the community on a regular basis regarding school-wide events and activities, through phone messages, social media, and flyers.
- Provide necessary materials and handouts for parents at conferences, meetings, and activities to help parents work with their child to improve their child's Learning at Home process.
- Partner with community and business organizations to enhance activities and events listed in the Parent and Family Engagement Plan.
- Provide information on our Districts Literacy and Computer classes for parents to help further enhance their various educational levels.
- Listen and respond to parents at all events, post on the school website in order to respond to parents' request for additional support for Parental engagement activities.
- Conduct orientations for transitioning students and parents as they enter our school for the first time.

Types of Parent Engagement

We have adopted the National PTA Standards for Family-School Partnerships as the school's model in engaging parents, students, and the community. We believe these six standards will engage parents in their children's lives, allow parents to experience positive interaction with the school, to feel included in the decision-making process, to increase confidence, and most affect student academic achievement.

- ⬇ Welcoming All Families
- ⬇ Communicating Effectively
- ⬇ Supporting Student Success
- ⬇ Speaking Up for Every Child
- ⬇ Sharing Power
- ⬇ Collaborating with the Community

Parent Resource Center

Visit our Parent Resource Center for information and assistance with:

- ☛ Homework
- ☛ Insightful articles
- ☛ College and Career Readiness
- ☛ School & Community Event information
- ☛ Parent Engagement Program
- ☛ State and Federal Parent Engagement Resources
- ☛ Transitions
- ☛ Computer w/internet available for your use
Located in Room 318
Hours 9:00am – 3:00pm

Parent Engagement Events and Activities

Thomson Middle School will host the following events to build capacity for strong family engagement to support a partnership among the school, parents, and the community to improve student academic achievement.

- **Meet & Greet - July 2017**

Meet your child's teacher and our friendly and helpful school staff for the year.

- **Annual Title I Meeting - August 2017**

Learn about our Title I program, including our parent and family engagement policy, the schoolwide plan, the school-parent compacts, and parents' requirements. Invitations will be emailed, messenger call-out, posted in the school newsletter, and social media.

- **Volunteer and Chaperone Training – September 2017**

Training for new Volunteers and Chaperones

- **ELA & Math Get Connected**

- **October 2017 & February 2018**

Learn how to apply the “Thinking Maps” process, study skills to assist your child at home and a technology session to assist parents with home to school communication.

- **STEM Family Event - August 2017**

Working as a team to complete task using creativity, critical thinking and problem solving skills.

- **Family Literacy Events – August 2017**

Kinesthetic Learning, Reading Strategies and Parent Tool Box: Techniques and Tips

- **ELA Winter Wonderland Event – December 2017**

Workshop rotation on the *Writing Process, Elaboration of Sentence Construction*

- **Fall ~ Holiday ~ Spring Band Concerts**

- **100th Days of History Celebration – January 2018**

Join your child as we journey through the first 100 Days of History

- **6th, 7th & 8th Grade’s Spring Musicals – Spring 2018**

- **GA Milestones Assessment – March 2018**

Getting ready, Assessment outline and Results

- **Shared Decision Making – April 2018**

A forum for parents and family members to participate in roundtable discussions with the principal and staff regarding the schoolwide plan, parent and family engagement policy, school-parent compacts, and the family engagement budget.

Parent and Family Engagement Forum and Action Team

This Forum brings together parents, teachers, administrators and community leaders to develop family engagement opportunities. Thomson Middle School invites all parents to join our Parent and Family Engagement Forum and Action Team to share your ideas and provide your input for ways to involve all parents in order to build a strong partnership with the school, our families, and the community.

The team will twice during the school year, but parents can always submit their ideas or suggestions during any event, activity or meeting as well as through our parent surveys and website. If you would like to learn more please contact the Family Engagement Coordinator at (478) 953-0489 ext. 43483 or email your information to alesia.chadwick@hcbe.net.

Share Your Thoughts

We want to hear from you. If you have any suggestions or if there is any part of this plan that you feel is not satisfactory with the students’ and the school’s goals for academic achievement, please provide us with your comments in the space provided and leave this form in the Main Office:

Name: (optional)

Contact Information: (optional)

Suggestions or Questions:

or email the above information to:
alesia.chadwick@hcbe.net



SUPERINTENDENT OF SCHOOLS
DR. MARK SCOTT

BOARD MEMBERS
FRED WILSON, CHAIRMAN

HELEN HUGHES, VICE CHAIRMAN
LORI JOHNSON
HOKE MORROW

DR. RICK UNRUH
DAVE CROCKET
BRYAN UPSHAW

August 2, 2017

Right to Know Professional Qualifications of Teachers and Paraprofessionals

Dear Parent(s) or Legal Guardian(s),

In compliance with the requirements of the Every Students Succeeds Act, the Houston County School System would like to inform you that you may request information about the professional qualifications of your student's teacher(s) and/ or paraprofessional(s). The following information may be requested:

- Whether the student's teacher—
 - has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
 - is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
 - is teaching in the field of discipline of the certification of the teacher.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you wish to request information concerning your child's teacher's and/ or paraprofessional's qualifications, please contact your child's school or you may contact Dana Morris, Director of Federal Programs, at the Houston County Board of Education at (478) 988-6200 ext. 10392 or at email dana.h.morris@hcbe.net.

Thank you for your interest and involvement in your child's education.

Sincerely,
Dana Morris
Director of Federal Programs

Copyright Piracy Awareness Notification

Title I, Part A, Section 1116 of the Every Student Succeeds Act (ESSA) states that Title I schools shall provide information and resources to help parents and families work with their children to understand the harms of copyright piracy. In keeping with this requirement, definitions of relevant terms as well as links to websites that may be helpful in educating children concerning copyright piracy regulations are included below.

Copyright-a form of protection given to creators and authors of literary, dramatic, musical and artistic works. A copyright means that the author has the right to do or let other do any of the following things:

- Make copies
- Distribute copies
- Perform work publicly
- Display work publicly
- Make modifications or adaptations

Generally, it is illegal for anyone to do any of the things listed above without the creator's permission. However, there are some exceptions and limitations to this right. One major limitation is the Doctrine of Fair Use.

Copyright Piracy-Unauthorized reproduction for sale or use of a copyrighted work such as a book, lyric or software.

Online Resources:

<http://eduscapes.com/tap/topic24.htm>

<https://www.common sense media.org/videos/teaching-kids-about-copyright-piracy>

<http://www.copyrightkids.org/>

<http://www.ago.state.ms.us/wp-content/uploads/2013/08/Illegal-Downloads-What-a-Parent-Should-Know.pdf>

If additional assistance or more information is needed, the media specialist at your child's school can help.



Title I Complaint Procedures

Although the below steps are recommended for the most efficient resolution at the lowest level, the parent/student has the right to by-pass these steps at any time and request an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. The parent and the student may take part in the hearing and have an attorney represent you at your own expense. The impartial Hearing Officer will be selected by the district. Hearing requests must be made to the Title Coordinator identified in Step II below.

Step I

The complaint shall be presented orally or in writing to the school principal within ten (10) calendar days after the most recent incident upon which the complaint is based. Any witness or other evidence should be provided at this time. The administrator will conduct an investigation and render a written decision within ten (10) calendar days of the filing of the complaint.

Step II

A complainant dissatisfied with the decision of the school principal may appeal to the System Title I/Title II Coordinator by submitting a written statement of complaint to the System Title I/Title II Coordinator. This statement must be filed within ten (10) calendar days after the complainant receives the decision from the school principal. The complaint should be mailed to:

Mrs. Dana Morris, Director of Title and Remedial Services
Houston County Board of Education
Post Office Box 1850
Perry, GA 31069
Phone: (478) 988-6200
Fax: (478) 988-6322
dana.h.morris@hcbe.net

Upon receipt of the written statement, the Title I/Title II Coordinator will schedule a meeting to attempt resolution of the concerns. The System Title I/Title II Coordinator will render a written decision within ten (10) calendar days after the meeting.

Step III

A complainant dissatisfied with the decision of the System Title I/Title II Coordinator may appeal to the Houston County Board of Education by filing a written request to the Office of the Superintendent. The complaint should be mailed to:

Dr. Mark Scott
Office of the Superintendent
Houston County Board of Education
Post Office Box 1850
Perry, GA 31069
(478) 988-6200

The appeal must be filed within ten (10) calendar days after the complainant receives the decision from the System Title I/Title II Coordinator. The Board of Education will act on the complaint at the next scheduled BOE meeting.