

Westside Elementary School



Title I Handbook 2017-2018

Dr. Cynthia Hammond, Principal

201 North Pleasant Hill Road

Warner Robins, GA 31093

Revised September 1, 2017

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	

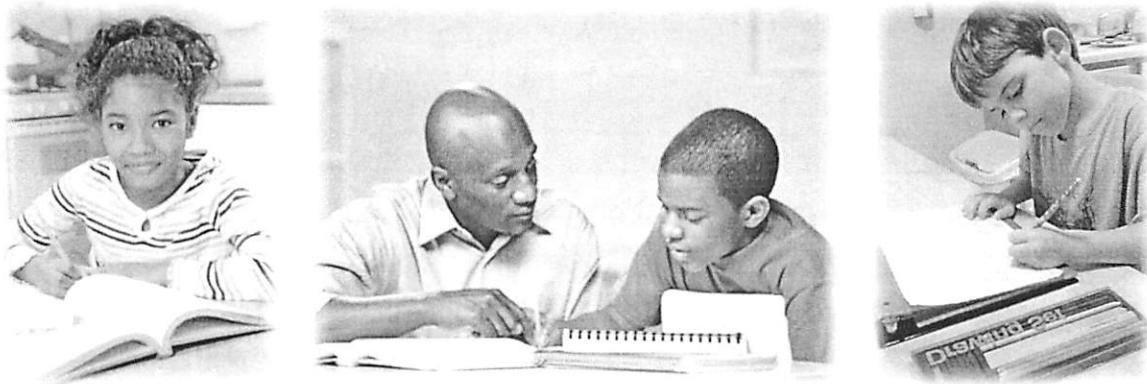
What supports are provided through Title I?

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.

Westside Elementary School

Parent and Family Engagement Plan 2017-2018 School Year



Dr. Cynthia Hammond, Principal
(478)929-7820

<http://www.hcbe.net/schools/westside-elementary-school.aspx>

Plan Revised August 31, 2017

What is Title I?

Westside Elementary 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 parental engagement. All Title I schools must jointly develop with all parents and family members a written family engagement plan.

Westside Elementary School
201 N. Pleasant Hill Rd. Warner Robins, GA 31093

School Plan for Shared Student Achievement

What is it? This is a plan that describes how Westside Elementary will provide opportunities to improve parent engagement to support student learning. Westside Elementary values the contributions and engagement of parents in order to establish an equal partnership for the common goal of improving student achievement. This plan describes the different ways that Westside Elementary will support parent engagement. It also describes how parents can help plan and participate in activities and events to promote student learning at school and at home.

How is it revised? Westside Elementary School welcomes parent input at any time regarding the plan. All parent feedback will be used to revise the plan for next year. The plan is posted on our school's website for parents to view. Parents will have the opportunity to complete the annual Parent Satisfaction Survey. Parents can also review and give feedback during our Parent Action Committee (PAC) meetings. PAC meetings are held at least twice during the school year. Parents will also be given the opportunity to give feedback during our Spring Shared Decision-Making Parent Meeting during which time input is sought regarding the Family Engagement (FE) plan, compacts, school wide plan and budget including the 1% set aside for parent engagement. Any unsatisfactory comments concerning the school wide plan will be reported to the district.

Who is it for? All students at Westside and their families are encouraged and invited to fully participate in the opportunities described in this plan. Westside Elementary will provide opportunities for the participation of parents with limited English, parents with disabilities, and parents of migratory children. Copies of all Title I documents will be available in Spanish.

Where is it available? This plan is included in the Title I handbook that is given to all students. The Title I Handbook will be sent home to parents during the month of September. Parents can also obtain a copy of the plan from the Parent Resource Center (which is located in the front lobby). The plan will be available in the Title I notebook located in the Family Engagement Coordinator's office and on our school's website.



2017-2018 District Goals

Increase the value of the overall district College and Career Ready Performance Index (CCRPI) score by 3% by focusing on high quality standards-based instruction, literacy and Multi-Tier Systems of Support.

Increase the percentage of parents who feel their child's school provides various opportunities for engagement.

2017-2018 School Goals

All students will increase in student growth by 3% in reading, math, science and social studies from the previous year on GMAS and/or reading levels.

Increase parental engagement by 3% by providing relevant workshops and events.



Let's Get Together!

Westside Elementary will host the following events to build the capacity for strong parental engagement to support a partnership among the school, parents, and the community to improve student academic achievement. Meetings and events are scheduled at various times and in different formats to accommodate the needs of our families.

Meet and Greet

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

Annual Title I Meeting

- ✓ Parents will learn about our Title I program including our Parent Involvement Policy, School-wide Plan, School-Parent Compact, and other documents and requirements.

International Night

- ✓ Parents and students will celebrate and learn about the diverse cultures that make up our school as well as the world.

Open House (Grade Level Curriculum Night)

- ✓ Parents will be made aware about what their student(s) will learn this upcoming year and receive an overview of the grade level standards.

Reading/Writing/Math Workshops

- ✓ Parents will be invited to observe and participate in Reading/Writing/Math workshops.

Grits with Grandparents

- ✓ Grandparents will be invited to share in a special time with their Westside student.

Family STEM Night

- ✓ Parents will be invited to learn about the STEM initiative at complete a Make and Take with their student.

Parent-Teacher and Student Conferences

- ✓ Parents will receive updates on student academic, behavior, and social progress as well as tips and strategies to help their child succeed.

Math & Milkshakes

- ✓ Learn more about Math curriculum, learn skills to help your child with math homework, and how to make math fun at home.

Thanksgiving and Christmas Lunch & Learn

- ✓ Parents will be invited to attend Thanksgiving or Christmas lunch and invited to read with their child in the classroom.

Technology & Tacos: Helping Your Child Become a Better Student in All Areas

- ✓ Catch up with the latest resources to help support your child's learning.

Mother-Son/Father-Daughter Dances

- ✓ Special time for families to spend together.

Parent Action Committee

- ✓ Parents will be invited to attend our Parent Action Committee Meetings (held at least twice per school year).

Milestone Talk

- ✓ Parents will be presented with a basic introduction and given resources to help their student achieve success on the assessment.

3rd, 4th and 5th grade Awards Days

- ✓ Students will be honored and receive year end awards.

- *WES wants to help all our families participate in our parent and family engagement activities. If you need assistance attending events, please let us know. We can also provide program materials to you if you are unable to attend. Contact our FEC for more information and assistance. Joy Willis (478) 929-7820 ext. 47114 or joy.willis@hcbe.net.*

School-Parent Compact

As part of this plan, Westside Elementary and our families will develop a school-parent compact, which is an agreement that parents, teachers, and students will develop together. The agreement explains how parents and teachers will work together to make sure all of our students to reach grade-level standards. The compact will be reviewed and updated annually based on feedback from parents, students and teachers. All parents and families are invited to provide feedback through shared decision making meetings or after reviewing the documents at home. Teachers, parents and students are asked to sign the compact. The School-Parent Compact will be reviewed during parent-teacher conferences. Parents will be provided a copy to keep at home.

Parental Engagement Standards

Westside Elementary and our parents have adopted the National PTA Standards for Family-School Partnerships as the school's model in engaging parents, students, and the community. These standards are:

1. **Welcoming All Families**
2. **Communicating Effectively**
3. **Supporting Student Success**
4. **Speaking Up for Every Child**
5. **Sharing Power**
6. **Collaborating with Community**

Our Pledge to our Parents and Families

Westside Elementary School will take the following measures to promote and support parents as equal partners in their child's education. In order to reach our goal of the highest quality of student achievement, WES pledges to support our students and their families as the foundation of the school. We will:

- ✓ Ensure that all information related to school and parent programs, meetings and other activities is published in both English and Spanish and posted on the website.
- ✓ Provide training for staff on the value and contribution of parents, on ways to improve communication, on ideas to build strong partnerships with families, on providing information in a friendly format and on responding to parent requests at least four times during the school year.
- ✓ Partner with local Headstart and/or early learning centers to share school information about parent engagement activities that will help prepare parents and their children for kindergarten and improve school transitions.
- ✓ Share information/materials related to school and parent engagement activities, meetings and workshops in English and Spanish.
- ✓ Communicate with all families and the community on a regular basis regarding schoolwide events through school messenger, social media, school website, newsletters and flyers.
- ✓ Work with parents to develop relevant trainings and helpful presentations to educate our staff on the importance of parent and family engagement and how to support student learning.
- ✓ Provide information for parents to better understand Georgia Standards of Excellence and assessments for all grade levels.
- ✓ Collaborate with stakeholders and community/business leaders to increase awareness of family and community engagement programs.
- ✓ Collect feedback from parents and family members after academic events in order to respond to parents' requests for additional support for engagement activities.



PARENT RESOURCE CENTER: Come and visit! We have benches and an information bookshelf located in the front lobby. WES also has books, study materials and parenting videos to use at home with your child. Computers are also available for parents to explore the Parent Portal and educational online resources. Contact your Parent Involvement Coordinator at 478-929-7820 (Monday-Friday, 9am-3pm)

Parent Action Committee

Westside Elementary invites all parents to join the Parent Action Committee to share ideas and ways to involve other parents to build partnerships with the school, families, and the community. The committee will meet two times during the school year, however parents can also submit their ideas or suggestions during all activities and meetings as well as through our parent surveys and website. If you would like to learn more about the Parent Action Committee, please contact the Family Engagement Coordinator at (478) 929-7820 ext. 47114.

Parent and Family Engagement

Westside Elementary School believes that family engagement means the participation of parents and family members in regular two-way, and meaningful communication involving student academic learning and other school activities, including ensuring –

- That parents play an integral role in assisting their child's learning;
- That parents are encouraged to be actively engaged in their child's education at school;
- 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.

Share Your Thoughts

We want to hear from you! If you have any suggestions or if there is any part of this plan that that you would like for us to take a closer look at, please provide your comments in the space provided. You can leave this form in the Main Office:

Name: (optional) _____

Telephone Number: (optional) _____

Comments:

What is a School-Parent Compact?

A school-parent compact is an agreement that explains how parents, teachers and students will work together to make sure all students reach grade-level standards. This agreement was jointly developed by stakeholders and is reviewed/ revised annually based on feedback from all stakeholders. Compacts will be discussed during parent-teacher conferences

Opportunities to Volunteer

We welcome and encourage parental engagement. All volunteers are required to have a background check in order to participate in some areas.

There are several ways for parents to give of their time and talents. Opportunities such as chaperoning events, tutoring small groups of students, assisting to make copies, and proctoring for tests are just a few.

Building Partnerships

- STEM (Parents and students exploring Science, Technology, Engineering & Math) Nights
- Hotdog! We're Reading Night
- Computer Literacy and Information Workshop

Access to Staff

- Our school has an open door policy.
 - Email, call, or stop in the office to schedule an appointment with your child's teacher.
 - Our Family Engagement Coordinator is available Monday through Friday from 9:00am-3:00pm.
 - Contact info:
Email: joy.willis@hcbe.net
Phone: 478.929.7820 x 47114
-

Communication about Student Learning

- Report Cards are sent home every 9 weeks.
- Progress Reports every 4-1/2 weeks
- Student Agendas
- Weekly folder Updates
- Parent-Teacher Conferences (Fall and Winter)-discuss child's achievement
- Conferences can be scheduled throughout the year if the need arises.

School-Parent Compact



Kindergarten

***Westside Elementary
School
2017-2018***

Revised 09/01/2017

Teachers, Parents, and Students – Together for Success

2017-2018 District Goals

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

2017-2018 School Goals

- All students will increase student growth by 3% in reading, math, science and social studies from the previous year on GMAS and/or reading levels.
- Increase parent engagement by 3%.

Kindergarten Focus Areas

- Read a Level D book
- Letter and Sound Identification
- Recognize and Write Numbers 0-20; Match numbers to the correct number of objects
- Count to 100 by ones and tens
- Recognize and create 2D and 3D shapes
- Add and subtract up to the number 5

Teachers will...

- Provide parents with a "Bag of Books" for their student to share at home.
- Provide parents with a Sight Word List to increase student's understanding of letters and words.
- Provide a list of items that parents can find at home and use as manipulatives, to increase student understanding of numbers, shapes, addition and subtraction.
- Provide opportunities for parents to participate in academic workshops.
- Provide parents with additional resources (websites, Apps, video library, and newsletters) that will support student learning.

Parents will...

- Read "Bag of Books" with their student nightly.
- Practice Sight Word list with their students nightly, to understanding.
- Collect items for manipulatives and use the items to increase student understanding of numbers, shapes, addition and subtraction.
- Participate in academic workshops.
- Utilize additional parent resources (websites, Apps, video library, and newsletters) that support student learning.

Students will...

- Read books from your "Bag of Books" every night.
- Use all reading strategies you learn including sight word power.
- Use manipulatives to work problems and practice at home.
- Bring home and share with parent the WES Calendar of Events, informational newsletters, invitations, and other school notices regarding parent workshops.
- Work with parents on Apps, websites, video, and other links that will support your learning.

What is a School-Parent Compact?

A school-parent compact is an agreement that explains how parents, teachers and students will work together to make sure all students reach grade-level standards. This agreement was jointly developed by stakeholders and is reviewed/revised annually based on feedback from all stakeholders. Compacts will be discussed during parent-teacher conferences.

Opportunities to Volunteer

We welcome and encourage parental engagement. All volunteers are required to have a background check in order to participate in some areas. There are several ways for parents to give of their time and talents. Opportunities such as chaperoning events, tutoring small groups of students, assisting to make copies, and proctoring for tests are just a few.

Building Partnerships

- STEM (Parents and students exploring Science, Technology, Engineering & Math) Nights
- Hotdog! We're Reading Night
- Computer Literacy and Information Workshop

Access to Staff

- Our school has an open door policy.
- Email, call, or stop in the office to schedule an appointment with your child's teacher.
- Our Family Engagement Coordinator is available Monday through Friday from 9:00am-3:00pm.
- Contact info:
Email: joy.willis@hcbe.net
Phone: 478.929.7820 x 47114

Communicating about Student Learning

- Report Cards are sent home every 9 weeks
- Progress Reports every 4-1/2 weeks
- Student Agendas
- Weekly folder Updates
- Parent-Teacher Conferences (Fall and Winter)-discuss child's achievement
- Conferences can be scheduled throughout the year if the need arises.

School-Parent Compact



First Grade

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2017-2018***

Revised 09/01/2017

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- Increase the percentage of parents who feel their child's school provides various opportunities for engagement.

2017-2018 School Goals

- All students will increase student growth by 3% in reading, math, science and social studies from the previous year on GMAS and/or reading levels.
- Increase parent engagement by 3%.

First Grade Focus Areas

- Reading Comprehension
- Reading Fluency
- Word Problems
- Addition and Subtraction to 20



Teachers will...

- Provide parents with a "Bag of Books" for their student to share at home.
- Provide parents with a Sight Word List to build reading fluency.
- Provide parents with a weekly homework sheet for students to complete.
- Provide academic workshops to teach parents various academic strategies to help their children.
- Provide parents with additional resources (websites, Apps, video library, and newsletters).

Parents will...

- Read from the "Bag of Books" with their child, nightly, for at least 20 minutes.
- Practice Sight Words with their child nightly.
- Help their children with their homework assignments.
- Attend academic workshops.
- Utilize additional resources (websites, Apps, video library, and newsletters) to assist and enrich their student's learning.

Students will...

- Read books from your "Bag of Books" for 20 minutes every night.
- Use all reading strategies you learn, including sight word power, picture power, and sound power. Practice Sight Words nightly.
- Students will complete weekly homework assignments.
- Encourage parents to attend parent workshops at school.
- Bring home and share with parent the WES Calendar of Events, informational newsletters, invitations, and other school notices.

What is a School-Parent Compact?

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Opportunities to Volunteer

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There are several ways for parents to give of their time and talents. Opportunities such as chaperoning events, tutoring small groups of students, assisting to make copies, and proctoring for tests are just a few.

Building Partnerships

- STEM (Parents and students exploring Science, Technology, Engineering & Math) Nights
- Hotdog! We're Reading Night
- Computer Literacy and Information Workshop

Access to Staff

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Communication about Student Learning

- Report Cards are sent home every 9 weeks.
- Progress Reports every 4-1/2 weeks
- Student Agendas
- Weekly folder Updates
- Parent-Teacher Conferences (Fall and Winter)-discuss child's achievement
- Conferences can be scheduled throughout the year if the need arises.

School-Parent Compact



Second Grade

Westside Elementary School

2017-2018

Revised 09/01/2017

Teachers, Parents, and Students – Together for Success

2017-2018 District Goals

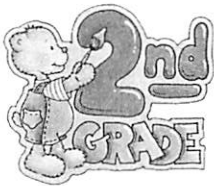
- Increase the value of the overall district College and Career Ready Performance Index (CCRPI) score by 3% focusing on high quality standards-based instruction, literacy and Multi-Tiered Systems of Support.
- Increase the percentage of parents who feel their child's school provides various opportunities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

2017-2018 School Goals

- All students will increase student growth by 3% in reading, math, science and social studies from the previous year on GMAS and/or reading levels.
- Increase parent engagement by 3%.

Second Grade Focus Areas

- Reading Comprehension
- Reading Fluency
- Place Value
- Addition and Subtraction Fact Fluency to 20



Teachers will...

- Provide parents with a “Bag of Books” –a variety of independent reading level books for their student to share at home.
- Provide parents with weekly comprehension passages and questions to practice with their student.
- Provide academic workshops for parents.
- Provide parents with additional resources (websites, Apps, video library, and school newsletters) to assist and enrich student learning.

Parents will...

- Read from the “Bag of Books” with their student, nightly, for at least 20 minutes.
- Work with student weekly on comprehension passages and questions.
- Attend academic workshops and utilize strategies learned to assist students.
- Utilize additional resources (websites, Apps, video library, and newsletters) provided to assist and enrich student learning.

Students will...

- Read books from your “Bag of Books” for 20 minutes every night.
- Use all reading strategies you learn, and work with parents weekly on comprehension passages/questions.
- Encourage parents to attend academic workshops so you can work together.
- Work with parents on Apps, websites, videos and other links that will support your learning.

What is a School-Parent Compact?

A school-parent compact is an agreement that explains how parents, teachers and students will work together to make sure all students reach grade-level standards. This agreement was jointly developed by stakeholders and is reviewed/ revised annually based on feedback from all stakeholders. Compacts will be discussed during parent-teacher conferences.

Opportunities to Volunteer

We welcome and encourage parental involvement. All volunteers are required to have a background check in order to participate in some areas.

There are several ways for parents to give of their time and talents. Opportunities such as chaperoning events, tutoring small groups of students, assisting to make copies, and proctoring for tests are just a few.

Building Partnerships

- STEM (Parents and students exploring Science, Technology, Engineering & Math) Nights
- Hotdog! We're Reading Night
- Computer Literacy and Informational Workshop

Access to Staff

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Communication about Student Learning

- Report Cards are sent home every 9 weeks.
- Progress Reports every 4-1/2 weeks
- Student Agendas
- Weekly folder Updates
- Parent-Teacher Conferences (Fall and Winter)-discuss child's achievement
- Conferences can be scheduled throughout the year if the need arises.
- Class Dojo

School-Parent Compact



Third Grade

Westside Elementary School 2017-2018

Revised 09/01/2017

Teachers, Parents, and Students – Together for Success

2017-2018 District Goals

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

2017-2018 School Goals

- All students will increase student growth by 3% in reading, math, science and social studies from the previous year on GMAS and/or reading levels.
- Increase parent engagement by 3%.

Third Grade Focus Areas

- Reading Fluency and Comprehension
- Math Computation



Teachers will...

- Provide students with a "Bag of Books" to read at home, along with a reading log.
- Provide communication with parents regularly via school notices, ClassDojo, student agenda and parent-teacher conferences.
- Provide academic workshops to teach parents reading and math strategies that will help with student learning.
- Provide parents with additional resources (websites, Apps, video library, and links) that will support student learning.

Parents will...

- Encourage student to read from the "Bag of Books" nightly, for at least 20 minutes. Ensure reading logs and summary are completed, signed and returned to school.
- Check child's progress daily via ClassDojo and student agenda. Read school notices and attend parent-teacher conferences.
- Attend academic workshops.
- Utilize additional resources (websites, Apps, video library, and links) provided that will support your student's learning.

Students will...

- Read books from your "Bag of Books" for 20 minutes every night and complete the reading log/summary.
- Bring your student agenda to and from home daily. Bring home and share with your parents all school notices.
- Use all Reading strategies you learn, and work with parents on weekly assignments. Use Math strategies to complete homework problems and check your work.
- Work with parents on Apps, websites, video, and other links that will support your learning.

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Opportunities to Volunteer

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School-Parent Compact



Fourth Grade

Westside Elementary School

2017-2018

Revised 09/01/2017

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- All students will increase student growth by 3% in reading, math, science and social studies from the previous year on GMAS and/or reading levels.
- Increase parent engagement by 3%.

Fourth Grade Focus Areas

- Reading Comprehension and Fluency
- Math Computation and Fluency

4th Grade



Teachers will...

- Provide students with a bag of books for them to read out of nightly for 20 minutes.
- Provide communication with parents regularly via Class Dojo, student agenda, and Parent-Teacher Conferences, making sure it pertains to student progress.
- Send home the Math Unit of Study Newsletter so parents will be aware of current topics and can work with their student on the sample problems.
- Provide parent workshops or Open Classroom Time to teach parents strategies related to reading and math fluency, comprehension and computation skills.

Parents will...

- Ensure their child is reading out of his or her bag of books for 20 minutes nightly.
- Review Class Dojo and student agenda daily to check child's progress. Attend parent-teacher conferences.
- Use the Math Unit of Study Newsletter to help their student practice and better understand the math processes that they are working on in class.
- Attend parent workshops and utilize strategies learned to assist student in Reading and Math skills.

Students will...

- Read out of their bag of books for 20 minute a night.
- Bring parent information, letters, and student Agenda to and from school daily.
- Use the sample problems from the Math Newsletters to practice skills being taught in class.
- Encourage parents to attend parent workshops.

What is a School-Parent Compact?

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School-Parent Compact



Fifth Grade

Westside Elementary School

2017-2018

Revised 09/01/2017

Teachers, Parents, and Students – Together for Success

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- Increase parent engagement by 3%.

Fifth Grade Focus Areas

- Reading Comprehension and Vocabulary
- Short Answer (Composing Paragraphs)
- Writing Process
- Basic Math Fluency



Teachers will...

- Provide weekly homework with comprehension/fluency and writing activities for each student and a bag of books.
- Provide communication with parents regularly via parent letters, Class Dojo, student agenda, and Parent-Teacher Conferences, making sure it pertains to student progress.
- Provide academic workshops for parents to learn math and reading strategies.
- Provide weekly math review homework that addresses fluency and basic computation.

Parents will...

- Ensure the student is completing the weekly homework activities and reading out of his or her bag of books for 20 minutes each night.
- Review Class Dojo and student agenda daily to check child's progress. Attend parent-teacher conferences.
- Attend academic workshops.
- Ensure the student is completing math homework.

Students will...

- Complete weekly comprehension/fluency and writing homework and read out of their bag of books for 20 minutes each night.
- Bring parent information, letters, and student Agenda to and from school daily.
- Share with parent the WES Calendar of Events, newsletters, invitations, and other school notices regarding parent academic workshops and encourage them to attend.
- Complete math review homework each week.



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



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.

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.



WESTSIDE ELEMENTARY SCHOOL

201 N. Pleasant Hill Road • Warner Robins, Georgia 31093

Telephone: (478) 929-7820 • Fax: (478) 929-7122

• Dr. Cynthia Hammond, Principal

• Dr. Reginald Sanks, Assistant Principal • Ashley Watkins, Assistant Principal for Instruction

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

September 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, **September 27, 2017.** Should you have any questions, feel free to contact us at (478) 929 7820.

Sincerely,

Dr. Cynthia Hammond, Principal

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-Parent Compact Signature Page
Westside Elementary School
2017-2018
Revision 09/01/2017

Dear Parent/Guardian,

Westside Elementary School, students participating in the Title I, Part A program, and their families, agree that this compact outlines how the parents, the entire school staff, and students will share the responsibility for improved student achievement as well as describes how the school and parents will build and develop a partnership that will help children achieve the challenging State academic standards. Please review 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 at different school-family events as we work together to help your child succeed in school. We look forward to our school-parent partnership!

School Representative Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____

Student Signature: _____

Date: _____ Grade: _____