

Perry Middle School

Title I

Parent and Family Engagement Handbook

2020-2021



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Title I Handbook and Grade Level Compact Acknowledgement Form

Perry Middle School

Dear Parents and Students,

For the 2020-2021 school year, our Title I Handbook and Grade Level Compacts are available for your viewing on our school website at www.pms.hcbe.net under the family engagement tab.

The purpose of the Title I Handbook is to provide our families with detailed information regarding what it means to be a part of a Title I school. The handbook is also a critical component in helping to build a strong relationship between home and school. The documents included in the handbook are the *Parent's Guide to Title I, Family Engagement Plan, Grade Level Compact(s), Right to Know Teacher and Paraprofessional Qualifications, Copyright Piracy Awareness and Complaint Procedure.*

If you prefer a printed copy of the handbook, please indicate in the space provided below and we will gladly provide one for you.

Additionally, we ask that you sign and date acknowledging access and agreement to the School-Parent Compact.

Please choose one of the following options:

_____ I will access the Title I Handbook on the school's webpage. I do not wish to receive a printed copy.

_____ I would like to receive a printed, hard copy of the Title I Handbook. Please send one home with my child.

School-Parent Compact Signatures:

School Representative Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____

Student Signature: _____

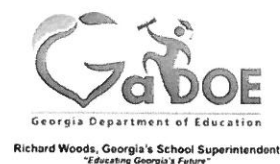
Date: _____ Grade: _____

To be completed by school personnel only

Hard copy of Title I Handbook given to _____
Student Name

Date _____ By: _____
School Personnel

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	Tucker Elementary
Centerville Elementary	Northside Middle	Warner Robins High
Eagle Springs Elementary	Parkwood Elementary	Warner Robins Middle
Huntington Middle	Pearl Stephens Elementary	Westside Elementary
Lindsey Elementary	Perry Middle	WIN Academy
Miller Elementary	Russell Elementary	
Morningside Elementary	Shirley Hills Elementary	
Northside Elementary	Thomson Middle	

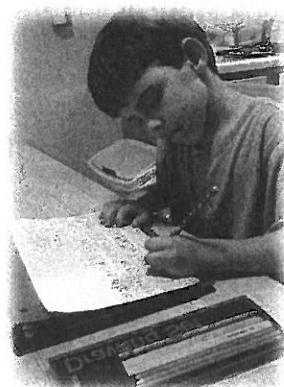
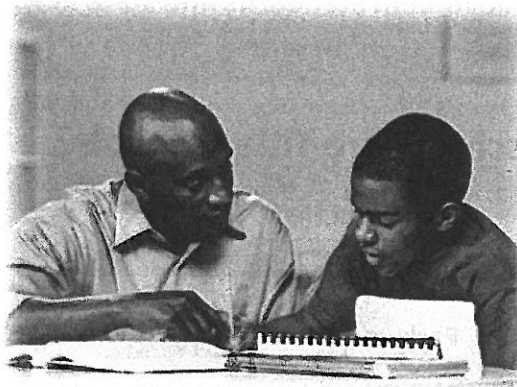
What supports are provided through Title I?

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.

Perry Middle School

2020-2021 Parent Engagement Plan



Heath Burch, Principal
495 Perry Parkway
Perry, GA 31069
(478) 988-6285
www.pms.hcbe.net
Plan Revision Date: 8/7/20

Mission Statement

Our mission is to motivate, educate and promote life-long learning.

Vision Statement

Our vision is to become a school where excellence is the standard, not the goal.

Our Beliefs

- Safety is our number one priority.
- All students are unique and can learn.
- We take responsibility for learning.
- Students should be exposed to a variety of instructional methods and evaluation strategies to meet individual needs.
- A positive environment with consistency and structure produces increased learning.

Perry Middle School Parent Engagement Plan

What is it? The Perry Middle School Parent Engagement Plan describes how our school plans to support student learning by providing parents with ways to help their children succeed. Parent Engagement is a crucial factor in improving student achievement. This plan describes how parents can partner with Perry Middle School and help develop and participate in activities and events to promote student learning at school and at home.

How is it revised? Perry Middle School welcomes input on the plan at any time during the year. The plan and activities are discussed at events throughout the year. Post-event surveys are reviewed to help improve activities. The Annual Title I Survey in the spring is another opportunity for parents to give feedback on the year's events. All parents are invited to attend Panther Parent meetings to help revise the plan. Also in the spring we have shared decision making opportunities so parents can review and give input on the Title I Program including documents, budget and the 1% allocation for District Parent Engagement. Parents not able to attend are welcome to have copies of any materials to be reviewed sent home. There is also a feedback link on our school website. All feedback is taken into consideration when planning for the next school year. Unsatisfactory comments regarding the Title I School Improvement Plan will be submitted to the District.

Who is it for? Title I funds received by Perry Middle School benefit all students. All students and their family members are highly encouraged to participate in all school events, workshops and programs that are planned throughout the school year. Full opportunity to participate is provided to all parents/families including Genesis House, Safe Haven, those with disabilities, parents that speak languages other than English and migratory parents.

Where is it available? The Parent Engagement Plan is included in the Title I Handbook that is given out to all students at the beginning of the year. The plan is also available on the school website under the "Parent Engagement" tab and in the Parent Resource Center. Parents can request a copy be sent to them at home any time during the year.

Title I Information

Perry Middle is a Title I School. We are eligible for Title I funding based on our percentage of students eligible for free and reduced lunch. This means that we receive additional federal funds for the purpose of improving teaching and learning for students. All students in our school benefit from these funds. Title I requires that these funds be used for programs that will improve student achievement and include ways to help parents help their children to succeed (parent engagement). All Title I schools must include parent input in the development of a written Parent Engagement policy.

2020-2021 District Goals

The mission of the Houston County School System is to produce high achieving students. Our district's mission is supported by these strategic goals:

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

2020-2021 Perry Middle School Goals

Perry Middle School's mission is to motivate, educate and promote life-long learning. Our school's mission is supported by these strategic goals:

- To decrease the percentage of all students scoring achievement level 1 and 2 in Language Arts by 3% and 2% respectively and increase the percentage of students meeting reading proficiency by 5% on the Spring GA Milestones Assessment utilizing best practices strategies, providing professional learning support for rigor/ differentiation, parent communication and using research-based interventions for RTI, special education and at-risk students.
- To decrease the percentage of all students scoring achievement level 1 and 2 in Math on the GA Milestones Assessments by 3% and 2% respectively by May 2021 by utilizing best practices strategies, providing professional learning support for rigor/differentiation, parent communication and using research-based interventions for RTI, special education and at-risk students.

Let's Get Together!

Parent and Family Engagement Program and Activities

Perry Middle School will host events throughout the year at various times to build strong parent and family engagement to support a partnership among the school, families and the community to improve student academic achievement and build capacity. Perry Middle School plans to provide the following events (due to Covid-19 requirements). Here are some of the events we have planned for the year. We welcome families to attend our virtual events during this school year. The school website, Facebook, the school sign, call-outs and flyers sent home will have the most current information.

- Virtual Meet & Greet – Incoming 6th graders, new students and their families get to see the Perry Middle School campus and meet their teachers via a virtual platform. Helpful information to prepare for the school year is shared.
- Virtual Title I Meeting – We invite you to a virtual platform of learning and sharing about our Title I Program including our Parent Engagement Plan, the School Improvement Plan and the School-Parent Compacts. Multiple means of advertisement will be used to inform families of the dates and times.
- Virtual Open House – Meet your student's teachers and our friendly, helpful school staff. Families will get to experience their child's schedule and be given an overview of the subject area content, curriculum and classroom expectations via a virtual platform.
- Virtual Technology Training – Join us for a training session on Infinite Campus to learn how to keep track of your child's grades and attendance. Visit the Perry Middle School website and our social media pages (Facebook, Twitter and Instagram) to keep up on the latest happenings at our school.
- Virtual Panther Parents– Panther Parents will meet once a year to review our family engagement events and our Title I documents and program. All parents are invited to attend these meetings.
- Academic Newsletters – Newsletters will be sent home with progress reports and with report cards. Newsletters will be posted on our school website. They will include information about upcoming academic content as well as important dates and times for upcoming events.
- Virtual Milestones & More – What you need to know about Georgia Milestones testing for all grade levels. Learn how to understand your child's test results from previous years.
- Virtual Hotdog We're Reading – This workshop provides an opportunity for students, families, and staff to participate in Literacy activities.

School-Parent Compacts

Part of the Perry Middle Parent and Family Engagement Plan is our School-Parent Compact.

The compact is a document that explains what teachers, parents and students will do in an effort to work together to make sure that our students successfully meet our district and school goals.

This document will be reviewed and updated each year based on input from parents, students and teachers. All parents are invited to provide feedback through our Panther Parents, shared decision making opportunities or review of the document at home. Teachers, parents and students are all asked to sign the compact and it is used during parent-teacher conferences. The signed compacts are kept on file and are available to parents upon request.

Perry Middle wants to help all our families participate in our parent engagement activities. If you need assistance attending our events please let us know. We can provide program materials to you if you are unable to attend.

Visit our Parent Information Center, located in the main office by the front counter from 7:00 to 4:00 daily for additional resources,

Feel free to contact our Family Engagement Coordinator for more information.

**Chandra Young
(478) 988-6285**

Chandra.Young@hcb.e.net

Perry Middle School Pledge to Our Families

Perry Middle School pledges to support families as the foundation of the school in order to strengthen our school and reach our school goals. We will:

- Provide a welcoming Family Friendly environment.
- Ensure that all information related to school and parent programs, meetings and other activities is posted in multiple locations including the school website, the school Facebook page and the school sign. Information will also be included in the quarterly newsletter. Call-outs, flyers and other means of communication may be used as well. All information will be available in understandable language and a family-friendly format for all families and the community.
- Conduct staff development each semester on parent engagement practices and effective strategies for staff to communicate and build ties between school and home and improve family engagement.
- Coordinate transition and orientation activities with elementary schools that will help prepare families and their children for middle school and ease school transition. Provide college and career ready resources as a transition to higher education.
- Share information on the school website, on social media and in the school newsletter to help families understand the school's academic standards and assessments as well as the different ways parents can monitor their student's progress and work with educators.
- Communicate with all families and the community on a regular basis regarding school wide events and activities through the school sign, call outs, school newsletter and social media.
- Work with our parents to develop relevant trainings and helpful presentations to educate our staff on the importance of parental engagement.
- Provide necessary materials for families at conferences, meetings and activities to help families work with their student to improve academic achievement.
- Provide information on literacy and computer classes for parents to help further enhance their various educational levels.
- Listen and respond to families' requests for additional support for family engagement.
- Collaborate with local community leaders and business groups to increase participation and awareness of the Parent Engagement Plan and activities.
- Collect feedback in various ways to enhance the activities and events listed in the plan.

Parent Engagement Standards
Perry Middle School has adopted PTA's National Standards for Family-School Partnerships

Standard 1: Welcoming all families into the school community—Families are active participants in the life of the school, and feel welcomed, valued, and connected to each other, to school staff, and to what students are learning and doing in class.

Standard 2: Communicating effectively—Families and school staff engage in regular, two-way, meaningful communication about student learning.

Standard 3: Supporting student success—Families and school staff continuously collaborate to support students' learning and healthy development both at home and at school, and have regular opportunities to strengthen their knowledge and skills to do so effectively.

Standard 4: Speaking up for every child—Families are empowered to be advocates for their own and other children, to ensure that students are treated fairly and have access to learning opportunities that will support their success.

Standard 5: Sharing power—Families and school staff are equal partners in decisions that affect children and families and together inform, influence, and create policies, practices, and programs.

Standard 6: Collaborating with community—Families and school staff collaborate with community members to connect students, families, and staff to expanded learning opportunities, community services, and civic participation.

Panther Parents

Perry Middle School invites all families to be part of Panther Parents to share ideas and ways to involve other parents to build partnerships with school, families and the community.

Panther Parents is a group of parents that works together to develop our yearly parent activities and Title I documents such as the Parent Engagement Plan and School-Parent Compact. We meet once a year, but ideas and suggestions are always welcome. If you would like to learn more about Panther Parents, please contact Chandra Young at (478) 988-6285 or complete the interest form and leave it in the front office.

Share Your Thoughts/Comments/Suggestions

We want to hear from you. If you have any suggestions or if there is any part of this plan that you feel does not support our student and school goals for academic achievement, please provide us with your thoughts/comments/suggestions with the form on the following page.

Volunteering at Perry Middle School

If you would like to volunteer, please stop by the front office and complete a background form. The form will be notarized in the office. Background checks are good for 5 years. It is only necessary to complete one form at a school even if you have children at different schools in the county. We receive a master list with all of the volunteers listed for the district.

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 working with students are required to have a background check and volunteer training. Due to Covid-19 restrictions these opportunities are not currently available.

There are many ways for parents to give of their time and talents.

Be a Team/Homeroom Parent

Test Proctor

Book Fair Monitor

Organize Staff Appreciation

Be a part of Panther Parents

Participate in School Council

Help in Family & Consumer Science (FACS) and/or Self Contained Class

Contact our Family Engagement Coordinator, *Chandra Young* for more information.

Access to Staff

- Our school has an open door policy.
- All teachers and staff are available through email. See the school webpage for contact information.
- Conferences may be scheduled directly with your child's teacher or through the Counseling office.
- Our Family Engagement Coordinator is available Monday thru Friday, 8AM-4PM.

Communication about

Student Learning

- Infinite Campus has information on your student's schedule, grades and attendance.
- Progress Reports are issued at six and twelve weeks of each semester.
- Report Cards are issued every 18 weeks at the end of the semester.
- Parent-Teacher Conferences are held in the fall.
- Parent contact as needed.
- Conferences can be scheduled throughout the year if the need arises either by parents or the teacher.

Perry Middle School

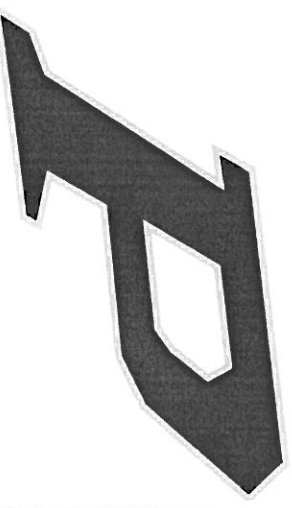
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**Our MISSION is to motivate, educate, and
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6th Grade School-Parent Compact



Revised 8/7/2020

Our Goals for Student Achievement

Houston County District Goals

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

Perry Middle School Goals

- To decrease the percentage of all students scoring achievement level 1 and 2 in Language Arts by 3% and 2% respectively and increase the percentage of students meeting reading proficiency by 5% on the Spring GA Milestones Assessment utilizing best practices strategies, providing professional learning support for rigor/ differentiation, parent communication and using research based interventions for RTI, special education and at-risk students.
- To decrease the percentage of all students scoring achievement level 1 and 2 in Math on the GA Milestones Assessment by 3% and 2% respectively by May 2021 by utilizing best practices strategies, providing professional learning support for rigor/ differentiation, parent communication and using research-based interventions for RTI, special education and at-risk students.

6th Grade Supports These Goals by Focusing On:

Math:

- Computation of rational numbers (division, decimals, and fractions)
 - Geometry (volume and surface area)
 - Ratios, proportions, and statistics
- ### Reading ELA/Sci/SS:
- Comprehension
 - Critical Thinking
 - Developing critical literacy through interpretation

Teachers, Parents, and Students – Together for Success –

Teachers Will

- Encourage parent access to Infinite Campus and give Edmodo codes and other appropriate resources to access the content curriculum.
- Be responsive to parent calls and emails regarding their student.
- Contact parents when concerns arise about their student.

Math:

- Provide a syllabus with the course requirements, grade weights and expectations.
- Provide online resources, Edmodo and study guides.
- Utilize agendas for progress notes, due dates for projects, tests or quizzes.
- Have graded works section in Math Binder.
- Conduct after school tutoring for students.

ELA:

- Provide a syllabus with the course requirements, grade weights and expectations.
- Utilize agendas for Reading Logs, test dates and assignments.
- Use ELA binders which will include ITI, Reading Responses and returned papers.

Parents At Home Will

- Set up Infinite Campus account and regularly monitor their child's grades and use other resources provided by teachers.
- Communicate with teachers through email, calls, and conferences as needed.
- Respond to calls from teachers when concerns arise about their student.

Math:

- Review course syllabus to be familiar with course requirements, grade weights and expectations.
- Assist students with homework and assignments by using online resources and study guides provided by the teacher.
- Check agendas each night for progress notes and due dates.
- Check graded works section in Math Binder to monitor student's grades.
- Allow student to attend after school tutoring

ELA:

- Review course syllabus to be familiar with course requirements, grade weights and expectations.
- Check agendas each night for Reading Logs, test dates and assignments.
- Refer to student's ELA Binder for ITI, Reading Responses and returned papers.

Students Will

All students will be given an opportunity to set up their personal Infinite Campus account. Students are encouraged to check Infinite Campus regularly to self monitor their grades. Students will also utilize other online resources as directed by teachers.

Math:

- Review course syllabus to be familiar with course requirements, grade weights and expectations.
- Attempt all assignments using the strategies, online resources and study guides provided by the teacher.
- Be aware of progress reports and write due dates in agenda.
- Reviewed graded work in Math Binder to self-monitor grades.
- Attend after school tutoring if needed.

ELA:

- Review course syllabus to be familiar with course requirements, grade weights and expectations.
- Read at least 30 minutes each night.
- Complete all work in ELA binder or composition notebooks including ITI and Reading Responses.

What is a

School-Parent Compact?

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Opportunities to Volunteer

We welcome and encourage parental involvement. All volunteers working with students are required to have a background check and volunteer training. Due to Covid-19 restrictions these opportunities are not currently available.

There are many ways for parents to give of their time and talents.

Be a Team/Homeroom Parent

Test Proctor

Book Fair Monitor

Organize Staff Appreciation

Be a part of Panther Parents

Participate in School Council

Help in Family & Consumer Science (FACS) and/or Self Contained Class

Contact our Family Engagement Coordinator, *Chandra Young* for more information.

Access to Staff

- Our school has an open door policy.
- All teachers and staff are available through email. See the school webpage for contact information.
- Conferences may be scheduled directly with your child's teacher or through the Counseling office.
- Our Family Engagement Coordinator is available Monday thru Friday, 8AM-4PM.

Communication about

Student Learning

- Infinite Campus has information on your student's schedule, grades and attendance.
- Progress Reports are issued at six and twelve weeks of each semester.
- Report Cards are issued every 18 weeks at the end of the semester.
- Parent-Teacher Conferences are held in the fall.
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Perry Middle School

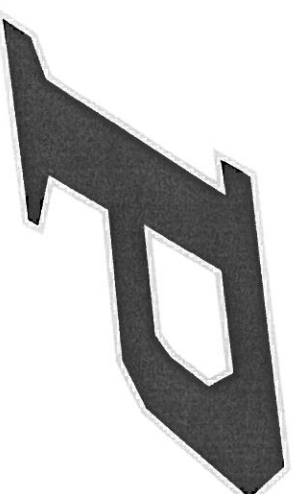
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7th Grade School- Parent Compact



Revised 8/7/2020

Our Goals for Student Achievement

Houston County District Goals

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

Perry Middle School Goals

- To decrease the percentage of all students scoring achievement level 1 and 2 in Language Arts by 3% and 2% respectively and increase the percentage of students meeting reading proficiency by 5% on the Spring GA Milestones Assessment best practices strategies, providing professional learning support for rigor/ differentiation, parent communication and using research-based interventions for RTI, special education and at-risk students.
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7th Grade Supports These Goals by Focusing On:

Math:

- Computation of rational numbers (decimals)
- Computation of rational numbers (fractions)

Reading ELA/Sci/SS:

- Comprehension
- Critical Thinking

Teachers, Parents, and Students – Together for Success

Teachers Will

- Encourage parent access to Infinite Campus and give Edmodo codes and other appropriate resources to access the content curriculum.
- Be responsive to parent calls and emails regarding their student.
- Contact parents when concerns arise about their student.

Math:

- Provide a syllabus with the course requirements, grade weights and expectations.
- Provide online resources, and class notes.
- Provide due dates for projects, tests, or quizzes.
- Send weekly emails with class information and study guides.

ELA:

- Provide a syllabus with the course requirements, grade weights and expectations.
- Have assignments in student agendas/ Edmodo.
- Provide access to ITT, Poem of the week and Greek & Latin roots through student's notebook.

Parents At Home Will

- Set up Infinite Campus account and regularly monitor their child's grades and use other resources provided by teachers.
- Communicate with teachers through email, calls, and conferences as needed.
- Respond to calls from teachers when concerns arise about their student.

Math:

- Review course syllabus to be familiar with course requirements, grade weights and expectations.
- Assist students by using resources and class notes provided by the teacher.
- Be aware of due dates for projects, tests, and quizzes.
- Read weekly emails with class information and study guides.

ELA:

- Review course syllabus to be familiar with course requirements, grade weights and expectations.
- Check student agendas/Edmodo for assignments.
- Refer to student's notebook for ITT, Poem of the Week and Greek & Latin roots.

Students Will

All students will be given an opportunity to set up their personal Infinite Campus account. Students are encouraged to check Infinite Campus regularly to self monitor their grades. Students will also utilize other online resources as directed by teachers.

Math:

- Review course syllabus to be familiar with course requirements, grade weights and expectations.
- Utilize the strategies, resources and class notes taught for computing rational numbers when completing classwork, homework and assessments.
- Be aware of due dates for projects, tests, and quizzes.
- Be familiar with class information and keep track of study guides.

ELA:

- Review course syllabus to be familiar with course requirements, grade weights and expectations.
- Write assignments in agenda/ check Edmodo.
- Maintain students notebook for weekly work including ITT, Poem of the Week and Greek & Latin roots. Students will read between 15 and 30 minutes each night and will document their reading and be able to explain what they read in weekly responses in notebook.

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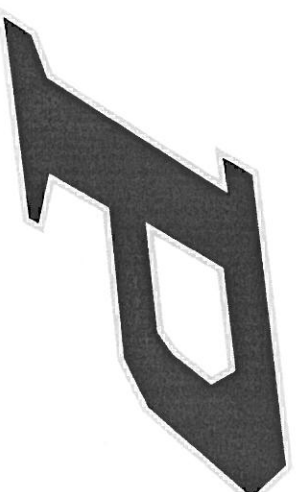
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8th Grade School- Parent Compact



Revised 8/7/2020

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8th Grade Supports These Goals by Focusing On:

Math:

- Solve multi-step equations
- Knowledge of rational and irrational numbers

Reading ELA/Sci/SS:

- Increase reading fluency and comprehension
- Defend thoughts, ideas, and answers with textual evidence

Teachers, Parents, and Students – Together for Success

Teachers Will

- Encourage parent access to Infinite Campus and give Edmodo codes and other appropriate resources to access the content curriculum.
- Be responsive to parent calls and emails regarding their student.
- Contact parents when concerns arise about their student.

Math:

- Provide a syllabus with the course requirements, grade weights and expectations.
- Provide resources such as online textbook resources and HCBDE's Math Weebly help site.
- Provide due dates for projects, tests, or quizzes.

ELA:

- Provide a syllabus with the course requirements, grade weights and expectations.
- Utilize binder and Reading Response folder to monitor student's work and progress.
- Provide information on the online resources Goodreads.

Parents At Home Will

- Set up Infinite Campus account and regularly monitor their child's grades and use other resources provided by teachers.
- Communicate with teachers through email, calls, and conferences as needed.
- Respond to calls from teachers when concerns arise about their student.

Math:

- Review course syllabus to be familiar with course requirements, grade weights and expectations.
- Assist students by using resources and class notes provided by the teacher.
- Be aware of due dates for projects, tests, and quizzes.

ELA:

- Review course syllabus to be familiar with course requirements, grade weights and expectations.
- Parents will listen to students explain/summarize what was read. Parents will also ask students questions about their reading using Binder and Reading Response Folder to guide them. Questions can inquire about specific events in the book to support the student's answer (text evidence). Example: How do you know? What does it say?
- Parents ensure that their child is reading daily, utilizing resources such as Goodreads.

Students Will

All students will be given an opportunity to set up their personal Infinite Campus account. Students are encouraged to check Infinite Campus regularly to self monitor their grades. Students will also utilize other online resources as directed by teachers.

Math:

- Review course syllabus to be familiar with course requirements, grade weights and expectations.
- Attempt all assignments using the strategies, resources and class notes provided by the teacher and ask for assistance when needed.
- Write all assignments and be aware of due dates for projects, tests and quizzes.

ELA:

- Review course syllabus to be familiar with course requirements, grade weights and expectations.
- Document their reading and be able to use text evidence to explain what they have read using their Binder and Reading Response to guide them.
- Read daily and strive to meet and exceed reading goals, utilizing resources such as Goodreads. Students will also involve parents in their reading.



SUPERINTENDENT OF SCHOOLS
DR. MARK SCOTT

BOARD MEMBERS
FRED WILSON, CHAIRMAN

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HOKE MORROW

DR. RICK UNRUH
DAVE CROCKET
BRYAN UPSHAW

August 1, 2020

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. 3449 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.