

WARRIORS



TITLE I FAMILY ENGAGEMENT HANDBOOK 2019-20





WARNER ROBINS MIDDLE SCHOOL

425 MARY LANE WARNER ROBINS, GA 31088 478-929-7832 FAX 478-929-7834

Title I Parent and Family Engagement Handbook

August 1, 2019

Dear Warrior 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 Title I Parent and Family Engagement Handbook Signature Page (separate from handbook)
- Compact Signature Page (separate from handbook)
- A Parent's Guide to Title I
- School Parent and Family Engagement Plan
- School-Parent Compact
- Right to Know Professional Qualifications of Teachers and Paraprofessionals Letter
- Copyright Piracy Notification
- Complaint Procedures

Please complete and sign the **Receipt of Title I Parent and Family Engagement Handbook & School-Parent Compact** forms that are included separately with this handbook and return to your child's homeroom teacher.

Should you have any questions, feel free to contact Maria Cook at 929-7832 ext. 33210 or maria.cook@hcbe.net.

Sincerely,

Brett Wallace, Principal

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	Houston County 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:

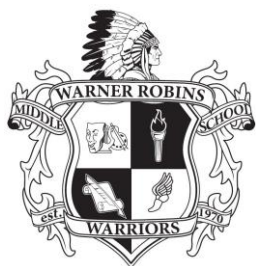
- show your child that you support and value his/her education.
- be able to closely monitor your student's progress.
- build stronger relationships between home and school.
- provide valuable input about schoolwide programs.

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.

**Warner Robins Middle School
Parent and Family Engagement Plan
2019-20 School Year**



Brett Wallace, Principal
425 Mary Lane
Warner Robins, GA 31088
478-929-7832
<http://wrms.hcbe.net>

Plan Revised: August 5, 2019

School Plan for Shared Student Achievement

What is it? Each Title I school develops a parent and family engagement plan that includes a minimum of seven academically focused parent activities for the year. These are directly aligned with the School Improvement Plan, as well as their Title I Needs Assessment and Title I School wide Plan. This plan describes how Warner Robins Middle will provide parent engagement opportunities in support of student learning. WRMS encourages the contribution and involvement of parents as equal partners towards achieving our goal of improved student achievement. This plan describes various ways that WR Middle will support parent engagement and how parents can share in planning and participating in programs to increase student learning at school and home.

How is it developed? Warner Robins Middle encourages parent feedback at any time concerning the plan or any other Title I concern. We encourage parents to review and provide feedback on our Title I plan throughout the entire year. A survey is sent home annually to determine parent satisfaction and receive suggestions and comments on our Title I program. Exit Surveys are collected after parent events to gather comments, suggestions and feedback on specific activities. In the spring, we host a Shared Decision Making Meeting to give parents the opportunity to review/give feedback regarding Title I documents and the budget. Our Parent Action Team will review feedback, input, and suggestions provided throughout the year. This information gathered will be used to revise the Parent and Family Engagement Plan, Compact, and School wide Plan for the next year. Our plan is located in the Title I handbook, school website, Parent Resource Center, and upon request.

Who is it for? All families are invited and encouraged to fully participate in all of the opportunities found in the plan. Warner Robins Middle will provide opportunities 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, this plan is included in our Title I handbook that is distributed to every student. It can also be found in the parent Resource Center, school website, and from the Parent and Family Engagement Coordinator.

What is Title I?

Warner Robins Middle is identified as a Title I school as part of the Elementary and Secondary Education Act of 1965 (ESEA). 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 involvement. All Title I schools must jointly develop with all parents a written parent and family engagement policy.



Houston County System Goals

- Increase the value of the district's College and Career Ready Performance Index (CCRPI) by 3% by 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.



Warner Robins Middle School Goals

- Demonstrate 5% growth scoring at Developing Learner or above on CCRPI indicators for Language Arts and Math.
- Increase the percentage of 8th grade students who achieve a Lexile greater than 1050 on the Georgia Milestones Assessment by 5%
- Increase stakeholder engagement by 5% to increase student achievement.

Family Engagement Events

Warner Robins Middle will host the following parent and family events to build the capacity for strong parent and family engagement.

Meet and Greet – meet your child's teacher and our friendly helpful staff for the year.

Annual Title I Meeting – Learn about our Title I Program, including Parent and Family Engagement Plan, School wide Plan, School-Parent Compacts and parent notifications.

Open House – Visit and follow your child's class schedule as you learn about each content area and what your student will learn this year.

Infinite Campus Training – learn how to use Infinite Campus in order to check your child's grades and attendance.

Academic Engagement Evenings – Learn strategies that will help you help your student at home.

Georgia Milestones Testing Workshop – learn more about the state assessment and how to help your student prepare for it.

Parent/Teacher Conferences – schedule an appointment to meet with your child's team of teachers.

Awards Night – celebrate student academic success.

Parent and Family Engagement

All Title I schools in Houston County follow the framework of the National PTA Standards for Family-School Partnerships.

This is a research-based model for parent and family engagement focused on six key areas of involvement:

Welcoming All Families
Communicating Effectively
Supporting Student Services
Speaking Up for Every Child
Sharing Power
Collaborating with Community

School-Parent Compacts

As part of this plan, our families will develop a school-parent compact, which is an agreement that parents, teachers, and students will develop together to make sure all our students reach their highest potential. The compacts will be reviewed and updated annually based on feedback from parents, students, and teachers throughout the school year and at Parent Action Team meetings. The school-parent compacts are sent home to parents, signature sheets are kept with teachers and the document will be used during parent conferences.

Parent Resource Center

Come visit the Parent Resource Center located in the front office. The center is stocked with free pamphlets and resources in English and Spanish that may be of interest to you including information on working with your child to increase academic success. All books and tapes may be checked out and returned. There are two computers available for your use and to view student's grades and attendance using Infinite Campus. The center is open during school hours, before school, and after parent nights and by appointment with the Parent and Family Engagement Coordinator.

Parent and Family Engagement

Warner Robins Middle believes that parent and family engagement means the participation of parents and families in regular two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:

- that parents play an integral role assisting their child's learning.
- that parents are encouraged to be actively involved 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 to assist in the education of their child.

Parent and Family Engagement Coordinator

Warner Robins Middle is committed to helping our parent and families attend engagement activities listed in this plan. Please call or email our Parent and Family Engagement Coordinator, Maria Cook, if you have any questions or concerns. She can be reached at 929-7832 ext. 33210 or maria.cook@hcbe.net.



*Our **mission** is to produce high-achieving students.*

*Our **vision** is to become a premier school of teaching and learning.*

Building Capacity for Parent and Family Engagement

Warner Robins Middle will:

- Ensure that all information related to school and parent programs, meeting and other activities is published in both English and Spanish and posted on the school website.
- Provide staff development training at least four times during the school year to share ways to improve communication with parents and to build strong ties between home and school.
- Warner Robins Middle does not actively coordinate with early intervention programs, but the Warrior Resource Center has information for parents and students focusing on instruction, child development and child rearing topics.
- Share information in English and Spanish on school website and school newsletter 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 community on a regular basis regarding school wide events and activities, through call-out messages, social media, newsletters and flyers.
- Develop relevant trainings and helpful presentations to educate our staff on the importance of parental engagement.
- Partner with businesses, community agencies and organizations to enhance activities and events listed in the parent and family engagement plan.
- Offer literacy and computer classes for parents to help further enhance their various educational levels within our district.
- Collect feedback from parents at parent events, on the website, at Share Decision Making meeting and Parent Action Team in order to respond to parents' request for additional support for parent and family engagement activities.

Warrior Parent Action Team

Warner Robins Middle has a Parent Action Team (PAT) in place that meets twice during the year. All Warrior parents are invited and welcome to participate in PAT. Participation is encouraged through announcements in the school newsletter, website, Facebook and Twitter. At these meetings, parents are provided with updates on all Title I activities and initiatives, school improvement plans, and provided input to plan for future events. If you would like to participate in our PAT or would like more information please contact our Parent and Family Engagement Coordinator, at 478-929-7832.

Parent Action Team

- ☐ Yes, I am excited about joining the Parent Action Team
- ☐ Yes, please contact me so I can learn more about the Parent Action Team
- ☐ Yes, this sounds like a great idea, please keep me posted about future meetings
- Name: _____
- Child's Name and Grade: _____
- Address: _____
- Phone Number: _____
- Email address: _____

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) _____

Telephone Number: (optional) _____



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425 MARY LANE WARNER ROBINS, GA 31088 478-929-7832 FAX 478-929-7834

2019-2020 School-Parent Compact

Revised: August 1, 2019

Dear Warrior Parent/Guardian,

Warner Robins Middle 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 the students will share the responsibility for improved student academic achievement as well as describes how the school and parents will build and develop a partnership that will help children achieve the state's high standards. To understand how working together can benefit your child, it is first important to understand our district's and school's goals for student academic achievement.

Houston County System Goals:

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

Warner Robins Middle School Goals:

- Demonstrate 5% growth scoring at Developing Learner or above on CCRPI indicators for Language Arts and Math.
- Increase the percentage of 8th grade students who achieve a Lexile greater than 1050 on the Georgia Milestones Assessment by 5%.
- Increase stakeholder engagement by 5% to increase student achievement.

Areas of Focus:

6th Grade:

English/Language Arts: Reading Comprehension, Vocabulary & Literacy

Math: Number System & Literacy

Science: Hydrology, Meteorology & Literacy

Social Studies: Geography & Literacy

7th Grade:

English/Language Arts: Writing, Language & Literacy

Math: Geometry & Literacy

Science: Ecology & Literacy

Social Studies: World Geography & Literacy

8th Grade:

English/Language Arts: Reading Comprehension, Vocabulary & Literacy

Math: Algebra, Functions & Literacy

Science: Energy & Literacy

Social Studies: Georgia History & Literacy

Warner Robins Middle School will:

- Keep parents informed utilizing Infinite Campus to report students' progress and the calendar feature for each teacher on the school's website.
- Provide parents access to educational resources on the school's website.
- Nurture a culture of high expectations and positive climate by celebrating student successes.
- Foster positive relationships with students, parents, and community through newsletters, phone calls, emails, and social media.
- Invite and encourage parents to attend academic focused programs aimed to introduce parents to strategies that will increase student literacy and overall success in school.

Parents will:

- Utilize Infinite Campus to monitor my student's progress and the calendar feature for each teacher on the school's website.
- Utilize the educational resources on the school's website.
- Encourage a culture of high expectations and positive climate by celebrating my student's successes.

- Help foster positive relationships with my student and community through utilizing all newsletters, phone calls, emails, and social media.
- Attend and participate in academic focused programs aimed to introduce me to strategies that will increase my student's literacy and overall success in school.

Students will:

- Keep my parents informed of Infinite Campus that reports my progress and the calendar feature for each teacher on the school's website.
- Utilize the educational resources on the school's website.
- Nurture a culture of high expectations and positive climate by celebrating student successes.
- Help foster positive relationships with my parents and community through utilizing all newsletters, phone calls, emails, and social media.
- Attend and participate in academic focused programs aimed to introduce my parents to strategies that will increase my literacy and overall success in school.

School Contacts:

- Sixth grade: Jamessa Copeland, ext. 33459, jamessa.copeland@hcbe.net & Jamie Nash, ext. 33441, jamie.nash@hcbe.net
- Seventh grade: Melanie Mann, 33466, melanie.mann@hcbe.net & Nancy Cole, ext. 33410, nancy.cole@hcbe.net
- Eighth grade: Keila Harrell, ext. 33416, keila.harrell@hcbe.net & Shenequia Jones, ext. 33424, shenequia.jones@hcbe.net
- Gifted: Aimee Bagwell, ext. 33402, aimee.bagwell@hcbe.net
- Exceptional: Duchess Hunter, ext. 33427, duchess.hunter@hcbe.net

Please review this School-Parent Compact with your student. This 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. Please sign and return the School-Parent Compact form included separately with this handbook to acknowledge that you read, received, and agree to this School-Parent Compact. We look forward to our school-parent partnership!





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 1, 2019

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.commonsemmedia.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, our media specialist, Mrs. Sheri Pfeuffer, will be happy to help you.



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.



WARNER ROBINS MIDDLE SCHOOL

425 MARY LANE WARNER ROBINS, GA 31088 478-929-7832 FAX 478-929-7834

Parent and Family Engagement Coordinator Duties & Responsibilities

Mrs. Maria Cook

maria.cook@hcbe.net

929-7832 ext. 33210

Parent and Family Engagement Coordinator

Maria Cook serves as the liaison between the school and parents, relaying the needs of both. She works with the teachers and staff in ensuring effective communication is achieved. She advises and assists parents in addressing issues with the school leadership during school meetings, serves as a school-based intermediary contact for concerns and comments made

by parents and other community members, and assist in voluntary community service and civic participation by developing community collaborations. She promotes sharing powers with parents as decision-makers, help parents understand the educational system so they can become better advocates for their children's education, and maintains the parent resource center.



Mrs. Cook conducts surveys to assess the needs of parents; review annual reports to evaluate the effectiveness of their parent and family engagement programs, develops, analyzes and distributes the results of parent surveys to the administrative team and Title I Directors. Mrs. Cook also ensures parent and family engagement programs are in compliance with guidelines; keep excellent records of all parent and family engagement activities, reports, surveys, annual program evaluations and communications to parents.

Parent Resource Center

The Parent Resource Center is located in the front office. The center is stocked with free pamphlets and resources in English and Spanish that may be of interest to you including information on working with your child to increase academic success. All books and tapes may be checked out and returned. There are two computers available for your use and to view student's grade and attendance using Infinite Campus. The center is open during school hours, before and after parent nights and by appointment with the Parent and Family Engagement Coordinator.

