

WARNER ROBINS HIGH SCHOOL

TITLE I

Student/Parent Handbook

2019-2020



A DISTINGUISHED TITLE I SCHOOL

We can! We will! We must.... change lives!

Mr. Chris McCook
Principal



WARNER ROBINS HIGH SCHOOL

401 South Davis Drive
Warner Robins, GA 31088
(478) 929-7877
Fax (478) 929-7769



Counselors
Lamontay Jefferson
Julie Teague
Karen Strong
Janet Wade

Assistant Principals
Roshonda Deshazor-Williams
Shelley Holmes
Denny Maddox
Tom Seward

Chris McCook, Principal

Receipt of Title I Parent and Family Engagement Handbook

2019-2020

August 1, 2019

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 2019-2020 Title I Parent and Family Engagement Handbook Form (Sign and Return)
- Compact Signature Page (Sign and Return)
- Family Opportunity Sign-Up Form
- 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
- Complaint Procedures
- Copyright Piracy Notification

Please complete and sign the form below, and return to your child’s teacher by, September 3. Should you have any questions, feel free to contact us at 478-929-7877 ext. 51625.

Sincerely,

Mr. Chris McCook, Principal

I have received and read the 2019-2020 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

Warner Robins High School

2019-2020

Revision Date 8/1/19

Dear Parent/Guardian,

WRHS, 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: _____

Warner Robins High School
Family Opportunities
2019-2020

Yes, I am interested in joining the **School Council**

School council meets quarterly (time TBD based on participants) and is intended to bring parents and the community together with teachers and school administrators to create a better understanding of and mutual respect for each other's concerns and share ideas for school improvement.

Yes, I am interested in joining the **Parent Action Team**

All parents are invited to join the Parent Action Team to share ideas and ways to involve other parents to build partnerships with school, families, and the community. The team will meet two times during the school year, but parents can also submit their ideas or suggestions during all activities and meetings as well as through our parent surveys and website.

Yes, I am interested in **Volunteering**

Please fill out a consent form at the front office. You will be contacted about the various school and teacher needs that could use a little extra help. Your participation is greatly appreciated!

If you have any questions please contact the Family Engagement Coordinators:

Linh Naurm Linh.narum@hcbe.net 478-929-7877 ext 51625	Erica Abram Erica.abram@hcbe.net 478-929-7877 ext 51625
---	---

Parent Name (Print)

Phone Number

Parent Email: _____

Student Name(s) and Grade(s)

Please fill out any suggestions/ideas on the back of this form

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,

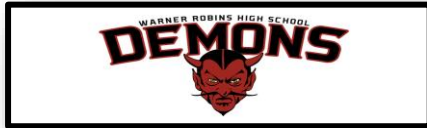
You can have a tremendous influence on your child's success in school. By partnering with the school and participating in the Title I program, you will:

- 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.

*Warner Robins High School Parent and
Family Engagement Plan
2019-2020 School Year*



*Chris McCook, Principal
401 South Davis Dr.
(478) 929-7877*

<http://www.hcbe.net/schools/warner-robins-high-school.aspx>

revision date: 8/12/19

What is Title I?

WRHS 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 the challenging State academic standards 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 family engagement. All Title I schools must jointly develop with parents and family members a written parent and family engagement policy.



WRHS Plan for Shared Student Achievement

What is it? The WRHS Parent and Family Engagement Plan describes how WRHS will provide opportunities to improve parent and family engagement to support student learning. WRHS values the contributions and engagement of parents and family members to establish an equal partnership for the common goal of improving student achievement. This plan describes the different ways that WRHS will support family engagement, and how parents can help plan and participate in activities and events to promote student learning at school and home.

How is it revised? WRHS encourages parent feedback at any time during the school year. Our post event surveys are reviewed to help improve activities. The annual Title I Parent and Family Satisfaction survey allows parent to give feedback on the year's events, required notifications, communication and budget. All families are invited to attend our annual Shared Decision Making meeting held each Spring. Families are asked to review and give feedback on Title I documents (School-wide plan, Compact, Engagement Plan, and budget including the 1% set aside.) Parents and families unable to attend are welcome to have copies of materials sent home for review. All feedback is taken into consideration when planning for the next school year. Unsatisfactory comments regarding the School-wide plan are reported to the district.

Who is it? This plan is for all students participating in the Title I, Part A program. Their families are encouraged and invited to participate in the opportunities described in this plan. WRHS will to the extent practicable, make accommodations for parents with disabilities, language barriers, migratory and /or other special needs.

Where is it available? At the beginning of the year, this plan is included in a Title I handbook that is distributed to every student. It can also be found in the Parent Resource Center, and the school website.

2019-20 District Goals

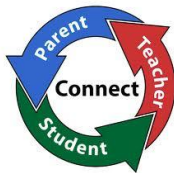
- Increase the value of the overall district College and Career Ready Performance Index (CCRPI) score by 3% focusing on literacy, high quality standards based instruction and Multi-Tier System of Supports.
- Increase the percentage of parents who feel their child's school provides various opportunities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

2019-20 School Goals

- Increase the number of students who have typical/high growth for CCRPI to at least the GA DOE State Target.
- Increase the graduation rate to at least the GA DOE State Target.

School-Parent Compact

Part of the WRHS Parent and Family Engagement Plan is our School-Parent Compact. The compact explains what teachers, parents and students each will do in an effort to work together to assure our students successfully meet State, District and School goals. The compact is reviewed, and updated annually based on feedback from parents, students, and teachers. The signed school/parent/student compacts are kept on file. The compact is discussed on an ongoing basis, during parent teacher conferences.



Parent Engagement Calendar

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

Coffee with the Principal-Quarterly

Meet and Greet with the Principal to discuss any ideas, questions, or concerns in a relaxed, informal setting.

Freshmen & New Student Orientation- August

Parents are provided with the basic information they need to assist students transitioning into WRHS, such as graduation requirements, GAFutures, advisement, schedules, testing etc.

Annual Title 1 Meeting- August

We invite you to an evening of learning and sharing about our Title I program, including our parent and family engagement policy, the school-improvement plan, the school-parent compacts, and parents' requirements. Invitations will be mailed and information will posted on our website, Infinite Campus, and social media.

Open House - August

Parents will visit classrooms & learn about each subject area curriculum, discipline procedures, class requirements, and school to home communication.

Parent Action Team Meetings- Share ideas and ways to involve parents to build partnerships with school, families, and the community. Meet at least twice during the school year, first and second semester.

Senior/Junior Night-October

Parents and students receive information about the senior timeline and various state colleges and military options for post-secondary education and training.

ESOL Parent Meeting-October

ESOL parents are provided with information about attendance requirement, graduation requirements, Infinite Campus, final exam schedule and exemption requirements.

Literacy Resources-October

Information is sent to parents of at risk students to encourage and promote the reading/literacy emphasis at home, i.e.-available online resources and suggested homework help activities.

Parent-Teacher Conferences-October

Parents and students are provided the opportunity to obtain advisement and counsel from their teachers.

Infinite Campus Training- Ongoing

Parents will learn how to use Infinite Campus and get assistance in registering. Assistance and troubleshooting is available through our Family Engagement Coordinators: Mrs. Narum & Mrs. Abram.

Parent Newsletters - Monthly

Families receive a variety of useful information, including important dates, parent activities, school events, parenting tips & community resources. Available on our website and our Parent Resource Center.

A Taste of Curriculum-November

Sample a small 'bite' from the different areas of your child's academics.

AP Parent Night- January

Families are provided with information concerning AP classes.

Evening Advisement- March

Course offerings for next year, class recommendations & selection, academic progress, current graduation status.

FAFSA & College Application Assistance-Spring

Assistance will be offered to complete the FAFSA form and college application forms..

Military Appreciation Night-April

Military Families will be given information from base resources that may help their student's transition/success.

Parent and Family Engagement

WRHS 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 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 and on advisory committees to assist in the education of their child.



Visit our Parent Resource Center located in the lobby and in the Counselor's Suite. It contains a multitude of FREE pamphlets and flyers on various topics, including test preparation. Please visit anytime during school hours, or before and after parent events.

Linh Narum & Erica Abram
Family Engagement Coordinators

478-929-7877 ext.51625

Email: Linh.narum@hcbe.net

Erica.abram@hcbe.net

WRHS Plan for Strengthening Parent Engagement

WRHS will take the following measures to promote and support parents as an important foundation of the school in order to strengthen the school and reach our school goals. **WE will:**

- ❖ *Ensure all information related to school and parent programs, meetings, and other activities are published in English and Spanish, posted on the website, and included in school newsletters for parents.*
- ❖ *Share information in English and Spanish 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.*
- ❖ *Provide training for staff during planning periods on the value and contribution of parents, strategies to improve communication with parents, building strong partnerships with families and share ideas to increase family engagement.*
- ❖ *Communicate with all families and the community on a regular basis regarding school-wide events and activities through phone messages, social media, school portal and flyers.*
- ❖ *Work with our parents to develop relevant trainings and helpful presentations to educate our staff on the importance of parental engagement.*
- ❖ *Provide necessary materials and handouts for parents at meetings and activities to help parents understand Georgia's standards of excellence and how to work with their student to improve achievement.*
- ❖ *Collaborate with community leaders and business groups to increase participation and awareness of the school's parental engagement plan and activities.*
- ❖ *Listen and respond to parents, collect feedback from parents at events, place input cards around the building, and post suggestion forms on the website to respond to parent's request for additional support for parent engagement activities.*

We are on social media!!!

Stay connected:



"Like" us on Facebook



Follow us on Twitter@WarnerRobinsHS

Tutoring:

Please encourage your child to take advantage of the extra help in their classes. Tutoring schedules are posted in the classrooms, on our school webpage and parents may obtain a copy by contacting the Family Engagement Coordinators.

Infinite Campus App:

Student

Parent



Parent Checklist

- ✓ *Sign up for infinite campus and download the app, to keep track of student grades and assignments. If you need assistance setting up an account, please contact the Family Engagement Coordinators.
Linh Narum & Erica Abram
478-929-7877 ext.51625
Email: Linh.narum@hcbe.net
Erica.abram@hcbe.net*
- ✓ *Review all progress reports and report cards:*

<i>Progress Report: 3 weeks</i>	<i>Aug 27</i>
<i>Progress Report: Day 31</i>	<i>Sept 17</i>
<i>Progress Report: 9 weeks</i>	<i>Oct 17</i>
<i>Progress Report: Day 60</i>	<i>Nov 5</i>
<i>Progress Report: 15 weeks</i>	<i>Dec 3</i>
<i>End of 1st Semester Report Card</i>	<i>Jan 7</i>
<i>Progress Report: 3 weeks</i>	<i>Feb 4</i>
<i>Progress Report: Day 120</i>	<i>Feb 25</i>
<i>Progress Report: 9 weeks</i>	<i>Mar 17</i>
<i>Progress Report: Day 150</i>	<i>Apr 14</i>
<i>Progress Report: 15 weeks</i>	<i>May 5</i>
<i>End of 2nd Semester Report Card</i>	<i>May 27</i>
- ✓ *Make sure your address, telephone number(s), and email addresses are updated with the school.*
- ✓ *Get involved with parent/family activities: School Council, Parent Action Team, school events, and sign up to volunteer.*
- ✓ *Know your child's teachers and counselors:*

<i>Julie Teague (A-G) (478) 929-7883 ext. 51854</i>
<i>Janet Wade (H-O) (478) 929-7877 ext. 51789</i>
<i>Karen Strong (P-Z) (478) 929-7883 ext. 51882</i>
- ✓ *Read all school correspondence. Stay connected through social media and the school website.*

What is a School-Parent Compact?

It is a written commitment describing how all members of a school community—parents, teachers, principals, and students agree to share responsibility for student learning. This compact helps bridge the learning connection between school and home.

Jointly Developed

Shared decision-making is a collaborative process that allows parents, the school and the community to make decisions together. The parents, students, and staff of Warner Robins High School collaborated to develop this school-parent compact for achievement. Parents are encouraged to attend annual shared decision-making meetings held in March each year to review the compact and make suggestions based on student needs and school improvement goals. Parents are encouraged to participate in the Annual Title I Parent Survey that is also used as a tool to collect parent feedback regarding the current Title I programs and policies.

Activities to Build Partnerships

- Evening Advisement
- Open House
- Parent–Teacher Conferences
- Parent Volunteers
- Freshmen & Senior Night
- Parent Workshops

There are many opportunities for parents to get involved. Check our website or contact the school for information about our volunteer opportunities.

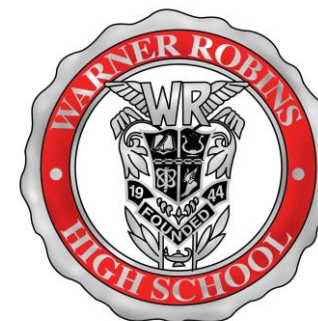
School and Home Communication

- Newsletters
- Infinite Campus
- Progress Reports
- Parent-Teacher Conferences
- Emails
- School Website
- Phone Calls
- Social Media (Facebook, Twitter)

Please call 478-929-7877 ext.51883 to schedule an appointment with your student's teachers.

Warner Robins High School

2019-2020 School-Parent Compact



Mr. Chris McCook
Principal

***We can, we will, we must...
change lives!***

Revision Date
8/8/2019

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

WR High School Goals

- Increase the number of students who have typical/high growth for CCRPI to at least the GA DOE State Target.
- Increase the graduation rate to at least the GA DOE State Target

Focus Areas

- Literacy
- Math Proficiency
- Graduation: College & Career Ready
- Safety
- Attendance

Academic Interventions

- Targeted assistance, mentoring, counseling, grades and attendance

Teachers, Parents, and Students—Together for Success

School/Teacher Responsibilities:

1. Provide 9th grade parents with resources to help their students with reading comprehension, and vocabulary to help improve their Lexile score.
2. Invite and encourage parents to attend Taste of Curriculum to learn strategies to increase student literacy.
3. Provide parents with access to Parent Institute newsletter.
4. Schedule an appointment with parents to attend evening advisement to review graduation requirements and post-secondary opportunities.
5. Provide parents assistance with using Infinite Campus to monitor grades and attendance.

Family Responsibilities:

1. Use literacy resources to assist your student with vocabulary and reading comprehension.
2. Attend Taste of Curriculum to learn strategies to assist your student with reading comprehension and vocabulary.
3. Read Parent Institute Newsletter to learn tips to help your student be successful in school
4. Attend Evening Advisement to learn about graduation requirements & post-secondary opportunities and to help plan your child's course for higher education.
5. Sign-up for Infinite Campus to monitor your student's grades and attendance.

Student Responsibilities:

1. Work with parents using resources provided to improve reading comprehension, vocabulary and Lexile scores.
2. Inform parents about date of Taste of Curriculum so they can attend.
3. Discuss Parent Institute newsletter with parents.
4. Attend Evening Advisement with parents.
5. Monitor grades by checking Infinite Campus regularly.



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



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.