

David A. Perdue
Primary School



TITLE 1 HANDBOOK

Revision Date: 07/31/2023

A Parent's Guide to Title I

What is Title I?

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

Which Houston County schools are Title I schools?

CB Watson Primary	Northside High	Thomson Middle
Centerville Elementary	Northside Middle	Tucker Elementary
Eagle Springs Elementary	Parkwood Elementary	Warner Robins High
Huntington Middle	Pearl Stephens Elementary	Warner Robins Middle
Westside Elementary	David A. Perdue Primary	Northside Elementary
Miller Elementary	Perry Middle	Shirley Hills Elementary
Morningside Elementary	Russell Elementary	



What supports are provided through Title I?

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

What role does family engagement play in Title I?

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

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



Families,

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

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

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

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

David A. Perdue Primary

THE CONNECTION **Family-School Engagement Plan and Compact** **2023-2024**



Kathy Gibbs, Principal
150 Jerry Barker Dr.
Warner Robins, GA 31088

www.hcbe.net

Revision Date: 07/31/2023

What is Title I?

David A. Perdue Primary is identified as a Title I school as a 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 plan and compact.

THE CONNECTION

What is it?

The Connection is a comprehensive document joining our School-Family Engagement Plan and Compact together with the purpose of strengthening the bond between school and home. The Engagement Plan describes how our school will provide opportunities to improve family engagement that will support student learning at school and at home. All students and their families are invited and encouraged to fully participate in the opportunities described in this plan. The school will provide information and as many opportunities as possible for the participation of all family members. The Compact explains what teachers, parents and students each will do in an effort to work together to make sure that our students reach grade level standards. The Compact is discussed with families during parent-teacher conferences throughout the school year.

How is it revised?

The Connection is jointly developed and revised by our school's stakeholders. All families are invited to attend our annual Shared Decision-Making Meeting (SDM) held each spring. Families are asked to review and give feedback on the Engagement Plan, Compact, and budget including the 1% set aside. All feedback forms from the SDM Meetings are collected, reviewed, and used to revise this document and to improve program planning for the next school year. Families who are not able to attend the SDM Meeting have the opportunity to provide input by completing an online feedback form and completing the Title I Parent Satisfaction Survey that seeks suggestions regarding the plan, compact and budget.

Who is it for?

The Connection is for all students attending a Title I school and their families. We encourage and invite families to fully participate in the opportunities described in this document. Our school will provide full opportunity for the participation of parents and family members with limited English, with disabilities, of migratory children and caretakers of students served in Neglected and Delinquent Centers.

Where is it available?

The Connection is included in our Title I Handbook that is provided to all parents and families at the beginning of the year or whenever a new student enrolls. The Connection is also available on our school website and in our Parent Resource Center. Families can request a copy at any time during the school year.

Let's Stay Connected

David A. Perdue Primary 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. Here are the ways to stay connected and informed.

- Progress Reports and Report Cards
- Infinite Campus
- School Website
- Social Media
- School Messenger callouts
- Emails
- Parent-Teacher Conferences
- Class DOJO
- Monthly Newsletters

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 Main office at (478) 218-7500.



ACTIVITIES TO BUILD PARTNERSHIPS

David A. Perdue plans the following events to build the capacity for strong parent and family engagement and to support a partnership among the school, parents, and the community to improve student academic achievement. Meetings and events are scheduled at various times and in different formats to accommodate the needs of our families. These events may be held in person or virtually.

Event	Focus	Date
Meet and Greet	Welcoming	July 31, 2023
Open House	Curriculum	August 29, 2023
Annual Title I Meeting	Informational	August 29, 2023
Parent University	Curriculum-Literacy	September 7, 2023
Parent University	Testing/Assessment	September 7, 2023
Parent-Teacher Conferences	Monitoring Progress	October 6, 2023
Coffee and Talk	Parent Action Team	November 2023
Parent University	Curriculum -Math	November 2023
Parent University	Technology	December 14, 2023
Parent University	ESOL	January 11, 2024
Title I Parent Satisfaction Survey	SDM	February 2024
Voices for the Vision	SDM	March 2024
Parent University	Curriculum-STEM	March 7, 2024
Parent University	Transition- K & 3 ^d	May 2024

David A. Perdue Primary wants to help all our families participate in our family engagement activities. If you need assistance with childcare or transportation to attend the events listed in this plan, contact our Family Engagement Liaison for more information and assistance.

Ashley Watson
(478) 218-7500 Ext. 1443
Ashley.Watson@hcbe.net

Family Engagement Liaison

Our FEL is **Ashley Watson**. She is available to assist families in a variety of ways from finding resources, connecting with teachers and administrators, navigating Infinite Campus and providing opportunities for you to learn how to help your student at home.

478-218-7500 Ext. 1443
Ashley.Watson@hcbe.net

Parent Resource Center

Visit the Parent Resource Center to get pamphlets, brochures, and other resource materials to use at home with your child.

Room 230
Monday – Friday, 8 AM -2:30 PM

Volunteer opportunities



- PTO
- Special School Events
- We will host volunteer training several times throughout the year.

Our Pledge to our Parents and Families

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

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

2023-2024 District Goals

Increase by at least 2 percentage points the number of students performing at or above proficiency in core content areas in grades 3-11 as measured by Milestones assessment scores.

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

2023-2024 School Goals

Increase achievement percentile on Map Reading Growth Assessment by 3% from Spring 2023 to Spring 2024.

Increase achievement percentile on Map Math Growth Assessment by 3% from Spring 2023 to Spring 2024.

Grade Level: __K__

Focus Areas

- Letter and Letter Sounds
- Decoding and Encoding CVC Words
- Phonemic Awareness
- Facts to 5
- Counting to 100

Our Compact: Teachers, Families and Students - Together for Success

David A. Perdue Primary will

- Provide families with a monthly newsletter that features literacy and math activities covered in the classroom.
- Provide families with appropriate leveled books, digital and readers in a bag, to read nightly to improve fluency and decode strategies.
- Offer family activities concentrating on Kindergarten Math and Reading Standards.
- Provide families with a "Reading Tool Kit" to help students at home.
- Distribute Google Classroom and Literacy Footprints log-on information to use at home.

Family will

- Practice literacy skills with their child using the newsletters provided by the teachers.
- Listen to your child read from his/her bag of books nightly.
- Attend Academic Events for strategies focusing on literacy and math skills.
- Help your child use his/her "Reading Tool Kit" at home while reading books.
- Assist your student with logging into Google Classroom and Literacy Footprints at home.

Student will

- Practice literacy and math skills nightly by using skills covered in the newsletters.
- Read nightly for at least 20 minutes from their bag of books or a digital bookbag online.
- Attend Academic Events at the school with their families.
- Utilize their "Reading Tool Kit" while reading at home.
- Practice your skills using Google Classroom and Literacy Footprints.

2023-2024 District Goals

Increase by at least 2 percentage points the number of students performing at or above proficiency in core content areas in grades 3-11 as measured by Milestones assessment scores.

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

2023-2024 School Goals

Increase achievement percentile on Map Reading Growth Assessment by 3% from Spring 2023 to Spring 2024.

Increase achievement percentile on Map Math Growth Assessment by 3% from Spring 2023 to Spring 2024.

Grade Level: __1__

Focus Areas

- Decoding skills
- Fluency skills
- Comprehension Strategies
- Counting to 120
- Facts to 10
- Place Value Strategies

Our Compact: Teachers, Families and Students - Together for Success

David A. Perdue Primary will

- Provide families a monthly newsletter that features literacy and math activities covered in the classroom.
- Provide families with appropriate leveled books, digital and readers in a bag, to read nightly to improve fluency and decoding strategies.
- Offer family activities concentrating on first grade Math and Reading Standards.
- Provide families with reading strategy cards to help students at home.
- Distribute Google Classroom and Literacy Footprints log on information to use at home.

Family will

- Practice literacy skills and math skills with his/her child using the newsletters provided by the teachers.
- Listen to your child read from his/her bag of books for 20 minutes nightly.
- Attend Academic Events for strategies focusing on decoding skills, fluency skills, comprehension strategies, and math skills.
- Help your child use his/her reading strategy cards at home while reading books.
- Assist your student with logging into Google Classroom and Literacy Footprints at home.

Student will

- Practice literacy and math skills nightly by using skills covered in the newsletters.
- Read nightly for at least 20 minutes from their bag of books or a digital bookbag online
- Attend Academic Events at the school with their families.
- Utilize the reading strategy cards while at home reading
- Practice your skills using Google Classroom and Literacy Footprints.

2023-2024 District Goals

Increase by at least 2 percentage points the number of students performing at or above proficiency in core content areas in grades 3-11 as measured by Milestones assessment scores.

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

2023-2024 School Goals

Increase achievement percentile on Map Reading Growth Assessment by 3% from Spring 2023 to Spring 2024.

Increase achievement percentile on Map Math Growth Assessment by 3% from Spring 2023 to Spring 2024.

Grade Level: 2

Focus Areas

- Decoding Skills
- Reading and Comprehension Strategies
- Facts to 20
- Place Value Skills
- Reading a Clock

Our Compact: Teachers, Families and Students - Together for Success

David A. Perdue Primary will

- Provide families a monthly newsletter that features literacy and math activities covered in the classroom.
- Provide families with appropriate leveled books, digital and readers in a bag, to read nightly to improve fluency and decoding strategies.
- Offer family activities concentrating on first grade Math and Reading Standards.
- Provide families with reading strategy cards to help students at home.
- Distribute Google Classroom and Literacy Footprints log on information to use at home.

Family will

- Practice literacy skills and math skills with his/her child using the newsletters provided by the teachers.
- Listen to your child read from his/her bag of books for 20 minutes nightly.
- Attend Academic Events for strategies focusing on decoding skills, fluency skills, and comprehension strategies and math skills.
- Help your child use his/her reading strategy cards at home while reading books.
- Assist your student with logging into Google Classroom and Literacy Footprints at home.

Student will

- Practice literacy skills nightly by using skills covered in the newsletters.
- Read nightly for at least 20 minutes from their bag of books or a digital bookbag online
- Attend Academic Events at the school with their families.
- Utilize the reading strategy cards while at home reading
- Practice your skills using Google Classroom and Literacy Footprints.



SUPERINTENDENT OF SCHOOLS
DR. MARK SCOTT

BOARD MEMBERS
HELEN HUGHES, CHAIR

MARK IVORY
DAVE CROCKET
BRYAN UPSHAW

DR. RICK UNRUH, VICE CHAIR
LORI JOHNSON
JON NICHOLS

August 2, 2023

Right to Know Professional Qualifications of Teachers and Paraprofessionals

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

In compliance with the requirements of the Every Student 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 another 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

Copyright Piracy Awareness Notification

Title I, Part A, Section 1116 of Every Student Succeeds Act (ESSA) state 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 others 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:

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

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

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

Title I Complaint Procedures

Although the below steps are recommended for the most efficient resolution at the lowest level, the parent/student has the right to bypass 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 investigate 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, Federal Programs Director
Houston County Board of Education
Post Office Box 1850
Perry, GA 31069
Phone: (478) 988-6200
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

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.


PBIS

What is PBIS? (Positive Behavior Interventions and Supports)

PBIS seeks to reduce or eliminate poor behavior schoolwide through the encouragement of positive behaviors.

Benefits of PBIS

The goal of PBIS is to create a positive school climate, in which students learn and grow with a feeling of safety, school pride, and respect.

	David Perdue Primary Behavior Matrix				
	Hallway	Restroom	Cafeteria	Playground	Bus
P Practice Safety	<ul style="list-style-type: none"> Stay in your own personal space Walk facing forward 	<ul style="list-style-type: none"> Walk Keep your feet on the ground 	<ul style="list-style-type: none"> Walk Stay seated on your bottom 	<ul style="list-style-type: none"> Slide down the slide Bottoms in swings Walk up the stairs 	<ul style="list-style-type: none"> Stay seated and face forward Enter and exit in a single file line Know emergency bus procedures
A Act Respectfully	<ul style="list-style-type: none"> Use a whisper voice Stay on the right hand side of the hall 	<ul style="list-style-type: none"> Zero voice One person in a stall 	<ul style="list-style-type: none"> Use a whisper voice Chew with your mouth closed 	<ul style="list-style-type: none"> Take turns with equipment Be ready to line up 	<ul style="list-style-type: none"> Use nice words Keep the bus clean
N Nice and Kind	<ul style="list-style-type: none"> Keep your hands and feet to yourself 	<ul style="list-style-type: none"> Clean up after yourself Give each other privacy 	<ul style="list-style-type: none"> Say "Please" and "Thank you" Use your table manners 	<ul style="list-style-type: none"> Include everyone Use kinds words Hands and feet to yourself 	<ul style="list-style-type: none"> Use a calm voice Keep hands, feet and objects to yourself
D Desire to Learn	<ul style="list-style-type: none"> Listen to all adults 	<ul style="list-style-type: none"> Listen to the adult Finish and go back to class 	<ul style="list-style-type: none"> Use your time to eat Listen to all adults 	<ul style="list-style-type: none"> Play by the rules Listen to your teacher 	<ul style="list-style-type: none"> Listen to and follow adult directions
A Always be Responsible	<ul style="list-style-type: none"> Go where you are supposed to go 	<ul style="list-style-type: none"> Wash your hands Flush the toilet 	<ul style="list-style-type: none"> Clean up after yourself Get what you need when you go through the line 	<ul style="list-style-type: none"> Pick up your trash Solve your problems calmly 	<ul style="list-style-type: none"> Watch for your name at silent dismissal Be at your bus stop on time Go directly to the bus at dismissal

Title I Handbook Acknowledgement Form

David A. Perdue Primary School

Dear Families and Students,

For the 2023-2024 school year, our Title I Handbook is/will be available for your viewing on our school website at <https://dpps.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, The Connection (Family Engagement Plan and Grade Level Compact), 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 and we will gladly provide one for you.

Additionally, we ask that you sign and date acknowledging access and agreement to the school-Family Compact then return the form to your child's school.

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 Name (print): _____

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