

# THOMSON MIDDLE SCHOOL

2022-2023

TITLE I

PARENT HANDBOOK



**Dr. Scott Wynn, Principal**

*Revised August 29, 2022*

# 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
Shirley Hills Elementary	Westside Elementary	WIN Academy
Miller Elementary	Perry Middle	Northside Elementary
Morningside Elementary	Russell Elementary	Shirley Hills Elementary



## What supports are provided through Title I?

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

## What role does family engagement play in Title I?

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

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



## **Families,**

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

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

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

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

## Thomson Middle School

### THE CONNECTION

*Family-School Engagement Plan and Compact  
2022-2023*



*Dr. Scott Wynn, Principal  
301 Thomson Street  
Centerville, GA 31028*

*www.tms.hcbe.net*

**Revision Date: 08/23/2022**

### What is Title I?

**Thomson Middle School** 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 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 as well.

### 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 be sent to them at any time during the school year.

## Let's Stay Connected

Thomson Middle School believes that family engagement means the participation of parents and family members in regular two-way, and meaningful communication involving student academic learning and other school activities. Here are the ways to stay connected and informed.

- Progress Reports and Report Cards
- Infinite Campus
- School Website
- Social Media
- School Messenger call-outs
- Emails
- Parent-Teacher Conferences
- Tiger Connection Monthly Newsletter

## 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 by calling the Main Office at (478) 953-0489.



## ACTIVITIES TO BUILD PARTNERSHIPS

**Thomson Middle School** plans the following events to build the capacity for strong parent and family engagement and to support a partnership among 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 2022
Academic Open House	Curriculum	August 2022
Annual Title I Meeting	Informational	August 2022
ELA Reading Rockets	Literacy	September 2022
Encouraging and Sustaining ESOL Families	ESOL	September 2022
Parent Forum	Parent Action Team	September 2022
STEM - Math	Curriculum	October 2022
STEM - Science	Curriculum	November 2022
Get Connected	Technology	December 2022
Chorus Concert	Welcoming Climate	December 2022
Band Concert	Welcoming Climate	December 2022
Title I Parent Satisfaction Survey	SDM	February 2023
GA Milestones Parent Informational	Testing/Assessment	March 2023
Voices for the Vision	SDM	March 2023
8 <sup>th</sup> Grade High School Registration	Transition	March 2023
6 <sup>th</sup> Grade Orientation	Transition	April 2023
6 <sup>th</sup> Grade Market Day	Welcoming	May 2023
Encouraging and Sustaining ESOL Families	ESOL	May 2023

**Thomson Middle School** wants to help all our families participate in our family engagement activities. If you need assistance such as childcare or transportation to attend the events listed in this plan, please let us know. Contact our Family Engagement Liaison for more information and assistance.

**Alesia Chadwick**  
**(478) 953-0489 ext. 3478**

## Family Engagement Liaison

Our FEL is **Alesia Chadwick**. 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) 953-0489 ext. 3478  
alesia.chadwick@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.

Family Engagement Office  
Monday – Friday, 8:00am-4:00pm

## Volunteer opportunities



We welcome and encourage parental involvement. Volunteers are required to have a background check on file and complete Thomson's Volunteer Training in order to participate in some areas.

## Our Pledge to our Parents and Families

**Thomson Middle School** will take the following measures to promote and support parents as equal partners in their child's education. In order to reach our goal of the highest quality of student achievement, Thomson Middle School 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 college and career ready organizations 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.

## 2022-2023 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 the Milestones Assessment Scores.

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

## 2022-2023 School Goals

- **Provide high quality instruction resulting in a 2% increase in student promotion rate.**

### Grade Level: 6 Focus Areas

#### Math:

- Computation of rational numbers (division, decimals, and fractions)
- Expressions and Equations
- Ratios and Proportional Relationships
- Geometry and Statistics

#### Literacy/English Language Arts:

- Reading Fluency and Comprehension
- Increase Lexile Reading Level
- Critical Thinking and Responsive writing

#### Social Studies:

- Promote literacy through content specific text including Document Based Questions and primary and secondary documents.

#### Science:

- Engage in the engineering design process
- Collect and analyze data from experiments
- Draw conclusions based on qualitative and/or quantitative information

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

### Thomson Middle School will

- Provide a syllabus with core course requirements, grade weights and expectations
- Provide academic resources, assign homework, and communicate important dates and information on tests and projects through Google Classroom
- Provide study guides for semester exams in all Core Subjects
- Invite and encourage parents/guardians to attend academic-focused events in order to equip parents with educational strategies that can increase student literacy and math computation, modeling these strategies to emphasize conceptual understanding over procedure
- Contact parents/guardians in a timely manner when concerns arise about their student
- Be responsive to parent/guardian calls and emails regarding their student
- Provide Infinite Campus and Google Classroom Training
- Provide consistent grade and attendance updates in Infinite Campus

### Family will

- Review course syllabus to be familiar with course requirements, grade weights, and class expectations
- Encourage students to use resources, class notes, and basic skills apps provided by the teacher. Assist students in keeping up with important dates, such as homework, tests, and projects
- Ensure that my child has completed semester exams study guides
- Attend academic-focused events to learn strategies that will increase student literacy and math computation; strategies covered will emphasize conceptual understanding over procedure
- Respond to school phone calls and messages relating to my child, as well as signing/returning paperwork and progress reports/report cards
- Contact the school as needed to ensure student success
- Attend Infinite Campus and Google Classroom Training as needed
- Use Infinite Campus to monitor my child's grades and attendance

### Student will

- Review course syllabus to be familiar with course requirements, grade weights and expectations
- Use resources, class notes, and basic skills apps provided by the teacher. Keep up with important dates and information on items such as homework, tests, and projects
- Complete semester exams study guides
- Inform parents/guardians of academic focused events and attend with family when appropriate
- Express to teachers when assistance is needed to ensure personal academic success
- Take information and forms home for parents and return them to school in a timely manner
- Express to parents/guardians when assistance is needed to ensure personal academic success
- Inform parents/guardians of Infinite Campus and Google Classroom Trainings
- Use Infinite Campus to monitor my grades and attendance

## 2022-2023 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 the Milestones Assessment Scores.

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

## 2022-2023 School Goals

- **Provide high quality instruction resulting in a 2% increase in student promotion rate.**

**Grade Level: 7**

### Focus Areas

#### Math:

- Computation of rational numbers to include decimals and fractions.

#### Literacy/English Language Arts:

- Reading Fluency and Comprehension
- Critical Thinking
- Problem Solving Skills

#### Social Studies:

- Promote literacy through content specific text including Document Based Questions and primary and secondary documents.

#### Science:

- Engage in the engineering design process
- Collect and analyze data from experiments
- Draw conclusions based on qualitative and/or quantitative information

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

### Thomson Middle School will

- Provide a syllabus with core course requirements, grade weights and expectations
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- Contact parents/guardians in a timely manner when concerns arise about their student
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### Family will

- Review course syllabus to be familiar with course requirements, grade weights, and class expectations
- Encourage students to use resources, class notes, and basic skills apps provided by the teacher. Assist students in keeping up with important dates, such as homework, tests, and projects
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- Contact the school as needed to ensure student success
- Attend Infinite Campus and Google Classroom Training as needed
- Use Infinite Campus to monitor my child's grades and attendance

### Student will

- Review course syllabus to be familiar with course requirements, grade weights and expectations
- Use resources, class notes, and basic skills apps provided by the teacher. Keep up with important dates and information on items such as homework, tests, and projects
- Complete semester exams study guides
- Inform parents/guardians of academic focused events and attend with family when appropriate
- Express to teachers when assistance is needed to ensure personal academic success
- Take information and forms home for parents and return them to school in a timely manner
- Express to parents/guardians when assistance is needed to ensure personal academic success
- Inform parents/guardians of Infinite Campus and Google Classroom Trainings
- Use Infinite Campus to monitor my grades and attendance



## 2022-2023 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 the Milestones Assessment Scores.

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

## 2022-2023 School Goals

- **Provide high quality instruction resulting in a 2% increase in student promotion rate.**

**Grade Level: 8**

### Focus Areas

#### Math:

- Solve multi-step equations
- Computation of rational numbers to include decimals and fractions
- Functions and Systems

#### Literacy/English Language Arts:

- Reading Fluency and Comprehension
- Critical Thinking
- Problem Solving Skills

#### Social Studies:

- Promote literacy through content specific text including Document Based Questions and primary and secondary documents.

#### Science:

- Engage in the engineering design process
- Collect and analyze data from experiments
- Draw conclusions based on qualitative and/or quantitative information

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

### Thomson Middle School will

- Provide a syllabus with core course requirements, grade weights and expectations
- Provide academic resources, assign homework, and communicate important dates and information on tests and projects through Google Classroom
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- Use resources, class notes, and basic skills apps provided by the teacher. Keep up with important dates and information on items such as homework, tests, and projects
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- Use Infinite Campus to monitor my grades and attendance



**SUPERINTENDENT OF SCHOOLS**  
DR. MARK SCOTT

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August 1, 2022

## **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](mailto: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:

<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 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, 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?**

- The Positive Behavior Interventions and Support program is based upon the idea of recognizing positive contributions of students. Our goal is to help each child develop self-discipline. Home and school share the responsibility for developing good citizens. Parents, teachers, and students must work together to maintain a safe learning and positive learning environment. As part of PBIS, teachers, administrators, counselors and support staff will have responsibility to TEACH positive behavior expectations to students. PBIS means students will know exactly what is expected of them. Students who take responsibility will be recognized and rewarded in a variety of ways.
- **Thomson Middle's School-Wide Expectations for students are:**
  - To Practice The Tiger Way
  - Students are expected to develop powerful relationships, have a positive, give maximum effort; reflecting that greatness is a process.
- **Thomson Middle School's PBIS Mission**
  - The mission of the Thomson PBIS team is to foster and promote a safe and positive school environment that enhances student learning through teaching and recognizing positive behavior.

# Thomson Middle School's Matrix

The Tiger Way "Student Expectation"	Classroom	Restroom	Hallway	Tiger Cafe
<b>Powerful Relationships</b>  Display teamwork and build positive relationships	1. Invest the time to listen and care for each other  2. Recognize and understand individual differences  3. Communicate without blaming, complaining, and defensiveness	1. Show you care by honoring others' privacy  2. Keep hands, feet, and objects to self  3. Be considerate of others and refrain from horseplay	1. Use your inside voice  2. Keep your hands, feet, and objects to yourself, refrain from horseplay  3. Be considerate of others by walking on the right side of the hall	1. Invest the time to listen and care for each other  2. Recognize and understand individual differences  3. Be kind
<b>Attitude and Effort</b>  Be positive and give you best effort	1. Be a positive influence  2. Focus on solutions  3. Do what is necessary to be successful	1. Be a positive influence  2. Focus on solutions  3. Hush, flush, and wash	1. Be a positive influence by demonstrating excellence  2. Focus on solutions  3. Walk directly to your next location	1. Be a positive influence  2. Get necessary items before exiting  3. Be polite and honest
<b>Greatness is a Process</b>  Take steps to Grow	1. Be Coachable  2. Recognize and celebrate excellence  3. Embrace Change	1. Clean your area  2. Be timely  3. Walk directly to assigned location	1. Follow directions  2. Show respect for posted items and school decorations  3. Adjust your travel pattern to accommodate others in crisis	1. Be coachable  2. Clean your area before exiting  3. Refrain from horseplay

# Title I Handbook Acknowledgement Form

## Thomson Middle School

Dear Families and Students,

For the 2022-2023 school year, our Title I Handbook is available for your viewing on our school website at [www.tms.hcbe.net](http://www.tms.hcbe.net) under the Parent and 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 completed 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