

# Title I Parent Handbook

2023-2024



61 Martin Luther King Jr. Blvd.  
Warner Robins, GA. 31088  
Phone: 478-929-6360

August 16, 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

Quail Run Elementary

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 Perdue Primary

Northside Elementary

Miller Elementary

Perry Middle

Shirley Hills Elementary

Morningside Elementary

Russell Elementary

Perry High



## 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 involved by:

- communicating regularly with your student's teacher.
- attending academic-based family events and parent-teacher conferences.
- volunteering at school.
- Providing input concerning the Title I program at the school.

## **C.B. Watson Primary School**

### **THE CONNECTION**

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



*Alicia Conner, Principal  
61 Martin Luther King, Jr. Blvd.  
Warner Robins, GA 31093*

[www.hcbe.net](http://www.hcbe.net)

**Revision Date: August 16, 2023**

### **What is Title I?**

**CBWPS** 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

C.B. Watson Primary School believes that family engagement is an integral part of a child's education. We are committed to providing families opportunities to participate in various learning activities with their child(ren). We plan to have regular two-way and meaningful communication about student academic progress and school activities. Here are the ways to stay connected and informed.

- Progress Reports and Report Cards
- Infinite Campus
- School Website
- Social Media
- School Messenger
- Emails, Texts, Phone Calls, Notes
- Parent-Teacher Conferences
- DOJO

## Access to Staff

- Our school has an open-door policy.
- All teachers and staff are available through Dojo and/or 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) 929-6360.

## ACTIVITIES TO BUILD PARTNERSHIPS

**CBWPS** 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 will be held in person.

Event	Focus	Date
Meet and Greet	Welcoming	July 31, 2023
Open House	Curriculum	August 31, 2023
Annual Title I Meeting	Informational	August 31, 2023
Grandparents' Day	Curriculum	September 8, 2023
Parent-Teacher Conference	Monitoring Progress	October 6, 2023
Reading PACT	Literacy	October 24, 2023
Testing and Technology Tidbits	Testing/Technology	November 2023
ESOL Parent Workshop	ESOL	TBD
Math PACT	Curriculum	February 1, 2024
Title I Parent Satisfactory Survey	SDM	February 2024
Voices For the Vision Parent Meeting	SDM	March 2024
Tucker Head Start Kindergarten Visit	Transition	April 2024
Childcare Facilities Kindergarten Visit	Transition	April 2024
PK to K Visit	Transition	May 2024
Third Grade Here We Come (2 <sup>nd</sup> Grade)	Transition	May 2024

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

**James Ryals**  
**(478) 929-6360 ext.1253**  
**james.ryals@hcbe.net**

## Family Engagement Liaison

Our FEL is James Ryals. He 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.

James Ryals  
(478) 929-6360  
james.ryals@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.

Monday – Friday  
9:30 AM-2:30 PM  
By Appointment

## Volunteer opportunities



We welcome CBWPS parents to volunteer! A background check is required. Assisting in the Media Center, reading to a class, cutting out materials, chaperoning events, etc. are a few ways to volunteer. You must participate in a volunteer training before you begin. Volunteer hours are 9:30 AM -2:30 PM. Stop by or call for more information.

## Our Pledge to our Parents and Families

**CBWPS** 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, CBWPS pledges to support our students and their families. 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 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' requests 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 percentage of students reading at or above grade level by 5% by May 2024.

Increase percentage of students mastering math standards at or above grade level by 5% by May 2024.

## Grade Level: Kindergarten

### Focus Areas

- Foundational Reading Skills
- Phonics & Phonemic Awareness
- Reading Comprehension
- Addition and Subtraction
- Fluency to 5

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

### CBWP will...

- Encourage parents to attend planned events to learn different reading and/or math strategies.
- Provide parents with various resources they may need in order to help their child(ren) at home.
- Provide families with needed community resources.

### Families will...

- Engage by attending planned events to learn different reading and/or math strategies to use at home.
- Attend Family Literacy Night
- Attend Family Math Night
- Attend Scheduled Conferences
- Read Together

### Students will...

- Use different reading strategies learned in class to practice at home.
- Practice sight words and apply comprehension strategies at home.
- Practice math facts and fluency with numbers at home.

## 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 percentage of students reading at or above grade level by 5% by May 2024.

Increase percentage of students mastering math standards at or above grade level by 5% by May 2024.

## Grade Level: First Grade

### Focus Areas

- Phonological Awareness
- Reading Fluency
- Reading Comprehension of Grade Level Text
- Composing and Decomposing numbers to solve addition/subtraction problems.
- Fluency to 10

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

### CBWP will...

- Encourage parents to attend planned events to learn different reading and/or math strategies.
- Provide parents with various resources they may need in order to help their child(ren) at home.
- Provide families with needed community resources.

### Families will...

- Engage by attending planned events to learn different reading and/or math strategies to use at home.
- Attend Family Literacy Night
- Attend Family Math Night
- Attend Scheduled Conference
- Read Together

### Students will...

- Use taught reading strategies while reading at home and school.
- Practice critical thinking and apply composing strategies at home and school to complete work.
- Practice grouping strategies.
- Complete and return any learning packets.
- Complete weekly homework.

## 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 percentage of students reading at or above grade level by 5% by May 2024.

Increase percentage of students mastering math standards at or above grade level by 5% by May 2024.

## Grade Level: Second Grade

### Focus Areas

- Reading Fluency
- Reading Comprehension of Grade Level Text
- Place Value
- Composing and Decomposing numbers to solve addition/subtraction problems.
- Fluency to 20

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

### CBWP will...

- Encourage parents to attend planned events to learn different reading and/or math strategies.
- Provide parents with various resources they may need in order to help their child(ren) at home.
- Provide families with needed community resources.

### Families will...

- Engage by attending planned events to learn different reading and/or math strategies to use at home.
- Attend Family Literacy Night
- Attend Family Math Night
- Attend Scheduled Conferences
- Read Together

### Students will...

- Practice reading at home answering and answer questions to help increase comprehension.
- Read aloud to family members to increase fluency.
- Use math strategies taught to complete homework.
- Practice place value and math facts at home.
- Complete and return any learning packets.



**SUPERINTENDENT OF SCHOOLS**  
DR. MARK SCOTT

**BOARD MEMBERS**  
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MARK IVORY

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 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 Matrix

<b>CB Watson Warriors are...</b>	<b>Hallway (Level 0)</b> 	<b>Lunchroom (Level 1)</b> 	<b>Bus (Level 2)</b> 	<b>Bathroom (Level 0)</b> 	<b>Playground (Level 3)</b> 
<b>Respectful</b>	Use quiet voices 	Quiet when the music is on 	Use kind words 	Give others privacy 	Take turns 
<b>Responsible</b>	Stay in line 	Keep your area clean 	Gather your belongings and watch for your stop 	Flush and then wash your hands 	Put your trash in the trashcan 
<b>Safe</b>	Use walking feet 	Wait your turn in line 	Stay seated and keep the aisle clear 	Keep your hands and feet to yourself 	Keep hands, feet and objects to yourself 
<b>Kindness</b>	Offer Help 	Use kind words 	Help someone that needs assistance 	Let others who are in a hurry ahead of you 	Invite someone to play 

# Title I Handbook Acknowledgement Form

## CB Watson 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 [www.cbwp.hcbe.net](http://www.cbwp.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 return this letter to the school by **Friday, September 29, 2023.**

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