

Huntington Middle School



Title I Handbook

2022-2023

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	WIN Academy	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.
- providing input concerning the Title I program at the school.

Huntington Middle School

THE CONNECTION Family-School Engagement Plan and Compact 2022-2023



Dr. Gwendolyn Taylor, Principal
206 Wellborn Road
Warner Robins, GA Zip 30188

www.hms.hcbe.net

Revision Date: 05/31/2022

What is Title I?

Huntington 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 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

Huntington Middle 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
- Edgenuity
- Georgia Milestone scores
- Lexile scores
- MAP test scores and MAP Family Report

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) 542-2240.

ACTIVITIES TO BUILD PARTNERSHIPS

Huntington 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
Meeting and Greet	Welcoming	July 2022
Middle School 101	Transition	August 2022/January 2023
Lexile Night	Literacy	September 2022
Annual Title I Meeting	Informational	September 2022
6-8 Subject Content Day	Curriculum Stds.	October 2022
Parent-Teacher Conferences	Monitoring Progress	On-going
Academic Lunch & Learns	Info/Curriculum	Oct., Dec. 2022 / Feb. 2023
USA Test Prep & Edgenuity Wkshop	Testing/Technology	November 2022
Family Literacy Night	Literacy	November 2022
EL Parent Workshop	ESOL	November 2022
Infinite Campus Training	Monitoring Progress	On-going
Parent Action Team Meeting	SDM	December 2022
EOG Parent Night	Testing/Assessment	January 2023
Title I Parent Survey	SDM	February 2023
Voices for the Vision	SDM	March 2023
Rising 6 th Grade Student & Parent Visit	Transition	March 2023

Huntington Middle School 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.

Rhondrea Allen
(478) 988-6200 ext. 1910
Rhondrea.allen@hcbe.net

Family Engagement Liaison

Our FEL is **Rhondrea Allen**. 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.

478-542-2240 Ext. 1910
rhondrea.allen@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.

Front Office Lobby
Monday – Friday, 7am-3pm

Volunteer opportunities



- We welcome and encourage parental engagement. All volunteers are required to have a background check in order to participate in some areas.
- There are several ways for parents to give of their time and talents. Opportunities such as chaperoning events, assisting teachers and proctoring for tests are just a few.

Contact our Family Engagement Liaison for more information.

Our Pledge to our Parents and Families

Huntington 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, HMS 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 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.

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 Milestones assessment scores.

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

2022-2023 School Goals

- All students reading at or above grade level and at the appropriate Lexile level.
- All students achieving at or above grade level in math.

Grade Level: 6th

Focus Areas

- Math fluency and computation
- Reading fluency and comprehension across curriculum

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

HMS will

- Update School Messenger
- Post weekly grades to Infinite Campus.
- Send home monthly reading and math strategies to be implemented at home.
- Provide parents with access to USA Test Prep.
- Host Academic Parent Events to focus on Lexile Levels, Vocabulary, RIT and Math Fluency & Computation.
- Provide tutoring for all students.
- Provide parents training on how to access Google Classroom and update Google Classroom as necessary.
- Provide information on how to access Ed for Online Textbook

Family will

- Utilize School Messenger
- Utilize Infinite Campus regularly to monitor progress and assignments.
- Reiterate monthly reading and math strategies at home with child.
- Ensure that your student utilize USA Test Prep and Edgenuity in all content subjects.
- Attend all Academic Parent Events to learn strategies to support student achievement.
- Encourage your student to attend tutoring.
- Utilize Google Classroom
- Be familiar with Ed for Online Textbook.

Student will

- Complete assigned homework to improve focus area skills.
- Be given an opportunity to set up their personal Infinite campus account. Students are encouraged to check Infinite Campus regularly to self-monitor their grades.
- Use strategies taught to read on Lexile Level and practice math fluency & computation every night.
- Use USA Test Prep for enrichment.
- Encourage my parents to attend Academic Parent Events.
- Attend tutoring (Monday – Thursday) as needed.
- Complete assignments and tasks in Google Classroom.
- Utilize online textbook to support learning.

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 Milestones assessment scores.

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

2022-2023 School Goals

- All students reading at or above grade level and at the appropriate Lexile level.
- All students achieving at or above grade level in math.

Grade Level: 7th

Focus Areas

Reading

- Improve Literacy
- Critical Thinking

Mathematics

- Improving Number Sense
- Justify Thinking

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

HMS will

- Provide parents with a monthly Newsletter.
- Host Academic Based Parent Events.
- Provide access to Read Theory, Edgenuity, and Infinite Campus.
- Provide consistent updates in Infinite Campus and School Messenger.
- Offer tutoring weekly.
- Provide parents training on how to access Google Classroom and update Google Classroom as necessary.
- Update School Messenger.

Family will

- Read monthly newsletters for important information.
- Attend all Parents Academic Events.
- Ensure that your student utilize Edgenuity in all content subjects.
- Utilize Infinite Campus and School Messenger regularly.
- Encourage students to attend tutoring.
- Utilize Google Classroom.
- Utilize School Messenger.

Student will

- Utilize monthly calendars to keep up with assignments.
- Encourage your parents to attend all parent academic events.
- Utilize all Education software for Edgenuity for enrichment.
- Set up personal Infinite Campus account.
- Check Infinite Campus and School Messenger regularly to self-monitor progress.
- Sign up and attend tutoring.
- Utilize Google Classroom to complete assignments and tasks.
- Check assignments on School Messenger.

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 Milestones assessment scores.

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

2022-2023 School Goals

- All students reading at or above grade level and at the appropriate Lexile level.
- All students achieving at or above grade level in math.

Grade Level: 8th

Focus Areas

Mathematics

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

Reading

- Increase reading fluency and comprehension.
- Problem Solving Skills.
- Critical Thinking.

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

HMS will

- Provide online resources and strategies to assist student learning at home.
- Provides study guides for each semester exam in Math and English Language Arts.
- Provide access to Infinite Campus and School Messenger.
- Provide access to USA Test Prep and Edgenuity.
- Provide syllabus with courses requirements, grade weights and expectations.
- Host Academic Parent Events to focus on Reading and Math.
- Provide opportunities for tutoring to aid in student learning.

Family will

- Help students with their homework using the strategies and online resources provided by teachers.
- Help students prepare for exams using the study guides provided by teachers.
- Utilize Infinite Campus and School Messenger regularly.
- Ensure that your student utilize USA Test Prep and Edgenuity in all content subjects.
- Review class syllabus to be aware of grade weights and expectations.
- Attend all Parent Academic Activities.
- Allow students to attend tutoring when needed.

Student will

- Complete and turn in all assignments using strategies taught in class.
- Complete study guides and use them as test preparation.
- Set up personal Infinite Campus account and check Infinite Campus and Messenger regularly to self-monitor progress.
- Utilize USA Test Prep and Edgenuity for enrichment and remediation.
- Review class syllabus and be prepared for instruction.
- Encourage my parents to attend the content parent focused events.
- Utilize the opportunities for tutoring to build understanding in content areas.



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.

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.commonsensemedia.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.



Huntington

MIDDLE SCHOOL

Expectations	Hallway	Restroom	Classroom	Bus and Bus Ramp	Walker Area
Show Respect	<ul style="list-style-type: none"> *Keep hands and feet to yourself *Be considerate of learning environments 	<ul style="list-style-type: none"> *Respect others and keep restroom clean *Use restroom quickly and quietly 	<ul style="list-style-type: none"> *Use positive language *Respect others' rights to learn and listen politely when others are speaking 	<ul style="list-style-type: none"> *Use positive language *Keep hands and feet to yourself 	<ul style="list-style-type: none"> *Use positive language *Keep hands and feet to yourself
Observe and Follow Procedures	<ul style="list-style-type: none"> *Silently walk on the red line *Report to designated location in a timely manner 	<ul style="list-style-type: none"> *Classes will line up outside the restroom and wait for teacher instructions *Use restroom in a timely manner, flush toilet, and wash hands 	<ul style="list-style-type: none"> *Follow HMS classroom expectations *Turn off devices and place in lockers during homeroom 	<ul style="list-style-type: none"> *Follow all directions of the bus driver *Leave on proper bell 	<ul style="list-style-type: none"> *Leave on proper bell *Silently walk on the red line
Act Responsibly and Be Safe	<ul style="list-style-type: none"> *Always have hall pass *Maintain personal space 	<ul style="list-style-type: none"> *Use restroom only when given permission and utilize supplies properly *Keeps hands and feet to yourself 	<ul style="list-style-type: none"> *Be prepared for class and complete assignments on time *Use materials as directed by teacher 	<ul style="list-style-type: none"> *Remain in your seat *Quickly and quietly enter and exit at your correct bus stop 	<ul style="list-style-type: none"> *Maintain personal space *Follow crossing guard directions
Rise Above Expectations	<ul style="list-style-type: none"> *Keep hallways clean *Assist others in need 	<ul style="list-style-type: none"> *Report unsafe behaviors and vandalism to an adult *Allow the privacy of others 	<ul style="list-style-type: none"> *Ask for help and help others when in need *Be attentive and an active listener 	<ul style="list-style-type: none"> *Report unsafe behaviors to an adult *Be a leader in emergency situations 	<ul style="list-style-type: none"> *Report unsafe behaviors to an adult *Be aware of your surroundings

Making Better Decisions Today to be a Better Me Tomorrow

Title I Handbook Acknowledgement Form

Huntington Middle School

Dear Families and Students,

For the 2022-2023 school year, our Title I Handbook is/will be available for your viewing on our school website at www.hms.hcbe.net under the Parents Corner 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