



2026-2027

Family Engagement Guidebook

Principal: Kelly Munn

Revised: 8-5-2026

A Parent’s Guide to Title I

What is Title I?

Title I, Part A, is a federally funded program under 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 Elementary	Tucker Elementary
David Perdue Primary	Northside Middle	Warner Robins High
Eagle Springs Elementary	Parkwood Primary	Warner Robins Middle
Huntington Middle	Pearl Stephens Elementary	Westside Elementary
Langston Road Primary	Quail Run Elementary	
Miller Elementary	Russell Elementary	
Morningside Elementary	Shirley Hills Elementary	



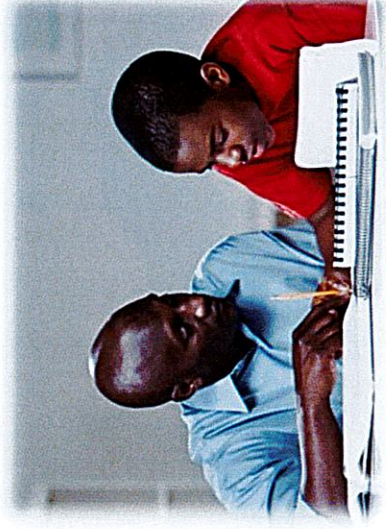
What support is provided through Title I?

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.



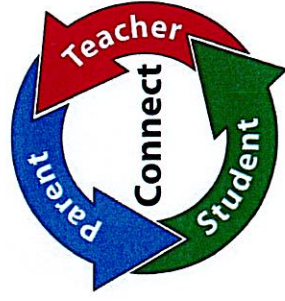
Families,

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



PARKWOOD PRIMARY

THE CONNECTION Family-School Engagement Plan and Compact 2026-2027



Mrs. Kelly Munn, Principal
503 Parkwood Drive
Warner Robins, GA 31093

www.pps.hcbe.net

Revision Date: 8/5/2026

What is Title I?

Parkwood Primary is identified as a Title I school as a part of 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.

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 can 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 Family Engagement Guidebook 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

Parkwood 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.

- HCSD App
- Progress Reports and Report Cards
- School Website (pps.hcbe.net)
- Social Media (Facebook)
- Emails
- Parent-Teacher Conferences
- FEL Monthly Digital 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 can be scheduled directly with your child's teacher or through the Main Office at (478) 929-7822.



ACTIVITIES TO BUILD PARTNERSHIPS

Parkwood Primary 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 31, 2026
Help Sessions (AM & PM)	Technology	Aug. 18-20
ESOL Parent Workshop	ESOL & Technology	Aug. 26, 2026
Open House	Curriculum	Sept. 3, 2026
Annual Title I Meeting	Welcoming/Informational	Sept. 3, 2026
Grandparents "Heart of the Family" Dance	Welcoming	Sept. 10, 2026
Hot-Dog We're Reading BOOK NIC	Curriculum - Literacy	Sept. 15, 2026
Road to Testing and Technology Family Workshop	Technology/Testing/Assessment	Oct. 1, 2026
Parkwood and Parents	SDM	Oct. 1, 2026
Parent-Teacher Conferences	Monitoring Progress Curriculum	Oct. 9, 2026
Math Bingo	Curriculum - Math	Nov. 4, 2026
Winter Wonderland of Learning	Curriculum	Dec. 9, 2026
Title I Parent Satisfaction Survey	SDM	January 2027
Voices for the Vision	SDM	Feb 25, 2027
Math EGGStravaganza	Curriculum - Math	March 24, 2027
Kindergarten, Here We Come!	Transition	May 6, 2027

Parkwood Primary would like 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.

Tracey Callahan
(478) 929-7822 ext. 3087 or (478) 210-8019
tracey.callahan@hcbe.net

Family Engagement Liaison

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

Office #: 478-210-8019

Email: tracey.callahan@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.

Parkwood's Front Office Hours

Monday – Friday, 7:45 – 4:00pm

Volunteer



- Families are encouraged to volunteer their talents at Parkwood. Opportunities include, but no limited to, Media Center, PTO, and event volunteers.
- Parents are welcome to observe their child within the classroom with a pre-scheduled appointment to avoid any unnecessary disruption within the classroom.

Our Pledge to our Parents and Families

Parkwood Primary School will take the following measures to promote and support parents as equal partners in their child's education. To reach our goal of the highest quality of student achievement, Parkwood 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 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 school wide 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 to respond to parents' request for additional support for engagement activities.

2026-2027 DISTRICT GOALS

Increase by at least 3% 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 families that attend academic and welcoming events through the school year.

2026-2027 SCHOOL GOALS

- ❖ Increase the percentage of students reading on or above Grade Level.
- ❖ Increase the percentage of students performing on or above Grade Level in Math.
- ❖ Increase the percentage of Parent & Family Engagement.

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Focus Areas

- ❖ Word Recognition
- ❖ Literacy Skills

OUR COMPACT

TEACHERS, FAMILIES, AND STUDENTS – TOGETHER FOR SUCCESS

PARKWOOD PRIMARY

- ❖ Provide families with a monthly newsletter that features literacy skills covered in the classroom.
- ❖ Provide families with appropriate level books to read nightly to improve fluency and word recognition.
- ❖ Conduct Academic Events focusing on literacy skills and word recognition.

FAMILY

- ❖ Practice literacy skills with their child, using the skills covered in the monthly newsletter, provided by the teacher.
- ❖ Listen to their child read nightly from appropriate level books to improve fluency and word recognition.
- ❖ Attend Academic Events for strategies focusing on literacy skills and word recognition.

STUDENT

- ❖ Practice literacy skills nightly by using the skills provided in the monthly newsletter.
- ❖ Read nightly for at least 10 minutes from appropriate level books.
- ❖ Give parents flyers, newsletters, and all other correspondents.
- ❖ Remind their parents about upcoming Academic Events.

2026-2027 DISTRICT GOALS

Increase by at least 3% 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.

2026-2027 SCHOOL GOALS

- ❖ Increase the percentage of students reading on or above Grade Level.
- ❖ Increase the percentage of students performing on or above Grade Level in Math.
- ❖ Increase the percentage of Parent & Family Engagement.

1ST GRADE Focus Areas

- ❖ Decoding Skills
- ❖ Comprehension Strategies
- ❖ Word Study

OUR COMPACT TEACHERS, FAMILIES, AND STUDENTS – TOGETHER FOR SUCCESS

PARKWOOD PRIMARY

- ❖ Provide families appropriate grade level reading texts for individual students to improve fluency and questions to ask to improve comprehension.
- ❖ Provide families with a monthly newsletter listing current standards taught in the classroom.
- ❖ Conduct a Parent Academic Event focusing on comprehension strategies, decoding skills, and word study.

FAMILY

- ❖ Listen to their child read every day for at least 20 minutes and ask questions provided by the teacher.
- ❖ Read, review, and discuss monthly newsletters listing current standards taught with their student.
- ❖ Attend Academic Events focusing on comprehension strategies, decoding skills, and word study.

STUDENT

- ❖ Read from the reading texts for at least 20 minutes to their parents and answer questions provided.
- ❖ Discuss, review, and practice current standards being taught in the classroom.
- ❖ Give parents flyers, newsletters, and all other correspondents.
- ❖ Remind their family about the Academic Events and Activities.

2026-2027 DISTRICT GOALS

Increase by at least 3% 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.

2026-2027 SCHOOL GOALS

- ❖ Increase the percentage of students reading on or above Grade Level.
- ❖ Increase the percentage of students performing on or above Grade Level in Math.
- ❖ Increase the percentage of Parent & Family Engagement.

2ND GRADE Focus Areas

- ❖ Decoding Skills
- ❖ Reading and Comprehension Strategies
- ❖ Word Study

OUR COMPACT TEACHERS, FAMILIES, AND STUDENTS – TOGETHER FOR SUCCESS

PARKWOOD PRIMARY

- ❖ Provide families with appropriate level reading texts for individual students to improve fluency and questions to ask to improve comprehension.
- ❖ Provide families with a monthly newsletter listing current standards taught in the classroom.
- ❖ Conduct an Academic Event focusing on comprehension strategies, decoding skills, and word study.

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- ❖ Listen to their child read every day for at least 20 minutes and ask questions provided by the teacher.
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- ❖ Read from the reading texts for at least 20 minutes to their parents and answer questions provided.
- ❖ Discuss, review, and practice current standards being taught in the classroom.
- ❖ Give parents flyers, newsletters, and all other correspondents.
- ❖ Remind their family about Academic Events.



Superintendent of Schools

Dr. Richard Rogers

Board Members

Dr. Rick Unruh, Chair

Dave Crockett, Vice Chair

Angel Brown

Mark Ivory

Clyde Jackson, Jr.

Lori Johnson

Jon Nichols

August 4, 2026

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 with 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 Program

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. Richard Rogers
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.

Positive Behavioral Interventions and Supports (P.B.I.S.)



Parkwood students are taught behavioral expectation known as **S.W.A.G.**, which is an acronym that refers to students who demonstrate positive behaviors as follows:

S - Safe

W – Wise Choices

A – Always Respectful

G – Give Your All

Students will be acknowledged with incentives when they demonstrate an understanding of expected behaviors. When students do not meet expectations, the expected behavior is taught and modeled. Students are given multiple opportunities to be successful; however, consequences are given (when appropriate) to support them.