

Westside Elementary School



2026-2027

Title I Family Engagement Guidebook

Mrs. Angienik Allen, Principal

201 North Pleasant Hill Road
Warner Robins, GA 31093

Revised August 11, 2026

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	Morningside Elementary	Russell Elementary
Centerville Elementary	Northside Elementary	Shirley Hills Elementary
David Perdue Primary	Northside High	Thomson Middle
Eagle Springs Elementary	Northside Middle	Tucker Elementary
Huntington Middle	Parkwood Primary	Warner Robins Middle
Langston Road Primary	Pearl Stephens Elementary	Warner Robins High
Miller Elementary	Quail Run Elementary	Westside 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, families, and administrators can measure progress against common expectations for student academic achievement.
- Afford families substantial and meaningful opportunities to participate in the education of their students.



Families,

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

- show your student 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 students' school by:

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

Westside Elementary School

THE CONNECTION

***Family-School Engagement Plan and Compact
2026-2027***



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<https://wes.hcbe.net/>

Revision Date: 08/11/2026

What is Title I?

Westside Elementary 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 family members a written 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, families 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 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 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 family members with limited English, with disabilities, of migratory caretakers of students served in Neglected and Delinquent Centers.

Where is it available?

The Connection is included in our Title I Guidebook that is provided to all 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 Family Resource Center. Families can request a copy at any time during the school year.

Let's Stay Connected

Westside Elementary School believes that family engagement means the participation of 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
- Wednesday Folders
- Digital Newsletter
- HCSD App
- Infinite Campus
- School Website
- Social Media
- Emails
- Parent-Teacher Conferences

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 students teacher or through the Main office at (478) 929-7820.



ACTIVITIES TO BUILD PARTNERSHIPS

Westside Elementary School plans the following events to build the capacity for strong family engagement and to support a partnership among school, family, 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.

Event	Focus	Date
Meet and Greet	Welcoming	July 31, 2026
Open House	Curriculum Standards	August 27, 2026
Annual Title I Meeting	Informational	August 27, 2026
Lunch on the Lawn Grandparents Day	Welcoming	September 11, 2026
ESOL Family Night	ESOL	September 29, 2026
All Things Westside	Welcoming/Parent Action	September 29, 2026
Parent Teacher Conference	Monitoring Progress	October 9, 2026
Sci-Tech STEM Night	Technology/Literacy	October 22, 2026
Fall Into Learning	Literacy/Math	November 5, 2026
3 rd -5 th Grade Award Ceremony	Welcoming	January 14, 2027
Title I Parent Satisfaction Survey	SDM	January 2027
Family Assessment/GMAS Night	Testing	February 18, 2027
Voices for the Vision	SDM	February 18, 2027
3 rd -4 th Grade Award Ceremony	Welcoming	May 21, 2027
4 th Grade Award Ceremony	Welcoming	May 24, 2027
5 th Grade Completion Ceremony	Welcoming	May 25, 2027

Westside Elementary 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.

Yulshica Garman

(478) 929-7820 Ext: 5533

Yulshica.Garman@hcsd.net

Family Engagement Liaison

Our FEL is Yulshica Garman. 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.

Office Phone: 478-929-7820 Ext: 5533

Email: Yulshica.garman@hcbe.net

Family Resource Center

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

In the front foyer, near the front office. We have a Family Welcome Center as well.

Monday – Friday, 7:45 am to 4:00 pm

Volunteer opportunities



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

Our Pledge to our Families

Westside Elementary School will take the following measures to promote and support families as equal partners in their students' education. In order to reach our goal of the highest quality of student achievement, Westside Elementary 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 family 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 families, on ways to improve communication, on ideas to build strong partnerships with families, on providing information in a friendly format and on responding to family 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 family 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 families to develop relevant trainings and helpful presentations to educate our staff on the importance of family engagement and how to support student learning.
- ✓ Provide information for families 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 various educational levels.
- ✓ Collect feedback from family members after academic events in order to respond to family request for additional support for engagement activities.

2026-2027 District Goals

Increase by at least 3 percent 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 who feel their students' school provides various opportunities for engagement.

2026-2027 School Goals

- Increase academic achievement in all content areas and grade levels.
- Have a safe and orderly school.
- Plan, implement, and monitor processes and procedures for organizational effectiveness.
- Increase students' daily exposure to written text by consistently reading nightly.

Grade Level: 3

Focus Areas

- Reading Fluency and Comprehension
- Math Computation/Reasoning/Fluency
- Writing
- Grammar/Phonics

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

Westside will

- Provide students with a "Bag of Books" to read at home.
- Provide communication with families regularly via school notices, HCSD App, and parent-teacher conferences.
- Provide and encourage families to attend academic workshops and utilize strategies learned to assist students.
- Provide students with additional resources (websites, Apps, video library, unit newsletters and links) that will support student learning.
- Promote PBIS expectations for families.

Family will

- Encourage student to read from the "Bag of Books" nightly, for at least 20 minutes.
- Check students' progress daily via HCSD App. Read school notices and attend parent-teacher conferences.
- Attend academic workshops and utilize strategies learned to assist students.
- Utilize additional resources (websites, Apps, video library, unit newsletters and links) provided that will support your student's learning.
- Encourage students to follow CATS expectations.

Student will

- Read books from your "Bag of Books" for 20 minutes.
- Bring home and share with your family all school notices.
- Encourage parents to attend workshops to support student learning.
- Use Apps, websites, video, and other links that will support your learning.
- Follow CATS Expectations

2026-2027 District Goals

Increase by at least 3 percent 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 academic achievement in all content areas and grade levels.
- Have a safe and orderly school.
- Plan, implement, and monitor processes and procedures for organizational effectiveness.
- Increase students' daily exposure to written text by consistently reading nightly.

Grade Level: 4 Focus Areas

- Reading Comprehension and Fluency
- Math Computation and Fluency
- Writing Instruction

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

Westside will

- Provide students with a "Bag of Books" for them to read out of nightly for 30 minutes.
- Provide communication with families regularly via HCSD App, and Parent-Teacher Conferences, making sure it pertains to student progress.
- Send home a 4th grade monthly Newsletter so families will be aware of current topics and can work with their students.
- Provide and encourage families to attend academic workshops and utilize strategies learned to assist students.
- Promote PBIS expectations for families.

Family will

- Ensure their student is reading out of his or her bag of books for 30 minutes nightly.
- Review HCSD App daily to check students' progress. Attend parent-teacher conferences.
- Use the monthly Newsletter to help their student practice and better understand the processes that they are working on in class.
- Attend academic workshops and utilize strategies learned to assist students.
- Encourage students to follow CATS expectations.

Student will

- Read out of their bag of books for 30 minute a night.
- Bring family information, letters, to and from school daily.
- Use the Newsletters and homework to practice skills being taught in class.
- Encourage families to attend academic workshops and utilize strategies learned to assist students.

2026-2027 District Goals

Increase by at least 3 percent 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 who feel their students' school provides various opportunities for engagement.

2026-2027 School Goals

- Increase academic achievement in all content areas and grade levels.
- Have a safe and orderly school.
- Plan, implement, and monitor processes and procedures for organizational effectiveness.
- Increase students' daily exposure to written text by consistently reading nightly.

Grade Level: 5

Focus Areas

- Reading Comprehension and Vocabulary for all subjects
- Short Answer (Composing Paragraphs)
- Writing Process
- Basic Math Fluency
- Mathematical problem solving
- Multiplication facts
- Division

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

Westside will

- Provide a "Bag of Books" for nightly reading & writing activities for 30 minutes.
- Provide communication with families regularly via letters, HCSD App, and Parent-Teacher Conferences, making sure it pertains to student progress.
- Provide and encourage families to attend academic workshops and utilize strategies learned to assist students.
- Provide homework activities in relation to current learning targets.
- Provide strategies for students to work on basic math facts (multiplication/division)
- Promote PBIS expectations for families.

Family will

- Ensure the student is completing the weekly homework activities and reading out of his or her bag of books for 30 minutes each night.
- Review HCSD App and student agenda daily to check students' progress. Attend parent-teacher conferences.
- Attend academic workshops and utilize strategies learned to assist students.
- Ensure the student is completing homework activities in relation to current learning targets.
- Ensure multiplication/division facts are studied.
- Encourage students to follow CATS expectations.

Student will

- Complete weekly comprehension/fluency and writing homework and read out of their bag of books for 30 minutes each night.
- Bring family information and letters to and from school daily.
- Share with family the WES Calendar of Events, newsletters, invitations, and other school notices regarding family academic workshops and encourage them to attend.
- Complete the homework, in order to meet learning targets.
- Work on multiplication/division facts.
- Follow CATS Expectations

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 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.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 students' 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.

PBIS

Definition of 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.

What is PBIS at Westside Elementary School?

Westside Elementary's School-Wide Expectations for students are:

	C A T S			
	CARE FOR OTHERS	ALWAYS BE RESPECTFUL	TAKE RESPONSIBILITY	STAY SAFE
RESTROOM	Be considerate to other students' privacy 	- Use Voice Level 0-1 - Keep restroom clean - Follow adult directions 	- Use it, flush it, wash/dry hands - Walk out the door - Put items in the correct place 	- Enter carefully in and out of the restroom - One person at a time in the stall 
BUSRAMP	- Keep hands, feet, and objects to yourself - Be helpful 	- Raise your hand - Use kind words - Respect others 	- Keep your items in your backpack - Use kind actions - Walk promptly to your destination 	- Keep hands, feet, and objects to yourself - Line up correctly 
CAFETERIA	- Keep hands, feet, and objects to yourself - Be helpful 	- Use Voice Level 0-1 - Follow directions - Keep your food on your plate 	- Hold your tray with both hands - Know your lunch number - Pick up trash 	- Walking feet - Line up correctly - Keep hands, feet, and objects to yourself 
HALLWAY	- Keep hands, feet, and objects to yourself - Use appropriate body space between others 	- Use Voice Level 0-1 - Follow adult directions 	- Keep your things with you - Walk directly to your destination 	- Walk on the right side - Stay on the blue squares 
MEDIA CENTER	- Use softener as you enter - Take turns and share 	- Follow directions - Use Voice Level 0-1 - Listen when others are speaking 	- Return your books on time - Place books in the designated area - Report if your book is lost or damaged 	- Keep hands, feet, and objects to yourself - Wait patiently to check out your book - Use appropriate body spacing 
PLAYGROUND	- Use equipment correctly - Keep hands, feet, and objects to yourself 	- Use Voice Level 1-4 - Play and stay in supervised area - Play by the rules - Line up on time 	- Use kind words and actions - Respect others - Clean up trash 	- Take turns and share - Include others - Show teamwork 
GYM	- Keep hands, feet, and objects to yourself - Take turns and share 	- Play by the rules - Enter the gym quietly - Use kind words - Use Voice Level 1-3 	- Use the restroom first - Wear proper shoes - Follow directions 	- Sit quietly - Wait for instructions - Use the equipment correctly 
CLASSROOM	- Keep hands, feet, and objects to yourself - Be helpful 	- Raise your hand - Use kind words - Respect others - Use Voice Level 0-1 	- Use kind actions - Use materials correctly - Keep up with your materials - Follow rules 	- Take turns and share - Include others - Show teamwork 

Our school's PBIS Mission

- The **mission** of the Westside Elementary PBIS team is to foster and promote a safe and positive school environment that enhances student learning through teaching and recognizing positive behavior.