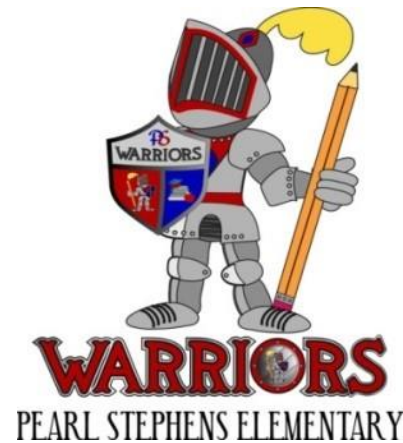


Pearl Stephens Elementary School

TITLE 1 HANDBOOK

2022-2023



Gloria Smith, Principal
420 Pearl Stephens Way
Warner Robins, GA 31098
www.pses.hcbe.net
Revision Date: 08/01/2022

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	Shirley Hills Elementary
Miller Elementary	Perry Middle	Northside 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.

Pearl Stephens Elementary School

THE CONNECTION

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



*Gloria Smith, Principal
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Revision Date: 08/01/2022

What is Title I?

Pearl Stephens Elementary 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

Pearl Stephens Elementary 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
- Class Dojo
- School Newsletter

Access to Staff

- Our school has an open door policy.
- All teachers and staff are available through email. See the school webpage for contact information.
- Conferences may be scheduled directly with your child's teacher or through the Main office at (478) 929-7895.



ACTIVITIES TO BUILD PARTNERSHIPS

Pearl Stephens Elementary 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
Tech Talk	Technology	August 2022
Open House	Curriculum	August 2022
Annual Title I Meeting	Informational	August 2022
Math Magicians	Curriculum	September 2022
Literacy PACT Time	Curriculum	September 2022
Literacy Bingo Night	Curriculum	September 2022
Fall Festival	Welcoming Climate	October 2022
Parent Action Team Meeting	Shared Decision Making	November 2022
Lunch and Learn	Curriculum	November 2022
Math Make it/Take it Night	Curriculum	December 2022
Valentine Dance	Welcoming Climate	February 2023
Parent Shared Decision Making Meeting	Shared Decision Making	February 2023
Book Fair	Welcoming Climate	February 2023
Family Movie Night	Welcoming Climate	March 2023
School Council Meetings	Shared Decision Making	Ongoing
Moving on Up	Transition	March 2023

Pearl Stephens Elementary 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.

Donna Hunter
(478) 929-7895 ext. 3034
Donna.Hunter@hcbe.net

Family Engagement Liaison

Our FEL is **Donna Hunter**. 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) 929-7895 x3034
donna.hunter@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.

Pearl Stephens Elementary, Room 209
Monday – Friday, 8am to 3:30pm

Volunteer opportunities



- School Council
- Media Center
- Holiday Lunches
- Milestones Proctors
- Classroom Volunteers

Our Pledge to our Parents and Families

Pearl Stephens Elementary 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, Pearl Stephens Elementary 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.
- ✓ 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 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

- Increase the number of students scoring at Levels 2, 3 & 4 in Math on the Spring 2023 Georgia Milestones Assessment by 5%.
- Increase the number of students scoring in Level 2, 3 & 4 in ELA on the Spring 2023 Georgia Milestones Assessment by 5%.

3rd Grade Focus Areas

Math

- Students will be able to fluently multiply and divide within 100.
- Students will be able to fluently add and subtract within 100.

ELA (English/Language Arts)

- Students will be able to determine unknown word in fiction and nonfiction passages.

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

Pearl Stephens will:

- Communicate weekly with parents via signed papers in Wednesday folders and agendas.
- Provide parents with math unit newsletters that provide additional support to reinforce skills at home.
- Provide an example anchor chart showing steps to identify unknown words.
- Encourage parents and students to participate in all Parent Engagement activities.

Family will:

- Review child's progress by looking at weekly signed papers on Wednesday and agenda for homework assignments or notes from teacher.
- Review Math Unit Newsletters with my child as additional support to reinforce skills.
- Utilize information provided by my child's teacher to maintain and build on his/her reading level and use comprehension strategies at home.
- Attend Parent Engagement Activities and volunteer for at least 2 hours at my child's school this school year.

Students will:

- Bring home weekly Wednesday Folders and agenda to my parents for review.
- Practice my Math Strategies found on the Math Newsletter provided by my teacher.
- Use my strategies to build my comprehension and reading levels.
- Communicate with my Parent/Guardian all Parent Engagement Activities/PACT events for the school year.

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

- Increase the number of students scoring at Levels 2, 3 & 4 in Math on the Spring 2023 Georgia Milestones Assessment by 5%.
- Increase the number of students scoring in Level 2, 3 & 4 in ELA on the Spring 2023 Georgia Milestones Assessment by 5%.

4th Grade Focus Areas

Math

- Students will be able to add/subtract using standard algorithms.
- Compare fractions using visual models to include creating equivalent fractions.
- Multiply up to four-digit whole numbers by a one digit whole number and two-digit whole numbers by two-digit whole numbers.
- Divide four-digit whole numbers by one digit whole numbers with and without remainders.

ELA (English/Language Arts)

- Describe a character's traits and personality based on dialogue, actions, thoughts, feelings and interactions with secondary characters and in different settings.

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

- Determine the main idea of a text and explain how it's supported by key details; summarize the text.
- Explain how an author uses reasons and evidence to support particular points in text.
- By the end of the year, read and comprehend literature, including stories, dramas and poetry in the grades 4-5 text complexity band proficiently, with scaffolding as needed at the high end of the range.

Pearl Stephens will:

- Communicate with parents via signed papers, class dojo, text/phone call and Zoom appointment.
- Provide parents with interactive resources.
- Provide parents with math unit newsletters that provide additional support to reinforce skills at home.
- Provide parents with reading charts to use to support students at home with their reading.
- Encourage parents and students to participate in all Parent Engagement Activities.

- Create a collaborative partnership with parents and students that encourages a positive learning environment.

Family will:

- Review child's progress by looking at signed papers, homework assignments or messages from teacher.
- Use interactive resources provided by the school and teacher.
- Review Math Unit Newsletters with my child as additional support to reinforce skills
- Utilize reading charts provided by my child's teacher to build comprehension.
- Attend Parent Engagement Activities at my child's school this school year.
- Create a collaborative partnership with my teacher and my child that encourages a positive learning environment.

Students will:

- Bring home communications provided by my teacher and school.
- Utilize interactive resources provided by my teacher and school.
- Practice my math strategies found on the math newsletter provided by my teacher.
- Use my strategies and reading charts to build my comprehension and reading levels.
- Communicate with my parent or guardian regarding all Parent Engagement Activities for the school year.
- Create a collaborative partnership with my parents and teacher that encourages a positive learning environment.

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

- Increase the number of students scoring at Levels 2, 3 & 4 in Math on the Spring 2023 Georgia Milestones Assessment by 5%.
- Increase the number of students scoring in Level 2, 3 & 4 in ELA on the Spring 2023 Georgia Milestones Assessment by 5%.

5th Grade Focus Areas

Math

- Multiply and divide fractions by a whole number and/or fraction.
- Interpret and solve real world word problems involving multiplication, division, addition and subtraction of fractions.

ELA (English/Language Arts)

- Increase daily reading time to improve reading levels.
- Increase student's thinking using reading text.

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

Pearl Stephens will:

- Communicate with parents via Class Dojo and place assignments on Google Classroom.
- Provide parents with interactive resources through technology.
- Provide parents with math unit newsletters that provide additional support to reinforce skills at home.
- Provide parents with reading logs and information about required reading.
- Provide parents with workshops that teach strategies on reading stamina and strengthening skills for writing about reading.
- Encourage parents and students to participate in all Parent Engagement activities and volunteer for at least 2 hours this school year.

Family will:

- Review child's progress by looking at Class Dojo for notes and Google Classroom for assignments from the teacher.
- Use interactive resources provided by the school and teacher to assist my student with building fluency and problem solving strategies.
- Review Math Unit Newsletters with my child as additional support to reinforce skills.
- Monitor my child's reading logs and required reading materials.
- Utilize workshops provided by the school to assist my child with reading and writing strategies.
- Attend Parent Engagement Activities and volunteer for at least 2 hours at my child's school this school year.

Students will:

- Complete homework assignments each night.
- Use interactive resources with my parents or guardians provided by my teacher/school.
- Practice my Math Strategies found on the Math newsletter or school website provided by my teacher.
- Read every night and document my reading on the reading log provided by my teacher and librarian.
- Attend workshops at my school with my Parent/Guardian to learn and practice my reading and writing strategies.
- Communicate with my Parent/Guardian all Parent Engagement Activities/PACT events for this school year.



SUPERINTENDENT OF SCHOOLS
DR. MARK SCOTT

BOARD MEMBERS
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LORI JOHNSON
HOKE MORROW

DR. RICK UNRUH
DAVE CROCKET
BRYAN UPSHAW

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.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.

Positive Behavioral Interventions and Supports (PBIS)

Some children struggle with behavior in school. When a school responds only with punishment, children do not learn the needed skills to improve. PSES teaches students positive behavior strategies in the classroom.



PBIS at a Glance

- PBIS is an approach schools use to teach positive behavior and school safety.
- Schools use PBIS to teach children about behavior expectations and strategies.
- The focus of PBIS is prevention, not punishment.

Title I Handbook Acknowledgement Form

Pearl Stephens Elementary 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.pses.hcbe.net under the Family Engagement Information 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