

**Houston County**

# **WIN Academy**



**Title I Handbook**

**2022-2023**

Dr. Kawanya Isom-Benjamin, Principal

*Revised July 8, 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
WIN Academy	Russell Elementary	Shirley Hills Elementary
Miller Elementary	Perry Middle	Northside Elementary
Morningside 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, 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.

## **Houston County WIN Academy**

### **THE CONNECTION**

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



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

**WIN Academy** is identified as a Title I program 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

WIN Academy 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
- Cougar PRIDE Newsletter
- School Website
- Social Media
- School Messenger call-outs
- Emails
- Parent-Teacher Conferences
- Informational Mailings

### 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) 929-7828.



## ACTIVITIES TO BUILD PARTNERSHIPS

**WIN Academy** 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 Climate	July 2022
New Student Orientation and Title I Information Session	Transition	On-going
	Informational	On-going
WINNING WORDS e-Newsletter	Information, Resources, Support	On-going
Parent-Teacher Conferences	Monitoring Progress	On-going
Open House	Curriculum Stds./Technology	August 2022
Virtual Voices: Chat with the Principal	Academic/Informational/Resources	Once per semester
Let's Talk Testing Testing and Tacos	Testing/Assessment	October 2022
		March 2023
Lunch and Learn	Goal Setting, Literacy, Technology PBIS	November 2022
Title I Parent Survey	Shared Decision Making	February 2023
Voices for the Vision	Shared Decision Making	March 2023
Academic Advisement	Transition	March 2023

**WIN Academy** 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 Coordinator for more information and assistance.

**Carla Thorpe**  
 (478) 988-6200 ext. 3458  
 carla.thorpe@hcbe.net

## Family Engagement Coordinator

Our FEC is **Carla Thorpe**. 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) 988-6200 x3458  
carla.thorpe@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.

Location: Room 407  
Monday – Friday, 8am -3pm

## Volunteer opportunities



- Families are welcome to share their gifts and talents with us by volunteering or observing their students in the classroom setting.
- To schedule a time to volunteer or observe contact the front office.

## Our Pledge to our Parents and Families

**WIN Academy** 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, WIN 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 Grade Levels: 6-12

Increase the number of students scoring developing or higher on the Georgia Milestones Assessment by 3% or greater in Math, ELA, Science and SS.

Increase the high school Graduation Rate by 3%.

Increase instructional seat time by decreasing the number of discipline referrals by 3%.

Increase the attendance rate by 3%.

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

### WIN Academy will

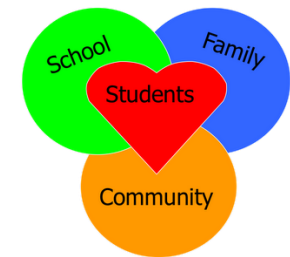
- Provide academic-based family activities and resources to support learning at home.
- Provide remediation and enrichment through Academic Opportunity Time and afterschool tutoring.
- Continue school-wide implementation of PBIS.
- Institute a rewards system for perfect attendance.

### Family will

- Attend family events and utilize resources that support learning at home.
- Encourage student to engage in AOT and afterschool tutoring.
- Encourage student to follow school rules and meet behavioral expectations.
- Ensure student attends school and monitor his/her attendance and academic progress using Infinite Campus.

### Student will

- Encourage family to attend school sponsored family events.
- Participate fully in AOT.
- Follow school rules and the guidelines for PBIS.
- Attend school regularly and make up work when absent.





**SUPERINTENDENT OF SCHOOLS**  
DR. MARK SCOTT

**BOARD MEMBERS**  
FRED WILSON, CHAIRMAN

DR. RICK UNRUH  
DAVE CROCKET  
BRYAN UPSHAW

HELEN HUGHES, VICE CHAIRMAN  
LORI JOHNSON  
HOKE MORROW

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](mailto:dana.h.morris@hcbe.net).

Thank you for your interest and involvement in your child's education.

Sincerely,  
Dana Morris  
Director of Federal Programs



# Copyright Piracy Awareness Notification

Title I, Part A, Section 1116 of the Every Student Succeeds Act (ESSA) states that Title I schools shall provide information and resources to help parents and families work with their children to understand the harms of copyright piracy. In keeping with this requirement, definitions of relevant terms as well as links to websites that may be helpful in educating children concerning copyright piracy regulations are included below.

**Copyright**-a form of protection given to creators and authors of literary, dramatic, musical and artistic works. A copyright means that the author has the right to do or let other do any of the following things:

- Make copies
- Distribute copies
- Perform work publicly
- Display work publicly
- Make modifications or adaptations

Generally, it is illegal for anyone to do any of the things listed above without the creator's permission. However, there are some exceptions and limitations to this right. One major limitation is the Doctrine of Fair Use.

**Copyright Piracy**-Unauthorized reproduction for sale or use of a copyrighted work such as a book, lyric or software.

## Online Resources:

<https://www.common sense media.org/videos/teaching-kids-about-copyright-piracy>

<http://www.copyrightkids.org/>

If additional assistance or more information is needed, the media specialist at your child's school can help.

## Title I Complaint Procedures

Although the below steps are recommended for the most efficient resolution at the lowest level, the parent/student has the right to by-pass these steps at any time and request an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. The parent and the student may take part in the hearing and have an attorney represent you at your own expense. The impartial Hearing Officer will be selected by the district. Hearing requests must be made to the Title Coordinator identified in Step II below.

### Step I

The complaint shall be presented orally or in writing to the school principal within ten (10) calendar days after the most recent incident upon which the complaint is based. Any witness or other evidence should be provided at this time. The administrator will conduct an investigation and render a written decision within ten (10) calendar days of the filing of the complaint.

### Step II

A complainant dissatisfied with the decision of the school principal may appeal to the System Title I/Title II Coordinator by submitting a written statement of complaint to the System Title I/Title II Coordinator. This statement must be filed within ten (10) calendar days after the complainant receives the decision from the school principal. The complaint should be mailed to:

Mrs. Dana Morris, Federal Programs Director  
Houston County Board of Education  
Post Office Box 1850  
Perry, GA 31069  
Phone: (478) 988-6200  
dana.h.morris@hcbe.net

Upon receipt of the written statement, the Title I/Title II Coordinator will schedule a meeting to attempt resolution of the concerns. The System Title I/Title II Coordinator will render a written decision within ten (10) calendar days after the meeting.

### Step III

A complainant dissatisfied with the decision of the System Title I/Title II Coordinator may appeal to the Houston County Board of Education by filing a written request to the Office of the Superintendent. The complaint should be mailed to:

Dr. Mark Scott  
Office of the Superintendent  
Houston County Board of Education  
Post Office Box 1850  
Perry, GA 31069

The appeal must be filed within ten (10) calendar days after the complainant receives the decision from the System Title I/Title II Coordinator. The Board of Education will act on the complaint at the next scheduled BOE meeting.

# PBIS

## 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 The Houston County WIN Academy?

- The Houston County WIN Academy School-Wide Expectations for students are to show their Cougar Pride and:
- Be **P**ositive, Be **R**espectful, Be **I**nvolved, Be **D**ependable, and we strive for **E**xcellence
- These expectations, along with the appropriate positive behaviors, are displayed in different areas of the school as reminders for students that we at The Houston County WIN Academy have Cougar Pride. Students will receive on-going instruction from staff on our school-wide expectations in all areas of our school. The hallway, cafeteria, restroom, gym, media center/computer lab, buses, Check-In, and the main office are all settings where students are expected to act in an appropriate manner showing the characteristics of Cougar **PRIDE**.

## PBIS Mission and Vision Statements

- The mission of WIN Academy is to provide flexible learning opportunities that lead to graduation.
- The vision of WIN Academy is to support our students academically and socially to ensure their success today and into the future.

# The Houston County WIN Academy PBIS Matrix



## PBIS MATRIX FOR WIN ACADEMY COUGAR PRIDE

	<b>We are POSITIVE</b>	<b>We are RESPECTFUL</b>	<b>We are INVOLVED</b>	<b>We are DEPENDABLE</b>	<b>We strive for EXCELLENCE</b>
<b>Hallway</b>	<i>Use appropriate language</i>	<i>Walk quietly on the right side of the hallway</i>	<i>Keep halls neat and clean</i>	<i>Encourage peers to follow directions</i>	<i>Walk directly to class</i>
<b>Cafeteria</b>	<i>Use appropriate language</i>	<i>Respect nutrition staff by saying "please" and "thank you"</i>	<i>Clean tables before leaving and dispose of trash</i>	<i>Eat food inside the cafeteria</i>	
<b>Restroom</b>	<i>Use appropriate language</i>	<i>Enter/Exit quietly</i>	<i>Flush toilets/urinals and wash hands before leaving</i>	<i>Encourage peers to leave restrooms neat and clean</i>	<i>Respect school property</i>
<b>Gym</b>	<i>Use appropriate language</i>	<i>Play fairly and use equipment as directed</i>	<i>Participate in assigned activities</i>	<i>Encourage peers to remain positive</i>	<i>Exhibit characteristics of a good team player</i>
<b>Media Center/ Computer Lab</b>	<i>Enter/Exit quietly and use inside voices</i>	<i>Respect school property and return books on time</i>	<i>Work diligently to complete assignments</i>	<i>Use the internet for educational purposes only</i>	
<b>Buses</b>	<i>Use appropriate language</i>	<i>Follow the directions of the bus driver</i>	<i>Keep hands and objects inside the bus</i>	<i>Report problems to the bus driver or appropriate staff</i>	<i>Report directly to your designated area</i>
<b>Check-In</b>	<i>Enter the building with a positive attitude</i>	<i>Use kind words and be respectful</i>	<i>Have supplies at all times</i>	<i>Wear a belt and keep pants at waist</i>	<i>Accept adult decisions</i>

# Title I Handbook Acknowledgement Form

## Houston County WIN Academy

Dear Families and Students,

For the 2022-2023 school year, our Title I Handbook is available for your viewing on our school website at [www.win.hcbe.net](http://www.win.hcbe.net) under the Parents 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