



Northside Elementary School

Title I Handbook

2023-2024 Academic Year

Revised August 18, 2023

A Parent's Guide to Title I:

What is Title I?

Title I, Part A is a federally funded program under the Every Student Succeeds Act (ESSA). The purpose of Title I under ESSA is to ensure that **all** children have a fair, equal, and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on challenging state academic achievement standards and state academic assessments.

Which Houston County schools are Title I schools?

CB Watson Primary	Northside High	Thomson Middle
Centerville Elementary	Northside Middle	Tucker Elementary
Eagle Springs Elementary	Parkwood Elementary	Warner Robins High
Huntington Middle	Pearl Stephens Elementary	Warner Robins Middle
Westside Elementary	David Perdue Elementary	Northside Elementary
Miller Elementary	Perry Middle	Shirley Hills Elementary
Morningside Elementary	Russell Elementary	



What supports are provided through Title I?

The Title I Program offers a variety of supports which may include, but are not limited to, additional teachers, support staff, instructional materials and supplies, technology to support student learning, tutoring, professional development for school staff and capacity building events for families.

What role does family engagement play in Title I?

Family engagement is an integral part of the ESSA law. Districts and schools receiving Title I funding must:

- Ensure that high-quality academic assessments, accountability systems, teacher preparation and training, curriculum, and instructional materials are aligned with challenging State academic standards so that students, teachers, parents and administrators can measure progress against common expectations for student academic achievement.
- Afford parents substantial and meaningful opportunities to participate in the education of their children.



NES 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.

Northside Elementary School

THE CONNECTION

**Family-School Engagement Plan and Compact
2023-2024**



*David Sams, Principal
305 Sullivan Road
Warner Robins, GA 31093*

www.nes.hcbe.net

Revision Date: August 18, 2023

What is Title I?

Northside 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.

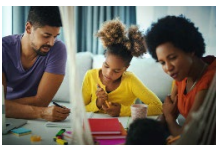
Let's Stay Connected

Northside 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
- ClassDojo
- School Website
- Social Media
- School Messenger call-outs
- Emails
- Parent-Teacher Conferences
- Digital 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) 929-7816.



ACTIVITIES TO BUILD PARTNERSHIPS

Northside 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
Meet and Greet	Welcoming	July 2023
Open House	Curriculum	August 2023
Annual Title I Meeting	Informational	August 2023
Grits, Grandparents and Books	Welcoming/Literacy	September 2023
Parent-Teacher Conferences	Monitoring Progress	October 2023
Math and Muffins	Curriculum	November 2023
Parent Action Team Meeting	SDM	November 2023
ESOL Parent Night	ESOL	October 2023
Let's Taco About Testing	Testing/Assessment	January 2024
Title I Parent Satisfaction Survey	SDM	February 2024
Voices for the Vision	SDM	March 2024
Camp Read A lot	Curriculum-Literacy	April 2024
What To Expect When You're Expecting a Pre-K/ Kindergarten Student	Transition	May 2024
Technology Talk	Technology	TBA
Houston County Resource Guide	Community Collaboration	Ongoing

Northside 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, Tiffany Raines for more information and assistance.

Tiffany Raines
(478) 929-7816 ext. 2563
tiffany.raines@hcbe.net

Family Engagement Liaison

Our FEL is Tiffany Raines. 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 Number: 478-929-7816
FEL Email: tiffany.raines@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.

NES Office
Monday – Friday
8:30am-4:30pm



- Book Fairs
- Reindeer Boutique (Holiday)
- School Dances
- Field Day
- Snack Sales

Our Pledge to our Parents and Families

Northside 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, Northside 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 school 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 such as Head Start to provide resources to prepare families and their students for successful school transition.
- ✓ Partner with community organizations such as Georgia Family Connection Partnership to connect parents to community resources.
- ✓ 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, district, and community 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.

2023-2024 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.

2023-2024 School Goals

- Increase the number of students reading and writing at or above grade level.
- Increase the number of students performing math at or above grade level.
- Build and sustain a positive, strong culture to support the whole child, create an effective learning environment, and increase the number of students attending positive behavior celebrations and practicing social-emotional skills
- Provide workshops and events that increase family involvement as a partner in our children's education.

Grade Level: Kindergarten

Focus Areas

Sight Words
Writing Skills
Reading Skills

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

Northside Elementary will:

- Provide sight word flash cards for parents to practice with their student.
- Provide templates for parents to help their student with writing skills at home.
- Provide a bag of books for parents and students to practice reading.
- Provide family engagement academic events.

Family will:

- Spend time every night reviewing sight words with their student.
- Use the writing template and help their students select a picture at home.
- Read the bag of books every night starting in September.
- Attend family engagement academic events.

Student will:

- Review sight word flash cards with their parent to improve their ability to recognize 25-50 sight words.
- Select a picture at home and sound out words to label the picture correctly to improve writing skills weekly.
- Bring the bag of books home every night and practice reading.
- Remind family to attend events.

2023-2024 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.

2023-2024 School Goals

- Increase the number of students reading and writing at or above grade level.
- Increase the number of students performing math at or above grade level.
- Build and sustain a positive, strong culture to support the whole child, create an effective learning environment, and increase the number of students attending positive behavior celebrations and practicing social-emotional skills
- Provide workshops and events that increase family involvement as a partner in our children's education.

Grade Level: 1st

Focus Areas

Reading Nightly

Writing Sentences

Add and Subtract within 20

Count within 120 forward and backward

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

Northside Elementary will:

- Provide sight word flash cards to assist with sentence writing.
- Provide math facts flash cards for practice at home.
- Provide a quarterly math newsletter.
- Provide a monthly homework choice board for ELA and math.
- Provide books for nightly reading at home.
- Provide family engagement academic events.

Family will:

- Practice writing sentences with sight words 2x a week.
- Practice math facts using flash cards nightly.
- Review the quarterly math newsletter.
- Complete monthly homework choice board for ELA and math.
- Read 20 minutes nightly with student.
- Attend family engagement academic events.

Student will:

- Practice writing sentences two nights a week using their weekly words.
- Practice math fluency examples found in the newsletter or play fluency games.
- Remind parents to review math newsletter and practice math facts.
- Complete the choice board.
- Read nightly with their parents to work on reading goal.
- Remind family to attend events.

2023-2024 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.

2023-2024 School Goals

- Increase the number of students reading and writing at or above grade level.
- Increase the number of students performing math at or above grade level.
- Build and sustain a positive, strong culture to support the whole child, create an effective learning environment, and increase the number of students attending positive behavior celebrations and practicing social-emotional skills
- Provide workshops and events that increase family involvement as a partner in our children's education.

Grade Level: 2nd

Focus Areas

Reading Fluency and Comprehension
Math Fluency
Writing Skills

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

Northside Elementary will:

- Provide math manipulative games for parents to practice fluency at home with their students.
- Provide a nightly folder for each student that contains an independent level book and leveled reading questions.
- Provide a Mini Brainstorming Notebook.
- Provide family engagement academic events.

Family will:

- Spend time every week playing math games with their child.
- Read provided books with their student nightly, checking for fluency and comprehension using questions provided by the teacher.
- Spend time with their student each week to brainstorm ideas for writer's workshop.
- Attend family engagement academic events.

Student will:

- Play math games with their parent at-home to improve addition and subtraction fluency within 1-20.
- Read books on their reading level and answer reading questions nightly to improve their ability to read on grade level or above.
- Brainstorm writing ideas for writer's workshop with parents weekly in their Mini Brainstorming Notebooks to improve writing skills.
- Remind family to attend events.

2023-2024 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.

2023-2024 School Goals

- Increase the number of students reading and writing at or above grade level.
- Increase the number of students performing math at or above grade level.
- Build and sustain a positive, strong culture to support the whole child, create an effective learning environment, and increase the number of students attending positive behavior celebrations and practicing social-emotional skills
- Provide workshops and events that increase family involvement as a partner in our children's education.

Grade Level: 3rd

Focus Areas

Math Fluency
Reading Comprehension
Writing Skills

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

Northside Elementary will:

- Provide (2) math manipulative games for parents to practice fluency at home with their student.
- Provide 2 leveled texts for parents and students to read each night.
- Provide a writing checklist for each writing unit for parents to utilize to help their students on different genres of writing.
- Provide family engagement academic events.

Family will:

- Spend time every week playing math games with their child.
- Read with their child every night and use the 2 leveled texts to help their child read each night.
- Spend time weekly to help their child practice the skills on the writing checklist when doing any kind of writing.
- Attend family engagement academic events.

Student will:

- Play math games at home to improve math fluency for multiplication.
- Build fluency and comprehension by reading the 2 leveled texts provided.
- Practice and correct writing skills by using the provided writing checklist when doing any kind of writing.
- Remind family to attend events.

2023-2024 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.

2023-2024 School Goals

- Increase the number of students reading and writing at or above grade level.
- Increase the number of students performing math at or above grade level.
- Build and sustain a positive, strong culture to support the whole child, create an effective learning environment, and increase the number of students attending positive behavior celebrations and practicing social-emotional skills
- Provide workshops and events that increase family involvement as a partner in our children's education.

Grade Level: 4th

Focus Areas

Math Fluency
Fluency and Reading Comprehension
Writing Skills

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

Northside Elementary will:

- Send home 2 math manipulative games each semester for parents to practice fluency at home with their student.
- Provide leveled challenging questions for parents to help students complete when reading each night.
- Provide writing checklist unit for parents to help students improve writing skills.
- Provide family engagement academic events.

Family will:

- Spend time each week playing math games with their student and completing homework, if assigned for that week.
- Spend time every night reading leveled texts with their child and asking challenging questions.
- Spend time each week helping their child practice writing skills using the writing checklist.
- Attend family engagement academic events.

Student will:

- Play math games to improve math fluency.
- Read leveled texts and answer challenging questions to build fluency and comprehension.
- Practice and correct writing skills by using the checklist provided.
- Remind family to attend events.

2023-2024 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.

2023-2024 School Goals

- Increase the number of students reading and writing at or above grade level.
- Increase the number of students performing math at or above grade level.
- Build and sustain a positive, strong culture to support the whole child, create an effective learning environment, and increase the number of students attending positive behavior celebrations and practicing social-emotional skills
- Provide workshops and events that increase family involvement as a partner in our children's education.

Grade Level: 5th

Focus Areas

Math Fluency

Reading Fluency and Comprehension

Writing Skills

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

Northside Elementary will:

- Provide (2) math manipulative games every semester for parents to practice fluency at home.
- Provide weekly writing prompts to help students improve writing skills.
- Provide leveled texts and reading log activities to complete reading each night.
- Provide family engagement academic events.

Family will:

- Spend time at home each week playing math games with their student.
- Spend time each week helping their child practice writing skills using writing prompts.
- Spend time every night reading leveled texts with their child and completing a reading log activity.
- Attend family engagement academic events.

Student will:

- Play math games to improve multiplication fluency.
- Practice writing using phonics and spelling resources.
- Read leveled texts and complete a choice board activity to build fluency and comprehension.
- Remind family to attend events.



SUPERINTENDENT OF SCHOOLS
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MARK IVORY
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BRYAN UPSHAW

August 2, 2023

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 is 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.

Northside Elementary School Behavior Expectations Matrix

Expectations	Restroom	Hallway	Cafeteria	Playground	Bus
Respect Yourself 	1. Walk carefully in and out of the restroom 2. Be considerate of privacy	1. Walk with a purpose 2. Be observant	1. Use good manners with your food 2. Make healthy food choices	1. Participate 2. Be courteous and friendly	1. Use your inside voice 2. Use appropriate language
Respect Others 	1. Follow adult directions 2. Keep hands, feet, objects to yourself	1. Follow adult directions 2. Use appropriate body spacing between other students	1. Follow adult directions 2. Use appropriate language	1. Follow adult directions 2. Play fair and include others	1. Follow adult directions 2. Keep hands, feet, objects to yourself
Respect Learning 	1. Only go when needed and stay only as long as needed 2. Wait for your teacher's lesson and/or instructions to end before asking	1. Move quietly and efficiently 2. Value displays, posters, and student work	1. Make sure food stays in the cafeteria 2. Know your lunch number	1. Have a positive and enthusiastic attitude 2. Keep hands and feet to self	1. Sit correctly in your assigned seat and co-operate with others 2. Be on time
Respect Environment 	1. Dispose of items in the correct place 2. Use it, flush it, wash/dry hands, and out the door	1. Walk on the right side of the hallway 2. Keep safety in mind	1. Clean up your table area 2. Get what you need when you go through the line	1. Use equipment appropriately and for its intended use 2. Make sure playground area is clean and free of trash before leaving	1. Enter/Exit the bus appropriately 2. Keep your feet on/towards the floor, back against the seat, book bag on your lap, and face forward

Title I Handbook Acknowledgement Form

Northside Elementary School

Dear Families and Students,
For the 2023-2024 school year, our Title I Handbook is available for your viewing on our school website at **www.nes.hcbe.net**. Once you reach the home page, hover under the Parents and Students tab and select 'Title I Parents services.' You will find the Title I Handbook on this webpage.

The purpose of the Title I Handbook is to provide families with detailed information regarding Title I programming. The handbook is 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. The Title I Handbook will be sent home with your student.

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: _____

Teacher: _____ Grade: _____

Date: _____

To be completed by school personnel only

Hard copy of Title I Handbook given to _____
Student Name

Date _____ By: _____
School Personnel