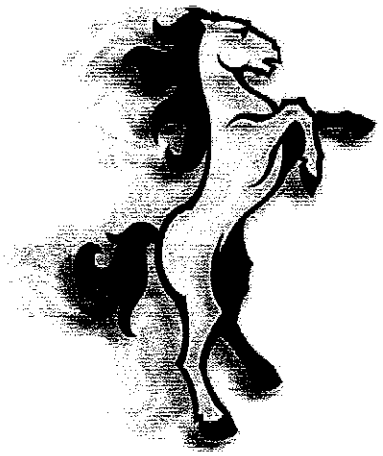
Centerville Elementary School

Title 1

Family Engagement Handbook

2021-2022



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
Centerville Elementary
Eagle Springs Elementary
Huntington Middle
Lindsey Elementary
Miller Elementary
Morningside Elementary
Northside High
Northside Middle
Parkwood Elementary
Pearl Stephens Elementary
Westside Elementary
Perry Middle
Russell Elementary
Thomson Middle
Tucker Elementary
Warner Robins High
Warner Robins Middle
WIN Academy
Northside Elementary
Shirley Hills 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.

Centerville Elementary School

THE CONNECTION

Family-School Engagement Plan and Compact

2021-2022

Ruthann Bowden, Principal
450 N Houston Lake Blvd.

http://ces.hcbe.net

Revision Date: 08/01/2021

What is Title I?

Centerville 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 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 as well.

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 be sent to them at any time during the school year.

Let's Stay Connected

Centerville 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
- School Website
- Social Media
- School Messenger call-outs
- Emails
- Parent-Teacher Conferences
- Class Dojo

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) 953-0400.

ACTIVITIES TO BUILD PARTNERSHIPS

Centerville 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
Meeting and Greet	Welcoming	August 2,2021
Annual Title I Meeting	Informational	August 31, 2021
ABC's of Elementary School	Curriculum/Assessment	August 31, 2021
Camp Read	Curriculum-Literacy	September 30,2021
Homework Headaches	Curriculum	November/ Drop in
Math Newsletters	Curriculum	Every 6 weeks
Family Literacy STEM	Curriculum	Weekly
Tech Newsletter	Technology	Bi Monthly
Winter Celebration Pre-k-2nd	Curriculum	January 20, 2022
ESOL Parent Night	ESOL	TBA
Amazing Race 3rd-5th	Testing/Assessment	February 24, 2022
Parent Action Team Zoom	Parent Action Team	October/January
GMAS Breakfast	Testing/Assessment	March 16, 2022
GMAS Information Newsletter	Testing/Assessment	February /March
Title I Parent Satisfaction Survey	SDM	February 2022
Voices for the Vision	SDM	March 2022
Away to K	Transition	May 2022

Centerville Elementary wants to help all our families participate in our family engagement activities. If you need assistance such as childcare or transportation to attend the events listed in this plan, please let us know. Contact our Family Engagement Coordinator for more information and assistance.

Billie Jo Quinton
(478) 953-0400
billiejo.quinton@hcbe.net

Family Engagement Coordinator

Our FEC is **Billie Jo Quinton**. 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: 478-953-0400
Email: billiejo.quinton@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.

209 Stem Lab
Monday – Friday, 9:00-2:00

Volunteer opportunities

Parents with an approved Houston County background check and parent volunteer training are invited to help at Centerville Elementary any time. Parents are welcome to schedule a time with their student's teacher to observe classroom activities.

For information about volunteering or to set up a time to observe a classroom contact Billie Jo Quinton@ 478-953-0400

Our Pledge to our Parents and Families

Centerville 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, Centerville 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.
- ✓ Partner with early learning centers and 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.

2021-2022 District Goals

Increase the value of the overall district College and Career Ready Performance Index (CCRPI) score by 3% by focusing on high quality standards-based instruction, literacy, and Multi-Tier Systems of Support.

Increase the percentage of parents who feel their child's school provides various opportunities for engagement.

2021-2022 School Goals

Increase the percentage of students scoring at Proficient or Distinguished Learner in the math portion of the GMAS.

Increase the number of students meeting Houston County Literacy Inventory requirements for their grade level.

Grade Level: 2

Focus Areas

Focus on maintaining previous taught skills through maintaining and remediating previously taught skills and embedding math concepts in problem solving.

Focus on preplanned small group instruction during readers workshop and heavy focus on vocabulary development.

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

CES Staff will

- Offer family-oriented activities concentrating on second grade Reading and Math Standards.
- Provide students with a bag of books.
- Supply parents a "Help Foster Reading Strategy Cards" to help students in the home.
- Distribute "IReady" and Google Classroom log on information to use at the home.
- Send home Houston County Math Newsletters to help students in the home.
- Inform parents about the school website which will have a second grade link with the information about what is happening in the classroom and provide access to learning.

CES Families will

- Attend family-oriented activities held at the school.
- Encourage and help your student read from their bag of books nightly.
- Help your student use their "Help Foster Reading Strategy Cards" and math newsletters at home.
- Assist your child with logging on to "IReady" and Goggle Classroom.
- Check out the second grade link on the school website to see copies of classroom newsletters and find fun learning activities you and your student can do at home.

CES Students will

- Take home notices about our learning event at school.
- Read from your bag of books everyday.
- Use your "Help Foster Reading Strategy Cards" and math newsletters at home.
- Practice your skills using "IReady". And Google Classroom.

HOUSTON COUNTY
BOARD OF EDUCATION
HIGH-ACHIEVING STUDENTS

SUPERINTENDENT OF SCHOOLS
DR. MARK SCOTT

BOARD MEMBERS
FRED WILSON, CHAIRMAN

HELEN HUGHES, VICE CHAIRMAN
LORI JOHNSON
HOKE MORROW

DR. RICK UNRUH
DAVE CROCKET
BRYAN UPSHAW

August 3, 2021

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:

http://eduscapes.com/tap/topic24.htm

https://www.commonsensemedia.org/videos/teaching-kids-about-copyright-piracy

http://www.copyrightkids.org/

http://www.ago.state.ms.us/wp-content/uploads/2013/08/Illegal-Downloads-What-a-Parent-Should-Know.pdf

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:

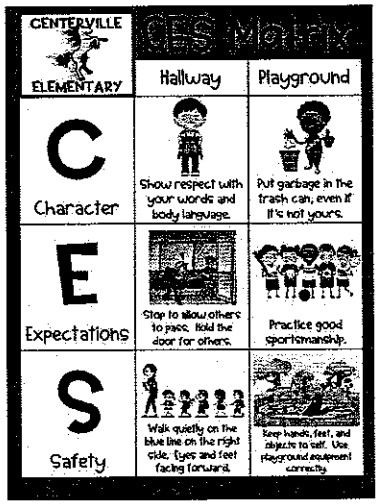
Dr. Mark Scott
Office of the Superintendent
Houston County Board of Education
Post Office Box 1850
Perry, GA 31069

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.

The mission of the Centerville Elementary PBIS team is to produce respectful, high-achieving students who share responsibility for their learning and behavior.

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.

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

- To show Mustang Pride through **C**haracter, **E**xpectations, and **S**afety
- These expectations, along with the appropriate positive behaviors, are displayed in different areas of the school as reminders for students. Students will receive on-going instruction from staff on our school-wide expectations in all areas of our school. The classroom, restroom, cafeteria, hallways, bus, computer lab, media center, playground and assemblies are all settings where students will be expected to act in a respectful, responsible and safe manner.