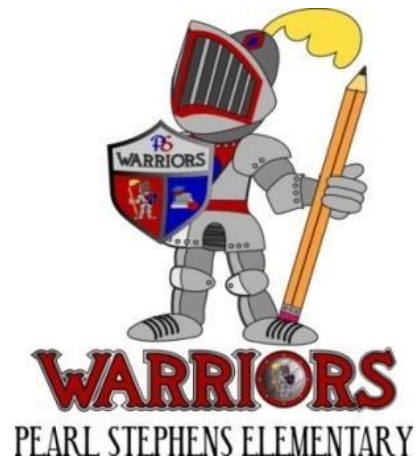


# ***Pearl Stephens Elementary School***

## **TITLE I HANDBOOK**

***2023-2024***



**Gloria Smith, Principal  
420 Pearl Stephens Way  
Warner Robins, GA 31088**

**Revision Date: 08/18/2023**

# 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 Primary	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.



## **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:

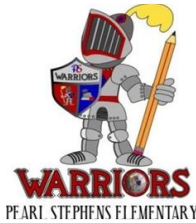
- show your child that you support and value his/her education.
- be able to closely monitor your student's progress.
- build stronger relationships between home and school.
- provide valuable input about schoolwide programs.

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** **2023-2024**



*Gloria Smith, Principal*  
*420 Pearl Stephens Way*  
*Warner Robins, GA 31088*

*www.pses.hcbe.net*

**Revision Date: 08/18/2023**

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

Pearl Stephens Elementary School is identified as a Title I school as a part of the Every Student Succeeds Act (ESSA). Title I is designed to support State and local school reform efforts tied to the challenging State academic standards to improve teaching and learning for students. Title I programs must be based on effective means of improving student achievement and include strategies to support family engagement. All Title I schools must jointly develop with 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
- 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
Meeting and Greet	Welcoming	July 2023
Open House	Curriculum	August 2023
Annual Title I Meeting	Informational	August 2023
Let's Talk about Testing and Technology	Testing/Technology	September 2023
ESOL Family Night	ESOL	September 2023
Doughnuts and Digits	Curriculum	September 2023
Parent-Teacher Conferences	Monitoring Progress	October 2023
Family STEM Night	Technology/Curriculum	November 2023
Academic Lunch and Learn	Literacy and Math	November 2023
Chat with Cedric	Parent Action Team	December 2023
Title I Parent Satisfaction Survey	SDM	February 2024
All You Need to Know About MAP	Testing/Assessment	February 2024
GMAS Night	Testing/Assessment	March 2024
Voices for the Vision	SDM	March 2024
Movin' On Up	Transition	May 2024

**PSES** 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.

**Cedric Wynn**  
**(478) 988-6200 ext. 3034**  
**Cedric.wynn@hcbe.net**

## Family Engagement Liaison

Our FEL is **Cedric Wynn**. 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  
Cedric.wynn@hacbe.net

## Parent Resource Center

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

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



- 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, PSES 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 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.

## 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 academic proficiency in all content areas by 3% as indicated on 2024 Georgia Milestones and MAP.

### Grade Level: 3

#### Focus Areas

##### Math:

- Fluently add and subtract within 10,000
- Fluently multiply and divide within 100

##### ELA

- Be able to ask and answer questions on grade level text .
- Determine unknown words in fiction and nonfiction passages.

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

### Pearl Stephens will

- Communicate with parent via the daily agenda and signed papers in the Thursday folders.
- Encourage parents and students to participate in all family engagement activities and events.
- Provide parents with updated information on students' reading levels, reading goals and comprehension check strategies.
- Provide parents with math newsletters and anchor charts that provide additional support to reinforce skills at home.

### Family will

- Review child's progress by checking the agenda daily for homework assignments and notes from the teacher and looking at weekly signed papers on Thursday.
- Attend family engagement activities and events to support student learning at home and school.
- Utilize information provided by my child's teacher to maintain and build on his/her reading level and use comprehension strategies at home.
- Use resources provided by the school and teacher to assist students with building and problem-solving.

### Student will

- Take home agenda and Thursday folder for parent to review.
- Communicate and encourage parents to attend family engagement events to help support their learning.
- Know my reading level and use my reading strategies to build comprehension.
- Practice my math strategies found on the math newsletter and other resources provided by my teacher.

### 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 academic proficiency in all content areas by 3% as indicated on 2024 Georgia Milestones and MAP.

#### Grade Level: 4

#### Focus Areas

##### Math:

- Using a part-whole strategies, solves problems involving addition and subtraction through the hundred-thousands place, as well as multiplication and division of multi-digit whole numbers presented in real life mathematical situations.
- Solve real-life problems involving addition, subtraction, equivalence, and comparison of fractions with denominators of 2, 3,4,5, 6,8, 10, 12 and 100 using part- whole strategies and visual models

##### ELA

- Refer to details and examples in a text when explaining what the text says explicitly and when drawing inferences front he text
- By the end of the year, read and comprehend literary and informational texts.

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

### **Pearl Stephens will**

- Communicate with parent via the daily agenda and signed papers in the Thursday folders.
- Encourage parents and students to participate in all family engagement activities and events.
- Provide parents with interactive resources through technology and the math unit newsletters that provide additional support to reinforce skills at home.
- Provide parents with grade level band texts throughout the year that allows them to work with their child to practice grade level skills.

### **Family will**

- Review child's progress by checking the agenda daily for homework assignments and notes from the teacher and looking at weekly signed papers on Thursday.
- Attend family engagement activities and events to support student learning at home and school.
- Review Math Unit Newsletter and math interactive resource provided by the school with my child to reinforce skills.
- Utilize information provided by the school to build comprehension strategies.

### **Student will**

- Take home agenda and Thursday folder for parent to review.
- Communicate and encourage parents to attend family engagement events to help support their learning.
- Practice and use the interactive resources and math strategies found in the Math newsletter with my parents or guardians provided by the school.
- Know my reading level and use comprehension strategies to increase my reading level.



## 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 academic proficiency in all content areas by 3% as indicated on 2024 Georgia Milestones and MAP.

### Grade Level: 5

### Focus Areas

#### Math:

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

#### ELA

- Increase student's knowledge and deeper comprehension of grade level text.
- Increase students' ability to quote accurately from grade level text.

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

### Pearl Stephens will

- Communicate with parent via the daily agenda and signed papers in the Thursday folders.
- Encourage parents and students to participate in all family engagement activities and events.
- Provide parents with interactive resources, reading logs and strategies to increase reading stamina and comprehension skills.
- Provide parents with math unit newsletters that provide additional support to reinforce math skills.

### Family will

- Review child's progress by checking the agenda daily for homework assignments and notes from the teacher and looking at weekly signed papers on Thursday.
- Attend family engagement activities and events to support student learning at home and school.
- Use interactive resources provided by the school and teacher to assist my child with growth in comprehension and problem-solving strategies.
- Review math unit newsletters with my child s additional support to reinforce skills.

### Student will

- Take home agenda and Thursday folder for parent to review.
- Communicate and encourage parents to attend family engagement events to help support their learning.
- Read every night for 30-45 minutes and document information on a reading log.
- Practice my math strategies found on the math newsletter or in google classroom provided by my teacher.



**SUPERINTENDENT OF SCHOOLS**  
DR. MARK SCOTT

**BOARD MEMBERS**  
HELEN HUGHES, CHAIR

MARK IVORY  
DAVE CROCKET  
BRYAN UPSHAW

DR. RICK UNRUH, VICE CHAIR  
LORI JOHNSON  
JON NICHOLS

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](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



## PEARL STEPHENS ELEMENTARY

# MIGHTY WARRIORS

	RESPECTFUL	RESPONSIBLE	SAFE
HALLWAY	<ul style="list-style-type: none"> <li>Keep voices off</li> </ul>	<ul style="list-style-type: none"> <li>Go directly to your destination</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands/feet/objects to yourself</li> <li>Walk on the right side of the hall</li> </ul>
RESTROOM	<ul style="list-style-type: none"> <li>Give others privacy</li> </ul>	<ul style="list-style-type: none"> <li>Use, flush, wash, and leave</li> </ul>	<ul style="list-style-type: none"> <li>Report problems to an adult</li> <li>Keep hands/feet/objects to yourself</li> <li>Use the restroom equipment properly and safely</li> </ul>
CAFETERIA	<ul style="list-style-type: none"> <li>Follow adult directions</li> </ul>	<ul style="list-style-type: none"> <li>Clean your area</li> <li>Get all needed items when going through the line</li> <li>Use normal voice level</li> </ul>	<ul style="list-style-type: none"> <li>Walk at all times</li> </ul>
PLAYGROUND	<ul style="list-style-type: none"> <li>Follow adult directions</li> </ul>	<ul style="list-style-type: none"> <li>Keep playground clean</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands/feet/objects to yourself</li> <li>Use equipment properly</li> <li>Stay in approved areas</li> </ul>
BUS	<ul style="list-style-type: none"> <li>Follow adult directions</li> </ul>	<ul style="list-style-type: none"> <li>Go directly to your seat</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands/feet/objects to yourself.</li> <li>Stay in your seat.</li> <li>Report problems to an adult</li> </ul>

# Title I Handbook Acknowledgement Form

## Pearl Stephens Elementary School

Dear Families and Students,

For the 2023-2024 school year, our Title I Handbook is/will be available for your viewing on our school website at [www.pses.hcbe.net](http://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