

# PARKWOOD ELEMENTARY



**2021-2022**

# **TITLE I HANDBOOK**

*Dr. Greg Peavy, Principal*

# 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
Lindsey Elementary	Westside Elementary	WIN Academy
Miller Elementary	Perry Middle	Northside Elementary
Morningside Elementary	Russell Elementary	Shirley Hills Elementary



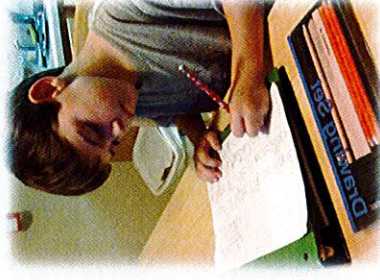
## What supports are provided through Title I?

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.

## ***Parkwood Elementary***

### **THE CONNECTION**

***Family-School Engagement Plan and Compact  
2021-2022***



*Dr. Peavy, Principal  
503 Parkwood Drive  
Warner Robins, GA 31093*

*[www.pwes.hcbe.net](http://www.pwes.hcbe.net)*

***Revision Date: 08/3/2021***

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

Parkwood 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

Parkwood Elementary believes that family engagement means the participation of parents and family members in regular two-way and meaningful communication involving student academic learning and other school activities. Here are the ways to stay connected and informed.

- Progress Reports and Report Cards
- Infinite Campus
- School Website
- Social Media (Facebook)
- School Messenger call-outs
- Emails
- Parent-Teacher Conferences
- Classroom 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 can be scheduled directly with your child's teacher or through the Main Office at (478) 929-7822.



**Parkwood**  
ELEMENTARY SCHOOL

## ACTIVITIES TO BUILD PARTNERSHIPS

**Parkwood Elementary School** 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	August 2021
Open House	Curriculum	August 2021
Annual Title I Meeting	Informational	August 2021
Hot-Dog We're Reading	Curriculum - Literacy	September 2021
Parent-Teacher Conferences	Curriculum	October 2021
Kahoot Lunch and Learn	Curriculum - Literacy	October 2021
Together with Technology	Technology	October 2021
ESOL Parent Workshop	ESOL	Sept.-Oct. 2021 (TBA)
In the Classroom Concert Series	Welcoming	Ongoing
Parkwood and Parents	Parent Action Team	November 2021
Math Jam	Curriculum - Math	November 2021
Student Talks	Curriculum	January 2022
Georgia Milestones Information and Preparation	Testing/Assessment	February 2022
Title I Parent Satisfaction Survey	SDM	February 2022
Kahoot Lunch and Learn	Curriculum - Math	February 2022
Voices for the Vision	SDM	March 2022
5 <sup>th</sup> Graders Heading to Middle School	Transition	March 2022
Welcome to Kindergarten	Transition	May 2022

**Parkwood 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 Coordinator for more information and assistance.

**Tracey Callahan**  
(478) 988-6200 ext. 3087  
tracey.callahan@hcbe.net

## Family Engagement Coordinator

Our FEC is Tracey Callahan. She is available to assist families in a variety of ways from finding resources, connecting with teachers and administrators, and providing opportunities for you to learn how to help your student at home.

Office #: 478-210-8019

Email: [tracey.callahan@hcbe.net](mailto:tracey.callahan@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.

Parkwood's Front Office Hours  
Monday – Friday, 7:45 – 4:00pm



- Families are encouraged to volunteer their talents at Parkwood. Opportunities include, but no limited to, Student Council, PTO, and event volunteers.
- Parents are welcomed to observe their child within the classroom with a pre-scheduled appointment to avoid any unnecessary disruption within the classroom.

## Our Pledge to our Parents and Families

**Parkwood Elementary School** 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, Parkwood 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 college and career ready organizations and early learning centers 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 school wide events through school messenger, social media, school website, newsletters and flyers.
- ✓ Work with parents to develop relevant trainings and helpful presentations to educate our staff on the importance of parent and family engagement and how to support student learning.
- ✓ Provide information for parents to better understand Georgia Standards of Excellence and assessments for all grade levels.
- ✓ Collaborate with stakeholders and community/business leaders to increase awareness of family and community engagement programs.
- ✓ Connect families to classes or support groups to help further enhance our parent's various educational levels.
- ✓ Collect feedback from parents and family members after academic events in order to respond to parents' request for additional support for engagement activities.

## 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 reading on Grade Level by 10%.
- Increase the percentage of students performing on or above Grade Level in Math by 8%; measured by MAPS & GMAS.
- Increase percentage of students performing at the Proficient Learners Level on the GMAS in ELA, Math, Science and Social Studies from 15% to 25%.

# Kindergarten

## Focus Areas

- Word Recognition
- Literacy Skills

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

### Parkwood will

- Provide families with a monthly newsletter that features literacy skills covered in the classroom.
- Conduct Academic Events focusing on literacy skills and word recognition.
- Provide families appropriate level books to read nightly to improve fluency and word recognition.

### Family will

- Practice literacy skills with their child, using the skills covered in the monthly newsletter, provided by the teacher.
- Attend Academic Events for strategies focusing on literacy skills and word recognition.
- Listen to their child read nightly from appropriate level books to improve fluency and word recognition.

### Student will

- Practice literacy skills nightly by using the skills provided in the monthly newsletter.
- Remind their parents about upcoming Academic Events.
- Read nightly for at least 10 minutes from appropriate level books.
- Give parents flyers, newsletters, and all other correspondents.

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# 1st Grade

## Focus Areas

- Decoding Skills
- Comprehension Strategies
- Word Study

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

### Parkwood will

- Provide families appropriate grade level reading texts for individual students to improve fluency and questions to ask to improve comprehension.
- Conduct a Parent Academic Event focusing on comprehension strategies, decoding skills and word study.
- Provide families with a monthly newsletter listing current standards taught in the classroom.

### Family will

- Listen to their child read every day for at least 20 minutes and ask questions provided by the teacher.
- Attend Academic Events focusing on comprehension strategies, decoding skills, and word study.
- Read, review, and discuss monthly newsletters listing current standards taught with their student.

### Student will

- Give parents flyers, newsletters, and all other correspondents.
- Read from the reading texts for at least 20 minutes to their parents and answer questions provided.
- Discuss, review, and practice current standards being taught in the classroom.
- Remind their parents about the Academic Events and 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 reading on Grade Level by 10%
- Increase the percentage of students performing on or above Grade Level in Math by 8%; measured by MAPS & GMAS
- Increase percentage of students performing at the Proficient Learners Level on the GMAS in ELA, Math, Science and Social Studies from 15% to 25%.

# 2nd Grade

## Focus Areas

- Decoding Skills
- Reading and Comprehension Strategies
- Word Study

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

### Parkwood will

- Provide families with appropriate level reading texts for individual students to improve fluency and questions to ask to improve comprehension.
- Conduct an Academic Event focusing on comprehension strategies, decoding skills and word study.
- Provide families with a monthly newsletter listing current standards taught in the classroom.

### Family will

- Listen to their child read every day for at least 20 minutes and ask questions provided by the teacher.
- Attend Academic Events focusing on comprehension strategies, decoding skills, and word study.
- Read, review, and discuss monthly newsletters listing current standards taught with their student.

### Student will

- Give parents flyers, newsletters, and all other correspondents.
- Read from the reading texts for at least 20 minutes to their parents and answer questions provided.
- Remind my parents about Academic Events.
- Discuss, review, and practice current standards being taught in the classroom.

## 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 reading on Grade Level by 10%
- Increase the percentage of students performing on or above Grade Level in Math by 8%; measured by MAPS & GMAS
- Increase percentage of students performing at the Proficient Learners Level on the GMAS in ELA, Math, Science and Social Studies from 15% to 25%.

# 3rd Grade

## Focus Areas

- Math Fluency and Problem Solving
- Reading Skills and Comprehension

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

### Parkwood will

- Provide families with online resources and strategy-based activities to help develop the understanding of addition and subtraction within 1000.
- Conduct Academic Events focusing on reading skills, reading comprehension, math fluency and problem solving taught in the classroom.
- Provide families appropriate texts for individual students to improve fluency and questions to improve comprehension.

### Family will

- Practice math facts with their child, using teacher recommended online resources and strategy based math activities for addition and subtraction.
- Attend Academic Events focusing on reading skills, reading comprehension, math fluency and problem solving.
- Listen to their child read from their appropriate grade level text and ask questions provided.

### Student will

- Give parents flyers, newsletters and all other correspondents.
- Practice Math skills nightly by using online resources and strategy based learning centers (games).
- Remind their parents about Academic Events.
- Read from their individual text nightly and answer comprehension questions.

## 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 reading on Grade Level by 10%
- Increase the percentage of students performing on or above Grade Level in Math by 8%; measured by MAPS & GMAS
- Increase percentage of students performing at the Proficient Learners Level on the GMAS in ELA, Math, Science and Social Studies from 15% to 25%.

# 4th Grade

## Focus Areas

- **ELA:** Reading Skills, Comprehension, and Recognition of spelling patterns.
- **Math:** Fluency and Problem Solving

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

### Parkwood will

- Provide families online resources and strategy-based activities to help develop the understanding of multiplication and division within 100.
- Conduct Academic Events focusing on math strategies for fluency, problem solving, reading skills, comprehension, and recognition of spelling patterns.
- Provide appropriate level texts for students to read for improving fluency and questions to improve comprehension.
- Provide families online resources and strategy-based activities to help develop reading skills, comprehension and recognition of spelling patterns.

### Family will

- Practice Math strategies with their child using teacher recommended online resources and/or strategy-based activities to develop the understanding of multiplication and division within 100.
- Attend Academic Events focusing on math strategies for fluency, problem solving; and reading skills, comprehension and recognition of spelling patterns.
- Encourage their child to read nightly from their individual text for at least 20 minutes and ask comprehensive questions provided.
- Practice reading skills using online resources and strategy based activities to develop reading skills, comprehension and recognition of spelling patterns.

### Student will

- Give parents flyers, newsletters, and all other correspondents.
- Practice Math skills nightly by using online resources or activities provided.
- Remind their parents about Academic Events and Activities held at the school.
- Read appropriate grade level text for at least 20 minutes nightly.
- Practice reading comprehension skills using online resources and strategy-based 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 reading on Grade Level by 10%
- Increase the percentage of students performing on or above Grade Level in Math by 8%; measured by MAPS & GMAS
- Increase percentage of students performing at the Proficient Learners Level on the GMAS in ELA, Math, Science and Social Studies from 15% to 25%.

# 5th Grade

## Focus Areas

- Reading Skills & Comprehension
- Math Fluency and Problem Solving
- Multiplication & Division Skills with whole numbers and decimals

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

### Parkwood will

- Conduct Academic Events focusing on reading comprehension and math concepts and strategies.
- Provide reading logs for students keep track of their reading at home.
- Communicate with parents regarding the students' academic progress.
- Conduct Parent/Teacher Conferences

### Family will

- Attend Academic Events to further assist their child succeed.
- Encourage students to read their appropriate level text nightly for at least 20 minutes and record that in their reading logs.
- Encourage their child to practice their math concepts learned in the class.
- Read flyers, newsletters, and any materials brought home by their child.

### Student will

- Give parents flyers, newsletters, and all other correspondents.
- Read for at least 20 minutes each night and record it in their reading log.
- Practice math concepts and strategies.
- Remind their family to attend Academic Events focusing on reading and math standards.



HELEN HUGHES, VICE CHAIRMAN  
LORI JOHNSON  
HOKE MORROW

SUPERINTENDENT OF SCHOOLS  
DR. MARK SCOTT

BOARD MEMBERS  
FRED WILSON, CHAIRMAN

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](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:

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

<https://www.common sense media.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.

## Positive Behavioral Interventions and Supports (P.B.I.S.)



Parkwood students are taught behavioral expectation known as **S.W.A.G.**, which is an acronym that refers to students who demonstrate positive behaviors as follows:

**S** - Safe

**W** – Wise Choices

**A** – Always Respectful

**G** – Give Your All

Students maybe acknowledged with incentives when they demonstrate an understanding of expected behaviors. When students do not meet expectations, they are retaught, modeled and consequences are given (when appropriate) to support them.



# Title I Handbook Acknowledgement Form



**Parkwood**  
ELEMENTARY SCHOOL

Dear Families and Students,

For the 2021-2022 school year, our Title I Handbook is available for your viewing on our school website at [www.pwes.hcbe.net](http://www.pwes.hcbe.net) under the **Family Engagement 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