



WARNER ROBINS MIDDLE  
TITLE I FAMILY  
ENGAGEMENT HANDBOOK

2024-25

*#WarriorFamily*  
*#MaryLane*

# 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        | Warner Robins High        | Tucker Elementary      |
| Eagle Springs Elementary | Parkwood Elementary       | Warner Robins Middle   |
| Huntington Middle        | Pearl Stephens Elementary | Northside Elementary   |
| WIN Academy              | Shirley Hills Elementary  | Northside Middle       |
| Miller Elementary        | Russell Elementary        | Centerville Elementary |
| Morningside Elementary   | Thomson Middle            | Northside High         |



## 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.

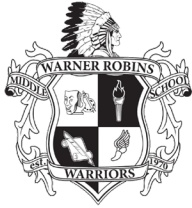
Research shows that students whose families are engaged perform better academically, socially and behaviorally. Be sure to become involved in your child's school by:

- communicating regularly with your child's teacher.
- attending academic-based family events and parent-teacher conferences.
- volunteering at the school.



## **Warner Robins Middle School**

### **THE CONNECTION** **Family-School Engagement Plan and Compact** **2024-2025**



*Dr. Brett Wallace, Principal*  
425 Mary Lane  
Warner Robins, GA 31088

<https://wrms.hcbe.net>

**Revision Date: 08/13/2024**

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

**Warner Robins Middle School** is identified as a Title I school as a part of 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

WRMS 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
- School Messenger callouts
- Emails
- Parent-Teacher Conferences

## 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) 929-7832.

# WARRIORS

## ACTIVITIES TO BUILD PARTNERSHIPS

WRMS 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 26, 2024       |
| Open House                                | Curriculum Standard    | August 20, 2024     |
| Annual Title I Meeting                    | Informational          | August 20, 2024     |
| ESOL Family Night                         | ESOL                   | September 24, 2024  |
| Academic Parent Night 1                   | Literacy/CS/Technology | November 13, 2024   |
| Parent Action Team                        | SDM                    | December 13, 2024   |
| Academic Parent Night 2                   | ELA/CS/Testing         | January 28, 2025    |
| Title I Parent Satisfaction Survey        | SDM                    | February-March 2025 |
| Voices for the Vision Parents             | SDM                    | March 2025          |
| Rising 6 <sup>th</sup> Grade Parent Night | Transition             | March 18, 2025      |
| Academic Award Nights                     | Welcoming Climate      | March 2025          |
| ESOL Family Night                         | ESOL                   | May 13, 2025        |
| Infinite Campus Training                  | Academic               | On-Going            |
| Parent-Teacher Conferences                | Monitoring Progress    | On-Going            |

WRMS 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.

**Maria Cook**  
 (478) 929-7832 ext. 3978  
 maria.cook@hcbe.net

## Family Engagement Liaison

Our FEL is **Maria Cook**. 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) 929-7832 ext. 3978  
maria.cook@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.

Front Office  
Monday – Friday, 7:30 AM-3:30 PM

### Volunteer opportunities



- Contact Mrs. Cook for opportunities to volunteer in Warrior Country
- Inspire become a Parent Action Team Member

## Our Pledge to our Parents and Families

**WRMS** 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, WRMS 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 as well as 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.

## 2024-2025 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.

## 2024-2025 School Goals

- Demonstrate 5% growth scoring at Developing Learner or above on CCRPI indicators for Language Arts and Math.
- Increase the percentage of 8th grade students who achieve a Lexile greater than 1050 on the Georgia Milestones Assessment by 5%
- Increase stakeholder engagement by 5% to increase student achievement.

**Grade Level: 6**

## Focus Areas

- English/Language Arts: Reading Comprehension, Vocabulary & Literacy
- Math: Number System & Literacy
- Science: Hydrology, Meteorology & Literacy
- Social Studies: Geography & Literacy

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

### **Warner Robins Middle will**

- Keep parents informed utilizing Infinite Campus to report students' progress and the calendar feature for each teacher on the school's website.
- Provide parents access to educational resources on the school's website.
- Nurture a culture of high expectations and positive climate by celebrating student successes.
- Foster positive relationships with students, parents, and community through newsletters, phone calls, emails, and social media.
- Invite and encourage parents to attend academic focused programs aimed to introduce parents to strategies that will increase student literacy and overall success in school.

### **Family will**

- Utilize Infinite Campus to monitor my student's progress and the calendar feature for each teacher on the school's website.
- Utilize the educational resources on the school's website.
- Encourage a culture of high expectations and positive climate by celebrating my student's successes.
- Help foster positive relationships with my student and community through utilizing all newsletters, phone calls, emails, and social media.
- Attend and participate in academic focused programs aimed to introduce me to strategies that will increase my student's literacy and overall success in school.

### **Student will**

- Keep my parents informed of Infinite Campus that reports my progress and the calendar feature for each teacher on the school's website.
- Utilize the educational resources on the school's website.
- Nurture a culture of high expectations and positive climate by celebrating student successes.
- Help foster positive relationships with my parents and community through utilizing all newsletters, phone calls, emails, and social media.
- Attend and participate in academic focused programs aimed to introduce my parents to strategies that will increase my literacy and overall success in school.

## 2025-2026 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.

## 2025-2026 School Goals

- Demonstrate 5% growth scoring at Developing Learner or above on CCRPI indicators for Language Arts and Math.
- Increase the percentage of 8th grade students who achieve a Lexile greater than 1050 on the Georgia Milestones Assessment by 5%
- Increase stakeholder engagement by 5% to increase student achievement.

**Grade Level: 7**

## Focus Areas

- English/Language Arts: Writing, Language & Literacy
- Math: Geometry & Literacy
- Science: Ecology & Literacy
- Social Studies: World Geography & Literacy

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

### Warner Robins Middle will

- Keep parents informed utilizing Infinite Campus to report students' progress and the calendar feature for each teacher on the school's website.
- Provide parents access to educational resources on the school's website.
- Nurture a culture of high expectations and positive climate by celebrating student successes.
- Foster positive relationships with students, parents, and community through newsletters, phone calls, emails, and social media.
- Invite and encourage parents to attend academic focused programs aimed to introduce parents to strategies that will increase student literacy and overall success in school.

### Family will

- Utilize Infinite Campus to monitor my student's progress and the calendar feature for each teacher on the school's website.
- Utilize the educational resources on the school's website.
- Encourage a culture of high expectations and positive climate by celebrating my student's successes.
- Help foster positive relationships with my student and community through utilizing all newsletters, phone calls, emails, and social media.
- Attend and participate in academic focused programs aimed to introduce me to strategies that will increase my student's literacy and overall success in school.

### Student will

- Keep my parents informed of Infinite Campus that reports my progress and the calendar feature for each teacher on the school's website.
- Utilize the educational resources on the school's website.
- Nurture a culture of high expectations and positive climate by celebrating student successes.
- Help foster positive relationships with my parents and community through utilizing all newsletters, phone calls, emails, and social media.
- Attend and participate in academic focused programs aimed to introduce my parents to strategies that will increase my literacy and overall success in school.



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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.

## 2025-2026 School Goals

- Demonstrate 5% growth scoring at Developing Learner or above on CCRPI indicators for Language Arts and Math.
- Increase the percentage of 8th grade students who achieve a Lexile greater than 1050 on the Georgia Milestones Assessment by 5%
- Increase stakeholder engagement by 5% to increase student achievement.

## Grade Level: 8

### Focus Areas

- English/Language Arts: Reading Comprehension, Vocabulary & Literacy
- Math: Algebra, Functions & Literacy
- Science: Energy & Literacy
- Social Studies: Georgia History & Literacy

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

### Warner Robins Middle will

- Keep parents informed utilizing Infinite Campus to report students' progress and the calendar feature for each teacher on the school's website.
- Provide parents access to educational resources on the school's website.
- Nurture a culture of high expectations and positive climate by celebrating student successes.
- Foster positive relationships with students, parents, and community through newsletters, phone calls, emails, and social media.
- Invite and encourage parents to attend academic focused programs aimed to introduce parents to strategies that will increase student literacy and overall success in school.

### Family will

- Utilize Infinite Campus to monitor my student's progress and the calendar feature for each teacher on the school's website.
- Utilize the educational resources on the school's website.
- Encourage a culture of high expectations and positive climate by celebrating my student's successes.
- Help foster positive relationships with my student and community through utilizing all newsletters, phone calls, emails, and social media.
- Attend and participate in academic focused programs aimed to introduce me to strategies that will increase my student's literacy and overall success in school.

### Student will

- Keep my parents informed of Infinite Campus that reports my progress and the calendar feature for each teacher on the school's website.
- Utilize the educational resources on the school's website.
- Nurture a culture of high expectations and positive climate by celebrating student successes.
- Help foster positive relationships with my parents and community through utilizing all newsletters, phone calls, emails, and social media.
- Attend and participate in academic focused programs aimed to introduce my parents to strategies that will increase my literacy and overall success in school.



**SUPERINTENDENT OF SCHOOLS**  
DR. MARK SCOTT

**BOARD MEMBERS**  
HELEN HUGHES, VICE CHAIRMAN

MARK IVORY  
DAVE CROCKET  
BRYAN UPSHAW

LORI JOHNSON  
JON NICHOLS

July 21, 2024

## **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.commonsemmedia.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.



## WARNER ROBINS MIDDLE PBIS MATRIX

# WARNER ROBINS MIDDLE

### Bold, Respectful, Accountable, Vigilant, Engaged

| <b>BRAVE</b>       | CLASSROOM   | HALL   | CAFÉ   | RESTROOM   | BUS  | ACTIVITY/<br>ASSEMBLY  |
|--------------------|---|--|--|--|--|--|
| <b>BOLD</b>        | -Be a role model for others<br>-Ask for help when needed  | -Greet others<br>-Show appreciation and gratitude for faculty & staff                          | -Show appreciation & gratitude for custodial & cafeteria staff<br>-Say "Please" & "Thank you"  | -Show appreciation & gratitude for custodial staff   | -Show appreciation & gratitude for bus drivers/monitors                    | -Include others in activities<br>-Use positive & encouraging language                          |
| <b>RESPECTFUL</b>  | -Use respectful, positive language<br>-Raise hand to speak<br>-Be respectful of other's property              | -Use respectful language<br>-Use your inside voice & talk quietly                              | -Be courteous to café staff & wait your turn<br>-Gather food items & utensils the first time<br>-Talk quietly with respectful language | -Respect the privacy of others<br>-Take care of facility<br>-Clean up after yourself<br>-Avoid hanging out | -Respect the bus driver<br>-Talk quietly                                   | -Show guests, teachers & classmates respect when they are speaking and performing              |
| <b>ACCOUNTABLE</b> | -Arrive on time<br>-Be productive & do your best work<br>-Follow instructions<br>-Keep cell phone in backpack | -Maintain dress code<br>-Keep off electronics<br>-Talk quietly<br>-Keep cell phone in backpack | -Take what you need, use what you take<br>-Talk quietly at table<br>-Keep cell phone in backpack                                       | -Respect privacy<br>-Report concerning matters/misuse<br>-Keep cell phone in backpack                      | -Keep isles clean & clear<br>-Follow rules<br>-Keep cell phone in backpack | -Follow activity or assembly rules<br>-Keep areas clean & safe<br>-Keep cell phone in backpack |
| <b>VIGILANT</b>    | -Remain in your seat<br>-Keep hands, feet & objects to yourself   | -Keep it moving<br>-Walk to the right<br>-Maintain personal space                              | -Keep your area clean<br>-Stay seated in assigned areas until dismissed  | -Use facility appropriately<br>-Refrain from horse playing<br>-Maintain personal space                     | -Obey the bus rules<br>-Listen to the bus driver/monitor<br>-Stay seated   | -Participate appropriately<br>-Keep areas clean & safe   |
| <b>ENGAGED</b>     | -Participate actively & appropriately<br>-Be productive<br>-Keep off electronics                              | -Assist others if needed<br>-Keep to the right<br>-Greet others                                | -Be attentive<br>-Be inclusive & invite others to eat with you   | -Get in & get out quickly<br>-Report any misuse  | -Be attentive<br>-Adhere to safety policies                                | -Clap after a performance (never boo, yell, or put someone down)<br>-Show good sportsmanship   |

WE WILL HAVE A GREAT DAY IN WARRIOR COUNTRY!

# Title I Handbook Acknowledgement Form

## WARNER ROBINS MIDDLE SCHOOL

Dear Families and Students,

For the 2025-2026 school year, our Title I Handbook is available for your viewing on our school website at <https://wrms.hcbe.net> under the Title I 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