Dear Parent(s)/Guardian(s) and Students,

We welcome you to the School-wide Title I Program at Oak Hill Elementary. We are excited about providing the best educational experience for your child and we look forward to an exciting school year. Enclosed you will find several items of information concerning the Title I program:

1. Title I Brochure
2. Newton County School System Parent and Family Engagement Policy
3. School Parent and Family Engagement Policy
4. School-Parent Compact
5. Title I Parent Information Letter/School’s Designation (if any)
6. Parent’s Right to Know Letter
7. Complaint Procedures
8. Fraud, Waste, Abuse, and Corruption Policy
9. Occupational Survey
10. Homeless Brochure

Please sign and immediately return the following forms to your child’s school.
1. Letter of Notification - (Gold Form)
2. School-Parent Compact-(Gold Form)
3. Occupational Survey (Gold Form)

If you have questions about the Title I program, please contact the principal, Dr. Brenda Gammans at 770-385-6906 or email at gammans.brenda@newton.k12.ga.us

Thank you for your support of Title I program at Oak Hill Elementary.

Sincerely,

Dr. Brenda Gammans
Principal

**************************************************************************

Please sign and return

_________________________________ ______________
Student’s name                     Date

_________________________________ ______________
Parent’s Signature                Date
Dear Parent/Guardian,

Oak Hill Elementary, students participating in the Title I, Part A program, and their families, agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement as well as describes how the school and parents will build and develop a partnership that will help children achieve the challenging State academic standards. Please review the attached School-Parent Compact.

Please sign and date below to acknowledge that you have read, received, and agree to this School-Parent Compact. Once signed, please return the form to your child’s teacher and keep the School-Parent Compact as a reminder of your commitment. The School-Parent Compact will be discussed with you throughout the year at different school-family events as we work together to help your child succeed in school. We look forward to our school-parent partnership!

Sincerely,

Dr. Brenda Gammans
Principal

Teachers Signature: ________________________________ Date: _____________

Parent/Guardian Signature: ________________________ Date: ______________
Parent Occupational Survey

Please complete this form to determine if your child(ren) qualify to receive supplemental services under Title I, Part C

Name of Student(s)  Name of School  Grade
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

1. Has anyone in your household moved in order to work in another city, county, or state, in the last three (3) years?  □ Yes  □ No

2. Has anyone in your household been involved in one of the following occupations, either full or part-time or temporarily during the last three (3) years?  □ Yes  □ No

If you answer “yes”, check all that applies:
□ 1) Planting/Picking vegetables (tomatoes, squash, onions, etc.) or fruits (grapes, strawberries, blueberries, etc.)
□ 2) Planting, growing, cutting, processing trees (pulpwood), or raking pine straw
□ 3) Processing/Packing agricultural products
□ 4) Dairy/Poultry/Livestock
□ 5) Packing/Processing meats (beef, poultry, or seafood)
□ 6) Commercial fishing or fish farms
□ 7) Other (Please specify occupation): ___________________________________________________________

Names of Parent(s) or Legal Guardian(s) ____________________________________________________________

Current Address: ____________________________________________________________________________________

City: ___________________ State: __________ Zip Code: __________ Phone: ______________

Thank You! Please return this form to the school

Please maintain original copy in your files.

MEP funded school/district: Please give this form to the migrant liaison or migrant contact for your school/district.

Non-MEP funded (consortium) school/districts: When at least one "yes" and one or more of the boxes from 1 to 7 is/are checked, districts should fax occupational surveys to the Regional Migrant Education Program Office serving your district. For additional questions regarding this form, please call the MEP office serving your district:

GaDOE Region 1 MEP, 201 West Lee Street, Brooklet, GA 30415  
Toll Free (800) 621-5217  Fax (912) 842-5440

GaDOE Region 2 MEP, 221 N. Robinson Street, Lenox, GA 31637  
Toll Free (866) 505-3182  Fax (229) 546-3251

Family Contacted/Attempt Date: __________  Sent to Regional Office on: __________
PARENT Resource Room

WHAT IS IT?
A Parent Resource Room or section is located at each Title I School. It is a place developed for the purpose of making the school more accessible to families by providing you with educational tools and resources to encourage learning beyond the school day.

WHAT’S AVAILABLE IN THE PARENT RESOURCE ROOM?

- Parent Engagement Brochures
- Subject Area Materials
- Leveled Reading Books
- Math Manipulatives
- ….And Much More

WHEN IS THE RESOURCE ROOM AVAILABLE AT MY CHILD’S SCHOOL?

Please contact your child’s school’s Title I Parent Contact to find out more about the parent resource room at your child’s school.
A PARENT’S GUIDE TO TITLE I

Welcome to our school!

We are one of Newton County Schools providing instruction to students through a Title I Schoolwide Program. The information that follows is intended to assist parents and the community in understanding what it means for our school to have a Title I Schoolwide Program.

What is a Title I?

Title I is a part of the Federal Elementary and Secondary Education Act (ESEA). The Act provides financial assistance to state and local education agencies to meet the educational needs of children who may be at risk of failing the state’s performance standards.

What is a Title I Schoolwide Program?

A School-Wide Program uses Title I funds to develop and maintain quality educational services in the core academic areas in order to raise academic achievement for all students at the school.

What are the benefits of a Schoolwide Program?

The benefits that our school receives by having a Title I School-Wide Program include:

- Flexibility in having personnel provide instruction to students.
- ALL students can have their academic needs met.
- ALL staff can participate in professional development.

All of our energies and resources are directed toward helping every student in our school meet and exceed state performance standards.

Parent and Family Engagement at Our School

Our staff understands the importance of involving parents as partners in the education of their children. As a Title I school, we encourage parent support of student instruction through learn-at-home activities and school level volunteer opportunities. Additional focal points for parent involvement include development of parenting skills, communication styles and community collaboration. The following are ways we invite and encourage parents to be involved at your child’s school:

- Increasing Parent Awareness by providing each parent a copy of the district and school parent and family engagement policies.
- Encouraging each parent to sign and fulfill the harmony of the School-Parent Compact.
- Providing a voice for parent by participating in Parent Surveys and input meetings.
- Building school and community support by hosting parent meetings and workshops.
- Providing parents with Rights to Know information concerning Teacher Certification status.
Please visit our website to gain more information about Newton County School System’s Title I Program.

- Parent and Family Engagement
- Title I Department Personnel
- Title I, Part A-Schoolwide Programs
- Title I, Part A-Targeted Assistance Programs
- Title I, Part A-Reward Schools
- Title I, Part C-Migrant Education
- Title III-EL/Immigrant Education
- Title IX, Part A-Homeless Education Program
- Title I Resources
- Fraud Procedures
- Complaints and Procedures

Recommended websites for parents and students:

- www.newtoncountyschools.org - Locate information about departments, programs and schools within the county. Learn more about the State Title I Program.

- https://campus.newton.k12.ga.us/campus/portal/newton.jsp - Provides parents access to accurate, current and confidential information about students’ school attendance, grades, class assignments, and more on the Infinite Campus portal. Login information is provided by each school of attendance.

For more information, contact the following:

**Dr. Shelia Thomas** – Chief Strategy and Community Outreach
thomas.shelia@newton.k12.ga.us
770-787-1330 ext. 1250

**Dr. Cara Richardson** – Parent Involvement and Compliance Coordinator
richardson.cara@newton.k12.ga.us
770-787-1330 ext. 1228
2109 Newton Drive
Covington, GA 30014
What is Family Engagement?

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, including ensuring:

(A) That parents play an integral role in assisting their child’s learning.

(B) That parents are encouraged to be actively involved in their child’s education.

(C) That parents are full partners in their child’s education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child.

(D) The carrying out of other activities, such as those described in Section 1116 of the ESSA.

About the Parent and Family Engagement Policy

In support of strengthening student academic achievement, the Newton County School System (NCSS) has developed this parent and family engagement policy that establishes the district’s expectations and objectives for meaningful family engagement and guides the strategies and resources that strengthen school and parent partnerships in the district’s Title I schools. This plan will describe NCSS’s commitment to engage families in the education of their children and to build the capacity in its Title I schools to implement family engagement strategies and activities designed to achieve the district and student academic achievement goals.

When schools, families, and communities work together to support learning, children tend to do better in school, stay in school longer and enjoy school more. Title I, Part A provides for substantive family engagement at every level of the program, such as in the development and implementation of the district and school plan, and in carrying out the district and school improvement provisions. Section 1116 of the Every Student Succeeds Act (ESSA) contains the primary Title I, Part A requirements for schools and school systems to involve parents and family members in their children’s education. Consistent with Section 1116, the NCSS will work with its Title I schools to ensure that the required school-level parent and family engagement policies meet the requirements of Section 1116(b) and each include, as a component, a school-parent compact consistent with Section 1116(d) of the ESSA.
Jointly Developed

During each Title I School’s Annual Revision and Development meeting, all parents are invited to participate and provide suggestions and ideas to improve the LEA’s Parent and Family Engagement Policy for the 2020-2021 school year. The school sent a letter to all parents informing them about the meeting and posted an announcement on their school’s website. During the meeting, parents also reviewed and discussed, the development of the School Parent and Family Engagement Policy in addition to the CLIP, the School-Parent Compact, the 1% Parent Allocation, Building Staff Capacity, and the Title I Schoolwide Plan.

Upon final revision, the district parental involvement policy was incorporated into the CLIP, which was submitted to the state. Parents are welcome to submit comments and feedback regarding the policy at any time on the district’s website or by submitting written comments to their child’s school. All feedback received was considered when revising policy for this school year.

The district’s parental involvement policy was posted on the district websites, distributed as part of the Title I Parent Involvement Handbooks at the beginning of the school year and made available in the school’s resource centers.

Strengthening Our School

This year, the district Parent Involvement Coordinator (PIC) will provide assistance and support to all Title I schools to ensure family engagement requirements are being satisfied and that family engagement strategies and activities are being implemented. Title I schools will receive notifications and resources from the district and the PIC to help them improve and strengthen family engagement. In addition to frequent communication and school visits, the district and the PIC will hold meetings and trainings with its Title I Parent Contacts to provide technical assistance and review family engagement plans and activities.

The meetings and trainings include:
- Title I Parent Contact Orientation
- Title I Parent Contact Building Capacity Meeting
- Title I Parent Contacts Year-End Meeting

Reservation of Funds

The NCSS will reserve 1 percent from the total amount of Title I funds it receives in FY20 to carry out the parent and family engagement requirements listed in this policy and as described in Section 1116 of the ESSA. Furthermore, the district will distribute 90 percent of the amount reserved to Title I schools to support their local-level family engagement programs and activities. The district will provide clear guidance and communication to assist each Title I school in developing an adequate family engagement budget that addresses their needs assessment and parent recommendations.

Each Title I school will host an annual Revision and Development Meeting for parents to provide suggestions on how these family engagement funds will be used in the upcoming year at the district and school level. Comments and minutes from these meetings will be reviewed by the district to determine areas of need for the upcoming school year and consider changes to the family engagement budget.
Opportunities for Meaningful Parent Consultation

Input and suggestions from parents and family members and the community are an essential component of the district and school improvement plans that are developed each year. All parents of students attending a Title I school are invited to share their ideas and suggestions to help the district, schools, and students to reach our student academic achievement goals.

Parent and Student Title I Handbooks
All Title I Parents receive a copy of the LEAs Parent and Family Engagement Policy at the beginning of each school year as part of the Parent and Student Title I Handbook. Parents are invited to complete the input form attached to the policy to provide input and return it to their child’s school. The Title I Parent Contact at each school collects the input forms and will submit them to the District’s PIC.

District Website
The LEA Parent and Family Engagement Policy and the Comprehensive LEA Improvement Plan (CLIP) will be posted on the district’s website so that parents and the community can provide input on the family engagement budget and family engagement programs throughout the year. The PIC will send a district school messenger to encourage parents and the community to provide input.

School-Level Revision and Development Meetings
All parents and the community are welcome to review and provide input into the district parent and family engagement policy and the CLIP for the 2020-21 school year. Notices regarding this meeting will be sent home to all parents in advance of the meeting.

Parent input on the use of Title I funds to support family engagement programs may also be provided through the annual district survey. The survey will contain questions related to the family engagement budget as well as a section for parents to provide their comments.
Building Capacity

The NCSS will build the schools’ and parents’ capacity (Primary and Secondary Methods) for strong family engagement, in order to ensure effective involvement of parents and family members and to support a partnership among the Title I schools, parents, and the community to improve student academic achievement by building the capacity for effective family-school partnerships through meaningful parent meetings that are:

- Linked to Learning,
- Relational,
- Developmental,
- Collaborative, and
- Interactive

NCSS will work as a district and through its Title I schools to provide assistance to parents in understanding state and district academic information connected to their student’s learning and progress, as well as information regarding the Title I program. The NCSS will provide classes for parents to gain knowledge about the challenging state academic standards, local academic assessments, as well as the required assessments for Georgia students including alternative forms of assessment.

NCSS will provide materials and trainings in English and Spanish and in a language that the parent can understand. Each Title I school will provide information to assist parents with understanding the online student information system and other digital educational resources (including education about the harms of copyright piracy) during the Annual Title I Parent Orientation. Dates and times for the orientations will be determined and announced by each individual school.

NCSS’s District PIC will provide tools, resources, and materials to assist each Title I school to provide meaningful quarterly trainings to educate teachers, specialized instructional support personnel, principals, and other school leaders, and other staff. The trainings will assist schools to reflect on current practices to recognize strengths and opportunities for improvements and implement a parent and family engagement program that cultivates effective family-school partnerships.

NCSS will coordinate and integrate the district’s family engagement programs with the local preschool program and other federal funded preschool programs in the district by inviting faculty and staff from those programs to attend planning meetings focused on family engagement activities. In the spring, the elementary schools will host Kindergarten Round-Up days so parents may tour the schools and receive information to help prepare them and their children for kindergarten. The district will also coordinate with these programs to ensure that parents are informed about available resources. In addition, Newton County School System works with multiple agencies to ensure efforts are coordinated on behalf of meeting the needs of migrant, homeless, immigrant, ELL, neglected and delinquent, at risk, early childhood students and military related families.

NCSS’s District PIC will conduct a Title I Contacts Building Parent Capacity Meeting for Title I Parent Contacts to learn and discuss strategies to increase family engagement, improve school-family communication, and build ties with parents and the community. These trainings and/or best practices will be redelivered to the faculty and staff of Title I schools.

NCSS ensures that information related to district, school, parent meetings, and activities is available to all parents. Each Title I school is required to send home and post online information for parents and family members in an understandable language and uniform format. Title I Parent Contacts will be trained to assist their schools on parent notifications and resources to be sent home in parents’ native language, where applicable, and providing interpreters at parent meetings. Information posted on the district website will be translated to the extent practicable. The district will also utilize school phone call systems, district and school websites, local news media, and other school message systems to post information for parents.
Parent and Family Engagement Evaluation

Each year, the NCSS will conduct an evaluation of the content effectiveness of this parent and family engagement policy and the parent engagement activities to improve the academic quality of the Title I schools through an annual parent survey and Annual Parent Revision and Development Stakeholders Input Meeting.

Beginning each April, each Title I school will send home a survey flyer to inform parents of the district’s online Parent Involvement Survey that starts in the spring. All parents are invited to participate in the survey made available on the district and school’s websites. In addition to the online survey, a hard copy of the survey is provided to parents who have limited or no technology to access the survey. Copies of the survey are provided in Spanish. Copies of the survey will be made available in other languages upon parent request.

NCSS will use the information from the school-level stakeholders meetings and the survey results to design strategies to improve effective family engagement, to remove possible barriers to parent participation, and to revise its parent and family engagement policies.

Accessibility

In carrying out the parent and family engagement requirements established by Section 1116 of the ESSA, the district parent involvement coordinator will communicate and collaborate with the Office for Student Support Services to ensure full opportunities for participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children including providing information and school reports in a language parents can understand.

Adoption

This districtwide parent and family engagement policy has been developed jointly and agreed upon with parents and family members of children participating in Title I, Part A programs as evidenced by the collaboration of parents, school, and district personnel at the annual school-level revision and development meetings.

This policy was adopted by the Newton County School System on July 31, 2020 and will be in effect for the 2020-2021 academic school year. The school district will distribute this policy in multiple ways to all parents of participating Title I, Part A children on or before September 30, 2020.
Parent Comments
Newton County School System encourages parent input and comments at any time regarding the parent and family engagement policy. All parent feedback will be used to revise the current policy for the next school year. The policy is posted on the district’s website and paper copies are available at the Board Office. We administer an annual survey for all parents to provide feedback and make any suggestions that parents find important. Parents may also offer feedback at their child’s school revision meeting held in the spring.

If you have any suggestions or if there is any part of this plan that you feel is not satisfactory, please provide us with your comments in the space provided and leave this form in the main office of your child’s school:

Name (optional) _________________________________________________________
Phone (optional) _________________________________________________________
Comments: ____________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
___________________________________________________________________________________________

“Nothing you do for children is ever wasted.”
–Garrison Keillor

“At the end on the day, the most overwhelming key to a child’s success is the positive involvement of parents.”
–Jane D. Hull

If you have any questions or concerns please contact:
Office of Federal Programs
Parent Involvement Coordinator
(770)787-1330 ext. 1228
School Plan for Shared Student Achievement

What is it? This is a policy that supports Oak Hill Elementary’s mission and vision statement as well as describes how Oak Hill Elementary will provide opportunities to improve parent involvement to support student learning. The Oak Hill Elementary School faculty and staff take seriously its obligation to involve parents and the community in educating students. Oak Hill values the contributions and involvement of parents in order to establish an equal partnership for the common goal of improving student achievement. At Oak Hill Elementary we recognize that parents are their child’s primary teachers and their support is critical in our efforts to provide a quality education. This policy describes the different ways that Oak Hill will support parent involvement and how parents can help plan and participate in activities and events to promote student learning at school and at home.

How is it revised? Oak Hill Elementary School held a parent feedback/revision meeting in the spring of last year that invited all parents review and give input on this parent and family engagement policy, our school-parent compact, the parental involvement budget, building staff capacity, the Title I Schoolwide Plan, the district’s parental involvement policy, and the Comprehensive LEA Plan. Oak Hill Elementary School welcomes parent feedback and comments at any time regarding the policy. The policy assures parents their feedback will be sought on the school’s performance and lists specific ways in which parents will be involved. The policy is posted on our school website for parents to view and post feedback throughout the year. Parent evaluations are conducted after the parent programs and the results are used to address any concerns. We also distribute an annual survey online to ask parents for their suggestions on the policy. All parent feedback will be used to revise the policy for next year.

Who is it for? All Oak Hill Elementary School students participate in the Title I, Part A school wide program. Their families are encouraged and invited to fully participate in the involvement activities described in the policy. Oak Hill Elementary will provide full opportunity for the participation of parents with limited English, parents with disabilities and parents of migratory students.

Where is it available? At the beginning of the year, the policy is included in the student Title I packet that is distributed to all students and is also given to new students as they register throughout the year. Parents can obtain a copy of the policy from the parent resource area as well. The policy is also available for review on the school website.
Newton County Schools Goals

2020-21 District Goals

To increase student achievement.

2020-21 School Goals

Students in grades K-5 will increase their ELA/Reading scores by 3% as measured by IOWA by the end of the 2020-2021 school year.

Students in grades K-5 will increase their math scores by 3% as measured by IOWA by the end of the 2020-2021 school year.

School-Parent Compacts

As part of this policy, Oak Hill Elementary School and our families will develop a school-parent compact, which is an agreement that parents, teachers and students will develop together explaining how parents and teachers will work together to make sure all our students reach grade-level standards. The compacts will be reviewed and updated annually based on feedback from parents, students and teachers during the Title I Parent Revision/Feedback meeting at the end of the school year. The school-parent compacts are kept on file in the office if parents or teachers need a copy.

Parent Engagement Program and Activities

Oak Hill Elementary will host the following events to build the capacity for strong parental involvement to support a partnership among the school, parents, and community to improve student academic achievement. Invitational flyers will be sent home in Wednesday folders and posted in the school newsletter, on social media, the school website and marquee. Meetings will be held in the evenings, with alternate sessions available in the morning.

Title I Annual Parent Orientation Meeting: September 17, 2020 - 7:30am or 6:00pm
We invite parents to attend an evening of learning about our school-wide Title I program including our parent involvement policy, the school-parent compacts and parents’ requirements. Morning and evening meeting offered for your convenience.

Parent-Teacher Conferences: October 2, 2020
Families and teachers will have the opportunity to discuss students’ progress as well as address the School-Parent Compact and Parent Policy.

Family Math Night: Homework Help and Strategies: October 27, 2020—6:00pm
Parents and teachers will meet to discuss strategies to build partnerships. Teachers will model math strategies using hands-on activities for parents to help their child with at home.

Family Literacy Night: November 12, 2020 - 6:00pm
Families will have the opportunity to come for an exciting night of Literacy activities. Teachers will share quality literature activities as well as model reading strategies for parents to use at home to help increase student achievement.

Parent-Teacher Conferences: February 26, 2021
Families and Teachers will have the opportunity to discuss students’ progress as well as address the School-Parent Compact and Parent Policy.

Title I Parent Feedback/Revision Meeting: March 11, 2021 - 7:30am or 6:00pm
Parents will have the opportunity to discuss, review and provide feedback for the school parent involvement policy, district parent involvement policy, building staff capacity, the CLIP, school-parent compact, family-parent involvement meetings, the Parent Involvement budget.
Parent Resource Area

The parent resource area is located in the media center with a variety of resources and information to help parents. Guided Reading Kits (K-5) are available for checkout. Coaching materials for end of course assessments, math manipulatives, flash cards and various other resources are available as well. Computers can also be used to review the parent page on the school website for helpful resources as well as Infinite Campus.

The Parent Resource Center is available to parents Monday-Friday from 7:15 a.m. — 8:00 a.m. and 2:15 p.m.—3:00 p.m., during parent involvement meetings, and other times by request.

For more information, please contact Mary Johnson, Title I Contact, at 770.385.6906 or email: johnson.mary@newton.k12.ga.us

Parental Involvement

Oak Hill Elementary believes that parent involvement is the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring –

⇒ That all parents are encouraged to be actively involved in their child’s education;
⇒ That parents are full partners in their child’s education and are included, as appropriate, in decision-making and on advisory committees to assist in their child’s education;
⇒ That parents take an important role in assisting their child’s learning;
⇒ The fulfillment of activities as described in this plan.

Building Capacity

Oak Hill Elementary will take the following measures to promote and support parents as an important foundation of the school in order to strengthen the school and reach our school goals. We will –

• Ensure that all information related to school and parent programs, meetings, and other activities are posted on the school website, the school marquee, sent home in monthly newsletters, invitation/reminders in Wednesday folders, Twitter, Facebook and school messenger.

• Ensure that all information related to school and parent programs and meetings is published in both English and Spanish.

• Ensure that all parents are offered parent engagement activity meetings throughout the school year that will provide parents with valuable information on how to work with their child to improve their child’s academic achievement.

• Provide materials for parents at conferences and meetings to help parents to understand grade level assessments and content.

• Conduct professional learning on parent and family engagement practices and academic strategies that are linked to learning, relational, developmental, and interactive to foster partnerships with parents.

• Provide joint trainings with faculty and families on the value of communication and working as equal partners to build ties between families and the school.

• Partner with local pre-k programs to share information regarding parent engagement activities that will help prepare parents and their child for kindergarten. There will also be school tours scheduled for local pre-k programs.

• Provide a parent resource area, located in the media center, with a variety of resources available to improve their child’s academic achievement as well as computers for parent use.

• Listen and respond to parents’ requests for any additional support needed for parent and family engagement.
Our Commitment

Oak Hill is committed to the belief that our parents are full partners in the education of children. We strive to maintain regular, two way communication with parents involving student academic learning and school activities. We offer a variety of activities to promote academic achievement, which are scheduled in the evening, to allow working parents to be able to attend. Oak Hill will partner with various stakeholders including our Partners In Education, community businesses, churches and PTO to promote communication and a shared vision to increase student achievement.

Continuous Communication To Build Parent Capacity


Visitor and Volunteer Policy

Parents are always welcome and there are many opportunities throughout the year to volunteer at Oak Hill. Student safety is our top priority therefore, it is required that all visitors sign in at the front office before proceeding to any part of the building.

Joining PTO is a great way to get involved. There are several events during the year, such as Fall Festival, Holiday Shop, and Valentine Dance that need volunteers. Please contact the PTO president for more information. The Media Center loves volunteers anytime and during the Book Fair. You may contact the media center for details. Parents are always welcome to volunteer at Field Day and Jump Rope For Heart. Look for details from Coach Angel in the spring. Of course, our teachers can use the support of parent volunteers. If interested in volunteering in a classroom, please contact your child’s homeroom teacher to make arrangements.

Measures of Effectiveness

- **Parent Meeting Evaluation** to gather feedback from the parents to evaluate the effectiveness of the meeting and to gain insight on parent academic support for future meetings.

- **Parent Survey Data** to gain insight on Oak Hill Elementary School effectiveness in meeting the needs of parents in various areas such as technology, parent workshop topics, and school climate so that we can create an environment that meets the needs of all parents and families.

- **Revision and Development Stakeholders Meeting** to give all stakeholders the opportunity to give input to build the effectiveness on the:
  - Parent and Family Engagement Policy-School and District
  - School-Parent Compact
  - Comprehensive LEA Improvement Plan (CLIP)
  - Title I Schoolwide Plan
  - Building Staff Capacity
  - Parent Involvement 1% Funding

- **Student Outcomes** to assess if strategies and activities, as outlined on the school-parent compacts are effectively impacting student achievement.

- **Multiple Opportunities for Input** Oak Hill Elementary will provide several opportunities for parents and families to give input on the effectiveness of the Title I Program. Parents can access our Title I Schoolwide Plan, The Parent and Family Engagement Policy, and the School-Parent Compact on our school’s website. These documents are also located in our parent resource section in the Media Center.
Parent Comments and Suggestions

We want to hear from you! If you have any suggestions or if there is any part of the schoolwide program plan that you feel needs to be adjusted, please provide us with your comments in the space provided and leave this form in the office.

Name: (optional) __________________________________________

Telephone Number (optional) ________________________________

_____________________________________________________________________________________________________________________________

_____________________________________________________________________________________________________________________________

_____________________________________________________________________________________________________________________________

_____________________________________________________________________________________________________________________________

_____________________________________________________________________________________________________________________________

_____________________________________________________________________________________________________________________________

_____________________________________________________________________________________________________________________________

_____________________________________________________________________________________________________________________________

_____________________________________________________________________________________________________________________________

_____________________________________________________________________________________________________________________________
TIPS FOR PARENT-TEACHER CONFERENCES

A parent-teacher conference is a meeting between you and your child's teacher to discuss your child's progress in school. The following are common questions that you may ask. Take this form to your next parent-teacher conference to help guide the dialogue between you and your child’s teacher(s).

- What is my child like in your class?
- What are my child's strengths?
- What are my child’s weaknesses?
- Is my child meeting grade expectations?
- Does my child get along with others?
- How well does my child participate in class discussions and activities?
- How is my child being assessed?
- What do the tests tell about my child's progress?
- Is my child engaging in activity that I would not approve of?
- Has my child missed any classes other than ones I contacted the school about?
- Is my child working up to his or her ability?
- Has my child done something that I would be proud of?
- How can I become more active in my child’s education?

Notes:
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Follow-Up: ___________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
What is a School-Parent Compact

A school-parent compact is a written commitment that parents, students and teachers develop together to help students be successful learners.

Effective Compacts:

• Link to goals of the school improvement plan.
• Focus on student learning.
• Share strategies parents can use at home.
• Explain how teachers and parents will communicate about student progress

Activities to Build Partnerships

• Title I Parent Orientation Meeting
• Meet the Teacher/ Curriculum Night
• Parent/Teacher Conferences
• Family Math Homework Help and Strategies Workshop
• Technology Drop-In Workshop
• Family Literacy Night
• Title I Revision/Feedback Meeting

Jointly Developed

Oak Hill teachers and faculty work together with parents and students to develop our school-parent compact. An annual meeting is held each year to review the compact and make changes based on data, student needs and parent feedback. Parents are welcome to provide feedback at anytime during the school year as well. The compact is posted on the school website year round. If you have any questions or comments about this compact or Title I, please contact Mary Johnson via email: johnson.mary@newton.k12.ga.us or call 770-385-6906 and leave a message.

Communications About Student Learning

We understand the importance of two-way communication between teachers and parents. Here are ways that you can expect us to communicate with you.

• Weekly Wednesday folders with reports on child’s progress
• Parent/Teacher Conferences
• Emails and Phone Calls
• Notes in Agendas
• Infinite Campus
• School Messenger
• OHES website, Facebook, & Twitter

Parents may observe and/or volunteer in classes during the school year by appointment only. Additionally, parents may schedule conferences as needed throughout the year.
**Kindergarten Goals for Student Achievement**

**District Goal:**
Increased Student Achievement

**Oak Hill Elementary School Goals:**

**Reading:** By the end of the school year 2020-2021, all students in kindergarten will increase by at least 3% in Total Reading as measured by the IOWA. **Focus Area:** Phonological awareness - rhyme, syllables, blending.

**Math:** By the end of the school year 2020-2021, all students in kindergarten will increase by at least 3% in Total Math as measured by the IOWA. **Focus Area:** Model simple addition and subtraction situations with sets of objects within 10 and eventually with equations.

---

**Teachers, Students, and Parents—Together for Success**

**Teachers/Schools**

- Offer a Family Math Homework Help Workshop that provides strategies that focus on number sense and problem solving that parents can use at home.
- Provide a Parent Resource Area with guided reading kits that include a list of questions and vocabulary that addresses specific reading concepts for K-5.
- Provide students in kindergarten opportunities to practice number sense strategies using Istation Math.
- Offer a Family Literacy Night to provide parents with activities and strategies that focus on phonics, fluency and comprehension that parents can use at home.

**Families**

- Attend Family Math Homework Help Workshop for strategies focusing on number sense and problem solving to use at home.
- Check out and use Guided Reading kits in the Parent Resource Area to address specific fundamental reading concepts.
- Use the parent portal and actively monitor the use of Istation Reading to provide practice for my child in phonemic awareness and comprehension.
- Use the Istation Math program with my child to practice number sense skills.
- Attend Family Literacy Night for activities and strategies that focus on phonics, fluency and comprehension to use at home.

**Student**

- Share information with parents about all Family Engagement Workshops.
- Use Guided Reading Kit materials from the Parent Resource Area at home to answer questions using vocabulary skill practice that addresses fundamental reading skills.
- Use Istation Reading at home for practice in phonemic awareness and comprehension.
- Use Istation Math at home to practice number sense skills.
What is a School-Parent Compact

A school-parent compact is a written commitment that parents, students and teachers develop together to help students be successful learners.

Effective Compacts:
• Link to goals of the school improvement plan.
• Focus on student learning.
• Share strategies parents can use at home.
• Explain how teachers and parents will communicate about student progress

Activities to Build Partnerships

• Title I Parent Orientation Meeting
• Meet the Teacher/Curriculum Night
• Parent/Teacher Conferences
• Family Math Homework Help and Strategies Workshop
• Georgia Milestones Test Preparation Meeting
• Technology Drop-In Workshop
• Family Literacy Night
• Title I Revision/Feedback Meeting

Jointly Developed

Oak Hill teachers and faculty work together with parents and students to develop our school-parent compact. An annual meeting is held each year to review the compact and make changes based on data, student needs and parent feedback. Parents are welcome to provide feedback at anytime during the school year as well. The compact is posted on the school website year round. If you have any questions or comments about this compact or Title I, please contact

Mary Johnson via email: johnson.mary@newton.k12.ga.us or call 770-385-6906 and leave a message.

Communications About Student Learning

We understand the importance of two-way communication between teachers and parents. Here are ways that you can expect us to communicate with you.

• Weekly Wednesday folders with reports on child’s progress
• Parent/Teacher Conferences
• Emails and Phone Calls
• Notes in Agendas
• Infinite Campus
• School Messenger
• OHES website, Facebook, & Twitter

Parents may observe and/or volunteer in classes during the school year by appointment only. Additionally, parents may schedule conferences as needed throughout the year.
### Grade 1 Goals for Student Achievement

**District Goal:**
Increased Student Achievement

**Oak Hill Elementary School Goals:**

**Reading:** By the end of the school year 2020-2021, all students in 1st grade will increase by at least 3% in Total Reading as measured by the IOWA. **Focus Area:** Describe characters/settings/events.

**Math:** By the end of the school year 2020-2021, all students in 1st grade will increase by at least 3% in Total Math as measured by the IOWA. **Focus Area:** Develop an understanding of addition, subtraction, and strategies for addition and subtraction within 20.

### Teachers, Students, and Parents—Together for Success

#### Teachers/Schools
- Offer a Family Math Homework Help Workshop that provides strategies that focus on number sense, fact fluency and problem solving that parents can use at home.
- Provide a Parent Resource Area with guided reading kits that include a list of questions and vocabulary that addresses specific reading concepts for K-5.
- Provide students in 1st grade opportunities to practice number sense strategies using Istation Math.
- Offer a Family Literacy Night to provide parents with activities and strategies that focus on phonics, fluency and comprehension that parents can use at home.

#### Families
- Attend Family Math Homework Help Workshop for strategies focusing on number sense and problem solving to use at home.
- Check out and use Guided Reading kits in the Parent Resource Area to address specific fundamental reading concepts.
- Use the parent portal and actively monitor the use of Istation Reading to provide practice for my child in fluency and comprehension.
- Use the Istation Math and Moby Max programs with my child to practice number sense skills and fact fluency.
- Attend Family Literacy Night for activities and strategies that focus on phonics, fluency and comprehension that parents can use at home.

#### Student
- Share information with parents about all Family Engagement Workshops.
- Use Guided Reading Kit materials from the Parent Resource Area at home to answer questions using vocabulary skill practice that addresses fundamental reading skills.
- Use Istation Reading at home for practice in fluency and comprehension.
- Use Istation Math at home to practice number sense skills.
What is a School-Parent Compact

A school-parent compact is a written commitment that parents, students and teachers develop together to help students be successful learners.

Effective Compacts:

• Link to goals of the school improvement plan.
• Focus on student learning.
• Share strategies parents can use at home.
• Explain how teachers and parents will communicate about student progress

Joinly Developed

Oak Hill teachers and faculty work together with parents and students to develop our school-parent compact. An annual meeting is held each year to review the compact and make changes based on data, student needs and parent feedback. Parents are welcome to provide feedback at anytime during the school year as well. The compact is posted on the school website year round. If you have any questions or comments about this compact or Title 1, please contact

Mary Johnson via email: johnson.mary@newton.k12.ga.us or call 770-385-6906 and leave a message.

Activities to Build Partnerships

• Title I Parent Orientation Meeting
• Meet the Teacher/Curriculum Night
• Parent/Teacher Conferences
• Family Math Homework Help and Strategies Workshop
• Technology Drop-In Workshop
• Family Literacy Night
• Title I Revision/Feedback Meeting

Communications About Student Learning

We understand the importance of two-way communication between teachers and parents. Here are ways that you can expect us to communicate with you.

• Weekly Wednesday folders with reports on child’s progress
• Parent/Teacher Conferences
• Emails and Phone Calls
• Notes in Agendas/Class Dojo
• Infinite Campus
• School Messenger
• OHES website, Facebook, & Twitter

Parents may observe and/or volunteer in classes during the school year by appointment only. Additionally, parents may schedule conferences as needed throughout the year.
Grade 2 Goals for Student Achievement

District Goal:
Increased Student Achievement

Oak Hill Elementary School Goals:

**Reading:** By the end of the school year 2020-2021, all students in 2nd grade will increase by at least 3% in Total Reading as measured by the IOWA. **Focus Area:** Read for fluency and comprehension.

**Math:** By the end of the school year 2020-2021, all students in 2nd grade will increase by at least 3% in Total Math as measured by the IOWA. **Focus Area:** Build fluency with addition and subtraction.

---

Teachers/Schools

- Offer a Family Math Homework Help Workshop that provides strategies that focus on number sense and problem solving that parents can use at home.
- Provide a Parent Resource Area with guided reading kits that include a list of questions and vocabulary that addresses specific reading concepts for K-5.
- Provide students in all grades opportunities to practice number sense strategies using Istation Math.
- Offer a Family Literacy Night to provide parents with activities and strategies that focus on phonics, fluency and comprehension that parents can use at home.

Families

- Attend Family Math Homework Help Workshop for strategies focusing on number sense and problem solving to use at home.
- Check out and use Guided Reading kits in the Parent Resource Area to address specific fundamental reading concepts.
- Use the parent portal and actively monitor the use of Istation Reading to provide practice for my child in fluency and comprehension.
- Use the Istation Math program with my child to practice number sense skills.
- Attend Family Literacy Night for activities and strategies that focus on phonics, fluency and comprehension to use at home.

Student

Share information with parents about all Family Engagement Workshops.

- Use Guided Reading Kit materials from the Parent Resource Area at home to answer questions using vocabulary skill practice that addresses fundamental reading skills.
- Use Istation Reading at home for practice in fluency and comprehension.
- Use Istation Math at home to practice number sense skills.
### What is a School-Parent Compact

A school-parent compact is a written commitment that parents, students and teachers develop together to help students be successful learners.

**Effective Compacts:**
- Link to goals of the school improvement plan.
- Focus on student learning.
- Share strategies parents can use at home.
- Explain how teachers and parents will communicate about student progress

### Activities to Build Partnerships

- Title I Parent Orientation Meeting
- Meet the Teacher/Curriculum Night
- Parent/Teacher Conferences
- Family Math Homework Help and Strategies Workshop
- Georgia Milestones Test Preparation Meeting
- Technology Drop-In Workshop
- Family Literacy Night
- Title I Revision/Feedback Meeting

### Jointly Developed

Oak Hill teachers and faculty work together with parents and students to develop our school-parent compact. An annual meeting is held each year to review the compact and make changes based on data, student needs and parent feedback. Parents are welcome to provide feedback at anytime during the school year as well. The compact is posted on the school website year round. If you have any questions or comments about this compact or Title I, please contact Mary Johnson via email: johnson.mary@newton.k12.ga.us or call 770-385-6906 and leave a message.

### Communications About Student Learning

We understand the importance of two-way communication between teachers and parents. Here are ways that you can expect us to communicate with you.
- Weekly Wednesday folders with reports on child’s progress
- Parent/Teacher Conferences
- Emails and Phone Calls
- Class Dojo
- Infinite Campus
- School Messenger
- OHES website, Facebook, & Twitter

Parents may observe and/or volunteer in classes during the school year by appointment only. Additionally, parents may schedule conferences as needed throughout the year.
Grade 3 Goals for Student Achievement

District Goal:
Increased Student Achievement

Oak Hill Elementary School Goals:

Reading: By the end of the school year 2020-2021, all students in 3rd grade will increase by at least 3% in Total Reading as measured by the IOWA. Focus Area: Read for fluency and comprehension.

Math: By the end of the school year 2020-2021, all students in 3rd grade will increase by at least 3% in Total Math as measured by the IOWA. Focus Area: Develop an understanding of multiplication and division and strategies for multiplication and division within 100.

Teachers, Students, and Parents—Together for Success

Teachers/Schools

- Offer a Family Math Homework Help Workshop that provides strategies that focus on number sense and problem solving that parents can use at home.

- Provide a Parent Resource Area with guided reading kits that include a list of questions and vocabulary that addresses specific reading concepts for K-5.

- Provide students in all grades opportunities to practice number sense strategies using Istation Math and Moby Max.

- Offer a Family Literacy Night to provide parents with activities and strategies that focus on phonics, fluency and comprehension that parents can use at home.

Families

- Attend Family Math Homework Help Workshop for strategies focusing on number sense and problem solving to use at home.

- Check out and use Guided Reading kits in the Parent Resource Area to address specific fundamental reading concepts.

- Use the parent portal and actively monitor the use of Istation Reading to provide practice for my child in fluency and comprehension.

- Use the Istation Math program with my child to practice number sense skills.

- Attend Family Literacy Night for activities and strategies that focus on phonics, fluency and comprehension to use at home.

Student

- Share information with parents about all Family Engagement Workshops.

- Use Guided Reading Kit materials from the Parent Resource Area at home to answer questions using vocabulary skill practice that addresses fundamental reading skills.

- Use Istation Reading at home for practice in fluency and comprehension.

- Use Istation Math at home to practice number sense skills.
# School-Parent Compact

## Grade 4

### School Year 2019-2020

Revised 07/30/2019

## What is a School-Parent Compact

A school-parent compact is a written commitment that parents, students and teachers develop together to help students be successful learners.

### Effective Compacts:

- Link to goals of the school improvement plan.
- Focus on student learning.
- Share strategies parents can use at home.
- Explain how teachers and parents will communicate about student progress.

## Jointly Developed

Oak Hill teachers and faculty work together with parents and students to develop our school-parent compact. An annual meeting is held each year to review the compact and make changes based on data, student needs and parent feedback. Parents are welcome to provide feedback at anytime during the school year as well. The compact is posted on the school website year round. If you have any questions or comments about this compact or Title I, please contact Mary Johnson via email: johnson.mary@newton.k12.ga.us or call 770-385-6906 and leave a message.

## Activities to Build Partnerships

- Title I Parent Orientation Meeting
- Meet the Teacher/Curriculum Night
- Parent/Teacher Conferences
- Family Math Homework Help and Strategies Workshop
- Georgia Milestones Test Preparation Meeting
- Technology Drop-In Workshop
- Family Literacy Night
- Title I Revision/Feedback Meeting

## Communications About Student Learning

We understand the importance of two-way communication between teachers and parents. Here are ways that you can expect us to communicate with you.

- Weekly Wednesday folders with reports on child’s progress
- Parent/Teacher Conferences
- Emails and Phone Calls
- Class Dojo
- Infinite Campus
- School Messenger/SchoolWay
- OHES website, Facebook, & Twitter

Parents may observe and/or volunteer in classes during the school year by appointment only. Additionally, parents may schedule conferences as needed throughout the year.
Grade 4 Goals for Student Achievement

District Goal:
Increased Student Achievement

Oak Hill Elementary School Goals:

**Reading:** By the end of the school year 2020-2021, all students in 4th grade will increase by at least 3% in Total Reading as measured by the IOWA. **Focus Area:** Cite evidence for inferences from text.

**Math:** By the end of the school year 2020-2021, students in 4th grade will increase by 3% in Total Math as measured by the IOWA. **Focus area:** Develop an understanding and fluency with multi-digit multiplication, and develop an understanding of dividing to find quotients involving multi-digit dividends, generalize place value understanding to multi-digit whole numbers.

---

**Teachers, Students, and Parents—Together for Success**

**Teachers/Schools**

- Offer a Family Math Homework Help Workshop that provides strategies that focus on multiplication and division computation that parents can use at home.

- Provide a Parent Resource Area with guided reading kits that include a list of questions and vocabulary that addresses specific reading concepts for K-5.

- Provide students in all grades opportunities to practice computation strategies using Istation Reading, Istation Math and Moby Max.

- Offer a Family Literacy Night to provide parents with activities and strategies that focus on fluency and comprehension that parents can use at home.

**Families**

- Attend Family Math Homework Help Workshop for strategies focusing on number sense and problem solving to use at home.

- Check out and use Guided Reading kits in the Parent Resource Area to address specific fundamental reading concepts.

- Use the parent portal and actively monitor the use of Istation Reading to provide practice for my child in fluency and comprehension.

- Use the Istation Math program with my child to practice number sense skills.

- Attend Family Literacy Night for activities and strategies that focus on fluency and comprehension that parents can use at home.

**Student**

- Share information with parents about all Family Engagement Workshops.

- Use Guided Reading Kit materials from the Parent Resource Area at home to answer questions using vocabulary skill practice that addresses fundamental reading skills.

- Use Istation at home for practice in fluency and comprehension.

- Use Istation Math at home to practice number sense skills.
What is a School-Parent Compact

A school-parent compact is a written commitment that parents, students and teachers develop together to help students be successful learners.

Effective Compacts:
- Link to goals of the school improvement plan.
- Focus on student learning.
- Share strategies parents can use at home.
- Explain how teachers and parents will communicate about student progress.

Jointly Developed

Oak Hill teachers and faculty work together with parents and students to develop our school-parent compact. An annual meeting is held each year to review the compact and make changes based on data, student needs and parent feedback. Parents are welcome to provide feedback at anytime during the school year as well. The compact is posted on the school website year round. If you have any questions or comments about this compact or Title I, please contact Mary Johnson via email: johnson.mary@newton.k12.ga.us or call 770-385-6906 and leave a message.

Activities to Build Partnerships

- Title I Parent Orientation Meeting
- Meet the Teacher/Curriculum Night
- Parent/Teacher Conferences
- Family Math Homework Help and Strategies Workshop
- Georgia Milestones Test Preparation Meeting
- Technology Drop-In Workshop
- Family Literacy Night
- Title I Revision/Feedback Meeting

Communications About Student Learning

We understand the importance of two-way communication between teachers and parents. Here are ways that you can expect us to communicate with you.

- Weekly Wednesday folders with reports on child’s progress
- Parent/Teacher Conferences
- Emails and Phone Calls
- Notes in Agendas/Remind/Class Dojo
- Infinite Campus
- School Messenger
- OHES website, Facebook, & Twitter

Parents may observe and/or volunteer in classes during the school year by appointment only. Additionally, parents may schedule conferences as needed throughout the year.
Grade 5 Goals for Student Achievement

District Goal:
Increased Student Achievement

Oak Hill Elementary School Goals:

**Reading:** By the end of the school year, all students in 5th grade will increase by at least 3% in Total Reading as measured by the IOWA. **Focus Area:** Comprehension and quoting accurately from text.

**Math:** By the end of the school year, students in 5th grade will increase by 3% in Computation domain as measured by the IOWA. **Focus area:** Develop fluency with addition and subtraction of fractions, and develop an understanding of the multiplication of fractions and of division of fractions in limited cases (units fractions divided by whole numbers divided by fractions).

**Teachers, Students, and Parents—Together for Success**

**Teachers/Schools**
- Offer a Family Math Homework Help Workshop that provides strategies that focus on number sense and problem solving that parents can use at home.
- Provide a Parent Resource Area with guided reading kits that include a list of questions and vocabulary that addresses specific reading concepts for K-5.
- Provide students in all grades opportunities to practice number sense strategies using Istation Math and Moby Max.
- Offer a Family Literacy Night to provide parents with activities and strategies that focus on fluency and comprehension that parents can use at home.

**Families**
- Attend Family Math Homework Help Workshop for strategies focusing on number sense and problem solving.
- Check out and use Guided Reading kits in the Parent Resource Area to address specific fundamental reading concepts.
- Attend Family Literacy Night for strategies focusing on fluency and comprehension.
- Use the parent portal and actively monitor the use of Istation Reading to provide practice for my child in fluency and comprehension.
- Use the Istation Math program with my child to practice number sense skills.

**Student**
- Share information with parents about all Family Engagement Workshops.
- Use Guided Reading Kit materials from the Parent Resource Area at home to answer questions using vocabulary skill practice that addresses fundamental reading skills.
- Use Istation Reading at home for practice in fluency and comprehension.
- Use Istation Math at home to practice number sense skills.
Date: August 1, 2020

Dear Parents,

In compliance with the requirements of the Every Students Succeeds Act, Oak Hill Elementary 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.

Please rest assured that our staff is committed to helping your child reach his or her maximum academic potential throughout their school career. That commitment includes making sure that all of our teachers and paraprofessionals are highly skilled and delivering quality instruction to your child.

If you wish to request information concerning your child’s teachers’ qualifications, please contact me, Dr. Brenda Gammans, your child’s principal, by phone at 770-385-6906 or by email at gammans.brenda@newton.k12.ga.us

Thank you for your interest and involvement in your child’s education.

Sincerely,

Dr. Brenda Gammans
Principal

Dr. Brenda Gammans               Principal
Name                                Title
770-385-6906                     gammans.brenda@newton.k12.ga.us
Telephone Number                  Email Address

Office Use Only
Student #                     Date Distributed

-----------------------------------------------------------------------------------------------
NEWTON COUNTY SCHOOL SYSTEM
WASTE, FRAUD, ABUSE AND CORRUPTION
ADMINISTRATIVE REGULATIONS FOR PARENTS AND STUDENTS

Reporting Suspicion of Fraudulent Activities

- Title I, Part A – Programs for Disadvantaged Children
- Title I, Part A – School Improvement 1003 (a)
- Title I, Part A - Academic Achievement Awards
- Title I, Part A - Foster Care Program
- Title I, Part A - Family-School Partnership Program
- Title I, Part C – Education of Migratory Children
- Title I, Part D – Programs for Neglected and Delinquent Children
- Title II, Part A – Supporting Effective Instruction
- Title II, Part D – Enhancing Education Through Technology
- Title III, Part A – Language Instruction for Limited English Proficient (LEP) and Immigrant Students
- Title IV, Part A – Student Support and Academic Enrichment
- Title IV, Part B - 21st Century Community Learning Centers
- Title V, Part B – Rural Education Initiative
- Individuals with Disabilities ACT (IDEA) – Programs for Exceptional Students
- Carl D. Perkins Vocational and Applied Technology Act – Vocational Education Programs
- Title IX, Part A McKinney-Vento Education of Homeless Children and Youth (EHCY) and State Professional Learning.

Employees shall disclose waste, fraud, abuse and corruption to the appropriate authorities.

Purpose: To ensure that the reporting of any acts of suspicious waste, fraud, abuse and/or corruption activity, the Newton County Office of Federal Programs ensures employees, clients and providers of confidential channels to report said activities.

Definitions:

Waste: Defined as the intentional or unintentional, thoughtless or careless expenditure, consumption, mismanagement, use, or squandering of district, state, or federal resources to the detriment or potential detriment of the district. Waste also includes incurring unnecessary costs as a result of inefficient or ineffective practices, systems, or controls.

Fraud: The intentional deception perpetrated by an individual or individuals, or an organization or organizations, either internal or external to federal, state, or local governments, which could result in a tangible or intangible benefit to themselves others, or the district, state, or federal governments. Fraud includes a false representation of a matter of fact, whether by words or by conduct, by false or misleading statements, or by
concealment of that which should have been disclosed, which deceives and is intended to deceive.

**Abuse:** Defined as excessive or improper use of a thing, or to employ something in a manner contrary to the natural or legal rules for its use; intentional destruction, diversion, manipulation, misapplication, maltreatment or misuse of resources; extravagant or excessive use as to abuse one's position or authority. Abuse can occur in financial or non-financial settings.

**Corruption:** Defined as dishonest or fraudulent conduct by those in power, typically involving bribery. The process by which something, typically a word or expression, is changed from its original use or meaning to one that is regarded as erroneous or debased.

**Ethics:** The Code of Ethics for Educators defines the professional behavior of educators in Georgia and serves as a guide to ethical conduct. The Professional Standards Commission has adopted standards that represent the conduct generally accepted by the education profession. The code defines unethical conduct justifying disciplinary sanction and provides guidance for protecting the health, safety and general welfare of students and educators, and assuring the citizens of Georgia a degree of accountability within the education profession.

Employees shall practice good stewardship of District financial resources, including timely reporting of fraudulent expenditures.

**Statement of Administrative Regulations:** Newton County’s Office of Federal Programs thoroughly and expeditiously investigates any reported cases of suspected waste, fraud, abuse and/or corruption activity to determine if disciplinary, financial recovery and/or criminal action should be taken.

**Confidentiality:** All reports of suspicious waste, fraud, abuse and/or corruption activity suspect fraud must be handled under the strictest confidentiality. Only those directly involved in the investigation should be given information. Informants may remain anonymous but should be encouraged to cooperate with the investigators and should provide as much detail and evidence of alleged fraudulent act as possible.

**Procedures and Responsibilities:**

1. Anyone suspecting any acts of waste, fraud, abuse and/or corruption activity concerning federal programs should report their concerns to the appropriate Federal Program’s Director for Newton County School System at 770-787-1330.
2. Any employee with Newton County Board of Education (temporary staff, full-time staff and contractors) who receives a report of suspected fraudulent activity must report this information within the next business day. Employees have the responsibility to report suspected waste, fraud, abuse and/or corruption activity. All reports can be made in confidence.
3. The Newton County Board of Education shall conduct investigations of employees, providers, contractors, or vendors.
4. If necessary you will be contacted for additional information.
Newton County School System
Complaint Procedures for Parents and Students

Grounds for a Complaint

Any individual, organization or agency (“complainant”) may file a complaint with the Newton County School System (NCSS) if that individual, organization or agency believes and alleges that the NCSS is violating a Federal statute or regulation. The complaint must allege a violation that occurred not more than one (1) year prior to the date that the complaint is received, unless a longer period is reasonable because the violation is considered systemic or ongoing.

Federal Programs for Which Complaints Can Be Filed

- Title I, Part A – Programs for Disadvantaged Children
- Title I, Part A – School Improvement 1003 (a)
- Title I, Part A - Academic Achievement Awards
- Title I, Part A - Foster Care Program
- Title I, Part A - Family-School Partnership Program
- Title I, Part C – Education of Migratory Children
- Title I, Part D – Programs for Neglected and Delinquent Children
- Title II, Part A – Supporting Effective Instruction
- Title II, Part D – Enhancing Education Through Technology
- Title III, Part A – Language Instruction for Limited English Proficient (LEP) and Immigrant Students
- Title IV, Part A – Student Support and Academic Enrichment
- Title IV, Part B - 21st Century Community Learning Centers
- Title V, Part B – Rural Education Initiative
- Individuals with Disabilities ACT (IDEA) – Programs for Exceptional Students
- Carl D. Perkins Vocational and Applied Technology Act – Vocational Education Programs
- Title IX, Part A McKinney-Vento Education of Homeless Children and Youth (EHCY) and State Professional Learning.

An LEA accepting federal funds agrees to adopt local written procedures for the receipt and resolution of complaints alleging violations of law in the administration of covered programs. Therefore, for complaints originating at the local level, a complaint should not be filed with the Georgia Department of Education until every effort has been made to resolve the issue through local written complaint procedures.

Filing a Complaint

A complaint must be made in writing and signed by the complainant. The complaint must include the following:

- A statement that the NCSS has violated a requirement of a Federal statute or regulation that applies to an applicable program;

Revised July 1, 2020
• The date on which the violation occurred;

• The facts on which the statement is based and the specific requirement allegedly violated (include citation to the Federal statute or regulation);

• A list of the names and telephone numbers of individuals who can provide additional information;

• Whether a complaint has been filed with any other government agency, and if so, which agency;

•Copies of all applicable documents supporting the complainant’s position; and

The address of the complainant:
The complaint must be addressed to:

Newton County Board of Education
Appropriate Federal Program’s Director
2109 Newton Drive, NE
Covington, GA 30015

The appropriate Federal Programs’ Director will address all initial complaints. In the event that the concern is not resolved, a formal written complaint can then be sent to the Chief Strategy and Community Outreach Officer.

Investigation of Formal Complaint
Within ten (10) days of receipt of the complaint, the Chief Strategy and Community Outreach Officer or his or her designee will issue a Letter of Acknowledgement to the complainant that contains the following information:

• The date the NCSS received the complaint.

• How the complainant may provide additional information.

• A statement of the ways in which the NCSS may investigate or address the complaint.

• Any other pertinent information.

Right of Appeal

If an individual, organization or agency is aggrieved by the final decision of the NCSS, that individual, organization or agency has the right to request review of the decision by the Georgia Department of Education:

Georgia Department of Education
Office of Legal Services
205 Jesse Hill Jr. Drive, SE
2052 Twin Tower East
Atlanta, GA 30334

Revised July 1, 2020
Newton County School System
Complaint Form - Federal Programs

<table>
<thead>
<tr>
<th>Name (Complainant):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mailing Address:</td>
</tr>
<tr>
<td>Phone Number (home):</td>
</tr>
<tr>
<td>Phone Number (work):</td>
</tr>
<tr>
<td>Agency/agencies complaint is being filed against:</td>
</tr>
<tr>
<td>Date on which violation occurred:</td>
</tr>
</tbody>
</table>

Statement that the Newton County School System has violated a requirement of a Federal statute or regulation that applies to an applicable program (include citation to the Federal statute or regulation) (attach additional sheets if necessary):

The facts on which the statement is based and the specific requirement allegedly violated (attach additional sheets if necessary):
Frequently Asked Questions

What is the McKinney-Vento Act?

How does the law define homelessness?
An individual is “homeless” who lacks a fixed, regular, and adequate nighttime residence. This definition of homelessness includes those living in shelters, motels, campgrounds, cars, abandoned buildings, or other inadequate shelter. The law also includes situations in which an individual shares housing with relatives or others because he or she has lost housing or cannot afford housing due to economic hardship.

What are my child’s rights under the McKinney-Vento Act?
A child considered homeless under the law has:
- The right to immediate enrollment in school without having health and school records available;
- The right to attend either the school of origin or the school in the attendance area where the family currently resides;
- The right to receive transportation to school of origin when feasible and in the best interest of the child, if requested by parent/guardian
- The right to access comparable services, including transportation services, educational services, supplemental services, extracurricular activities, and free meals through the School Nutrition Program.

Homeless children and youth may not be stigmatized by school personnel. Families of homeless children and youth have the right to dispute enrollment if the local school sends the homeless child or youth to a school other than the school of origin requested by the parent/guardian or by an unaccompanied youth.

If my child and I become homeless during the school year what should I do?
Ask to speak to the homeless school contact or school counselor.

Who can I call if I need assistance?
Contact the homeless school contact who serves your child’s school.

For more information, contact the following:

Khiem Reed -Newton County School System Homeless Liaison
reed.khiem@newton.k12.ga.us
770-787-1330 ext. 3907