

## PARENT OR STUDENT GRIEVANCE POLICY

All parties are encouraged to solve issues at the lowest level prior to filing a formal grievance.

**Level I:** Oral or written complaint filed with principal within 10 calendar days after the most recent incident upon which the complaint is based.

**Level II:** A complainant is dissatisfied with decision of the principal may within 10 calendar days of receiving that decision appeal to the Superintendent of Schools by filing a written request to meet.

**Level III:** A complainant dissatisfied with the decision of the Superintendent may appeal within 10 calendar days the Superintendent's decision to the Houston County Board of Education. The board will act on the complaint at the next scheduled BOE meeting.

*The complete description of this formal process can be found in the Houston County Student Handbook .*

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Under the Family Education Rights & Privacy Act, you have a right to:

1. Inspect and review, within 45 days of a request, the education records of a student who is your child, or in the case of a student who is eighteen years of age or older or those who are emancipated, your own records.
2. Request an amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the Act and the regulations promulgated pursuant to the Act authorize disclosure without consent.
4. File with the United States Department of Education a complaint under 20 C.F.R.99.64 concerning the alleged failures by the HCBOE to comply with the requirements of the Act or the regulations promulgated thereunder.

*The complete description can be found in the Houston County Student Handbook.*

## **Houston County Title I Schools**

C.B. Watson Primary School  
Centerville Elementary School  
Crossroads Center  
Eagle Springs Elementary School  
Huntington Middle School  
Lindsey Elementary School  
Miller Elementary School  
Morningside Elementary School  
Northside Elementary School  
Northside High School  
Northside Middle School  
Parkwood Elementary School  
Pearl Stephens Elementary School  
Perry High School  
Perry Middle School  
Russell Elementary School  
Shirley Hills Elementary School  
Thomson Middle School  
Tucker Elementary School  
Warner Robins High School  
Warner Robins Middle School  
Westside Elementary School

### **For More Information Contact:**

Dana Morris, Director of Federal Programs  
(478) 988-6200 ext. 10392

Carla Thorpe, Family Engagement Coordinator  
(478) 988-6200 ext. 10908



Houston County  
Board of Education

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HIGH-ACHIEVING STUDENTS  
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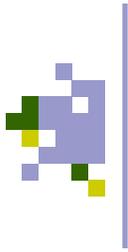
## **What Parents Should Know About Title I**



**OUR GOAL IS TO PRODUCE HIGH  
ACHIEVING STUDENTS**

**THE GOAL OF TITLE I IS TO IMPROVE  
STUDENT ACHIEVEMENT THROUGH...**

- EFFECTIVE INSTRUCTION
- PROFESSIONAL DEVELOPMENT
- FAMILY ENGAGEMENT



## What is Title I?

Title I is the nation's largest assistance program for schools. It provides funding for increasing student achievement in schools selected on the basis of the economic level of families in a school's attendance zone.

The purpose of Title I is to:

- Help every child receive a high quality education
- Build capacity for parent engagement
- Provide professional development
- Meet the requirements of Part A of the Elementary and Secondary Education Act of 1965 (ESEA)

Title I funds supplement local and state educational programs to ensure all students achieve in all academic areas. The Title I program offers a variety of services which may include additional teachers, support staff, extra time for instruction, resource materials, smaller classes, and additional training for staff.

Title I, Part A of the Elementary and Secondary Education Act of 1965 (ESEA) significantly raises expectations for states, local districts, and schools in that all students will meet or exceed state standards in reading, language arts, mathematics, science and social studies.



## What Information Must Be Provided to Parents Under Title I?

- **Annual Title I Meeting**– schools must convene a yearly meeting and discuss their participation in Title I, Part A programs and explain the Title I requirements and the rights of parents to be involved in those programs.
- **Written Parent Involvement Policy**- describes how schools and school system will support the important role of parents in the education of their children.
- **School-Parent-Student Compact**– a written statement of what schools, parents, and students are supposed to do to help students achieve.
- **Right to Know Teacher Qualifications**– notice to parents that they may request information about their child's teacher's professional qualifications.
- **Highly Qualified Staff**– information must be provided regarding the district's hiring of qualified staff.
- **Non-Highly Qualified Status**– notification to parents if their child has been assigned, or has been taught for at least four consecutive weeks, by a teacher who does not meet the highly qualified definition.
- **Student Progress and Achievement**– documentation provided to parents showing the level of achievement of their child in each area of the state assessment.
- **School Identification Status** – notification to parents regarding schools identified as Reward, Priority, or Focus.
- **Joint Development and Decision Making Process**- notification that parents are to be involved in the planning and implementation of parent involvement programs and documentation at the school and district levels.
- **Annual Parent Satisfaction Survey**– Distributed to parents yearly to solicit feedback on parenting programs and initiatives.

## Parents are an Important Part of the Team!

*By taking an active role in school, parents show their children that they are valued and that education is important. Children learn that parents and the school are a team, working together to help them succeed.*



## How Can Parents Participate?

- Attend Open House/Annual Title Meeting
- Attend Parent/Teacher Conferences
- Participate in workshops/informational meetings
- Participate in the review process for required documentation by giving feedback regarding the CLIP, SIP, PI Plan, Compact, FLP and budget.
- Join any school-wide committee, such as, Parent Action Team and School Council
- Participate in field trips, class activities/projects, or volunteer programs
- Complete Annual Parent Surveys
- Attend Shared Decision Making events

## The Focus of Our Schools

*In keeping with the requirements for Title I, Houston County Title I schools focus on these areas:*

1. Building a school's capacity for strong parental engagement by:
  - Helping parents understand the state academic content standards and state assessments
  - Providing materials and training to help parents work with their students at home
  - Involving parents in activities, especially academic ones
2. Educate teachers and staff about:
  - Recognizing the value and usefulness of parents' contributions
  - Reaching out to, communicating with, and working with parents as partners
3. Provide opportunities for full participation to parents with limited English proficiency, parents of migrant children and parents with disabilities.
4. Providing resources via Parent Resource Centers.