

CB Watson Primary School



Title I Parent Handbook

2017-2018

Alicia Conner

Principal



**Receipt of Title I Parent and Family Engagement Handbook
2017-2018**

August 2, 2017

Dear Families:

Your participation in your child’s education is extremely important to us. We believe in maintaining regular, two-way communication between home and school. As such, we distribute information to explain how parents can work with the school to ensure that students achieve their potential. Please take time and carefully read all of the documents included in this Title I Parent and Family Engagement Handbook. We also ask that you sign and return the appropriate forms to your child’s teacher.

Provided in the Title I Handbook are the following documents:

- Receipt of 2017-2018 Title I Parent and Family Engagement Handbook Form (Sign and Return)
- A Parent’s Guide to Title I
- School Parent and Family Engagement Plan
- School-Parent Compact
- Compact Signature Page (Sign and Return)
- Right to Know Professional Qualifications of Teachers and Paraprofessionals Letter
- Copyright Piracy Notification
- Complaint Procedures

Please complete and sign the form below, and return to your child’s teacher by, September 21 , 2017. Should you have any questions, feel free to contact us at

478-929-6360

Sincerely,

Alicia Conner

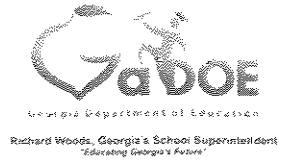
I have received and read the 2017-2018 Title I Parent and Family Engagement Handbook.

Parent’s Signature: _____ Date: _____

Student’s Name: _____ Grade: _____

Please return this form to your child’s school. Thank you.

A Parent's Guide to Title I



What is Title I?

Title I, Part A is a federally funded program under the Every Student Succeeds Act (ESSA). The purpose of Title I under ESSA is to ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on challenging state academic achievement standards and state academic assessments.

Which Houston County schools are Title I schools?

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

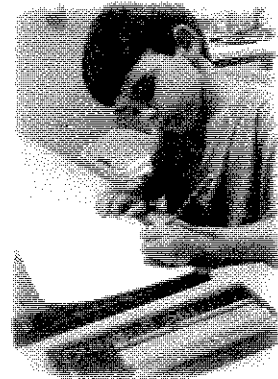
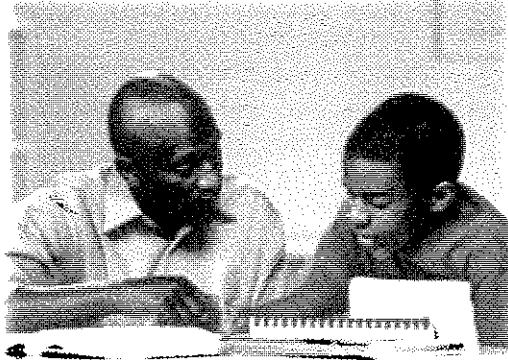
What supports are provided through Title I?

The Title I Program offers a variety of supports which may include, but are not limited to, additional teachers, support staff, instructional materials and supplies, technology to support student learning, tutoring, professional development for school staff and capacity building events for families.

What role does family engagement play in Title I?

Family engagement is an integral part of the ESSA law. Districts and schools receiving Title I funding must:

- Ensure that high-quality academic assessments, accountability systems, teacher preparation and training, curriculum, and instructional materials are aligned with challenging State academic standards so that students, teachers, parents and administrators can measure progress against common expectations for student academic achievement.
- Afford parents substantial and meaningful opportunities to participate in the education of their children.



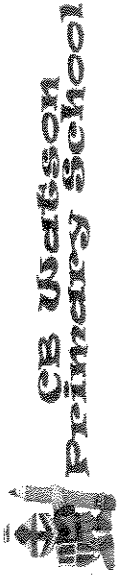
Families,

You can have a tremendous influence on your child's success in school. By partnering with the school and participating in the Title I program, you will:

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

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

- communicating regularly with your child's teacher.
- attending academic-based family events and parent-teacher conferences.
- volunteering at the school.
- joining the Parent Action Team or School Council.
- providing input concerning the Title I program at the school.



**Parent and Family Engagement Plan
2017-2018 School Year**

Alicia Conner
61 Martin Luther King Jr. Blvd.
Warner Robins GA 31088
478-929-6360

www.hcbe.net

Revision Date: 8/15/2017

What is Title I?

C. B. Watson Primary School (CBWPS) is identified as a Title I school as a part of the Every Student Succeeds Act (ESSA). Title I is designed to support State and local school reform efforts tied to the challenging State academic standards to improve teaching and learning for students. Title I programs must be based on effective means of improving student achievement and include strategies to support family engagement. All Title I schools must jointly develop with parents and family members a written parent and family engagement plan.

School Plan for Shared Student Success

What is it? The C. B. Watson Primary School's Parent and Family Engagement Plan describes how our school will provide opportunities to improve family engagement to support student learning. CBWPS values the contributions and engagement of parents and family members to establish an equal partnership for the common goal of improving student achievement. This plan describes how parents and families can partner with CBWPS and help develop and participate in activities and events to promote student learning at school and at home.

How is it revised? All families are invited to attend our annual Shared Decision Making Meeting held each spring. Families are asked to review and give feedback on Title I documents (Engagement Plan, Schoolwide Plan, Compact, and budget including the 1% set aside). Parents and families unable to attend are welcome to have copies of materials sent home for review CBWPS welcomes input on the plan at any time during the year. Our post-event surveys are reviewed to help improve activities. The annual Title I Parent and Family Satisfaction Survey allows parents to give feedback on the year's events, required notifications, communication and budget. All feedback is taken into consideration when planning for the next school year. Unsatisfactory comments regarding the Schoolwide Plan are reported to the district.

Who is it for? This plan is for all students participating in the Title I, Part A program, and their families, are encouraged and invited to fully participate in the opportunities described in this plan. CBWPS will provide full opportunity for the participation of parents and family members with limited English, with disabilities, of migratory children.

Where is it available? The Parent and Family Engagement Plan is included in the Title I Handbook that is given to all parents and families during new student orientation at the beginning of their placement at CBWPS. The plan is also available on the school website and in the Parent Resource office. Parents can request a copy be sent home to them at any time during the school year.

2017-18 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.

2017-18 School Goals

Increase percentage of students reading on or above grade level by 5% by May 2018.

Increase percentage of students mastering math standards at grade level by 5% by May 2018.

School-Parent Compacts

Part of the CBWPS Parent and Family Engagement Plan is our School-Parent Compact. The compact is a document that explains what teachers, parents and students each will do in effort to work together to make sure that our students successfully meet state, district and school goals. This compact will be reviewed and revised each year based on input from parents, students and teachers. All parents and families are invited to provide feedback through shared decision making meetings or after reviewing the documents at home. Teachers, parents and students are all asked to sign the compact. The signed compacts are kept on file and families receive a copy at orientation. Also, on an on-going basis, the compact is discussed during parent-teacher conferences.

Parent and Family Engagement Program and Activities

The C. B. Watson Primary Watson School plans the following events to build the capacity for strong parent and family engagement and to support a partnership among school, parents, and the community to improve student academic achievement. Meetings and events are scheduled at various times and in different formats to accommodate the needs of our families.

Events	Descriptions	Dates
Annual Title I Meeting	All Parent are invited to learn about our Title I program including our Engagement Plan, Compact, School wide Plan and parents' requirements.	August 2017
Open House	Follow your student's schedule to learn about academic standards, assessments and expectations for each class.	August 2017
Grandparents Lunch and Learn	Grandparents are invited to eat lunch and learn math and reading standards and strategies. Teachers will provide activities.	September 2017
Parent Action Team Meeting	All parents are invited to participate. The Team will share their ideas, provide feedback, and plan events for parent engagement.	September 2017 April 2017
Reading PACT Time	Teachers will host Parent and Child Time to present Reading data, standards, and strategies to use at home to promote reading. Parents are invited to come during the school and interact with their children in the classroom as they utilize reading strategies.	September 2017 January 2018 April 2018
Math PACT Time	Teachers will host Parent and Child Time to present math data, standards, and strategies to use at home to promote math. Parents are invited to come during the school day and interact with their children in the classroom as they utilize math strategies.	November 2017 March 2017 April 2018
Family Math Night: Digital Learning	Parents will learn about the grade level standards for Math. Parents will learn math strategies and how to make math fun at home. Teachers will provide resources for parents and children to learn math through technology. Take home activities are available.	October 2017
Family Literacy Night at the Book Fair	Teachers will provide literacy activities for parents and students to engage in together. Parents can visit the Book Fair. Take home resources are available. Literacy bags are available for parents in the Parent Resource Center.	November 2017
Charm Readings	Our school's reading goal is to read one million minutes collectively. Students should read and record their reading minutes. Parents are asked to sign off verifying the minutes read. Incentives and rewards are given for motivation. Students are recognized for being the top readers at their grade level.	On-going

Parent and Family Engagement Standards

CB Watson has adopted the National PTA Standards for Family-School Partnerships as the school's model in engaging parents, students and the community. These standards are:

1. **Welcoming All Families**
2. **Communicating Effectively**
3. **Supporting Student Success**
4. **Speaking Up for Every Child**
5. **Sharing Power**
6. **Collaborating with Community**

Parent and Family Engagement

CB Watson 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, including ensuring –

- That parents play an integral role in assisting their child's learning;
- That parents are encouraged to be actively engaged in their child's education at school;
- 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.

Our Pledge to our Parents and Families

CB Watson Primary 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, CBWPS 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.
- ✓ 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 at least four times during the school year.
- ✓ Partner with Head Start and early learning centers to provide resources to help prepare parents and their students for successful school transitioning.
- ✓ Share information/materials related to school and parent engagement activities, meeting and workshops in English and Spanish.
- ✓ Communicate with all families and the community on a regular basis regarding schoolwide events through school messenger, social media, school website, newsletters and flyers.
- ✓ Work with parents to develop relevant trainings and helpful presentations to educate our staff on the importance of parent and family engagement and how to support student learning.
- ✓ Provide information for parents to better understand Georgia Standards of Excellence and assessments for all grade levels.
- ✓ Collaborate with stakeholders and community/business leaders to increase awareness of family and community engagement programs.
- ✓ Connect families to classes to help further enhance our parent's various educational backgrounds.
- ✓ Collect feedback from parents and family members after academic events in order to respond to parents' request for additional support for engagement activities.

What is a School-Parent Compact?

A school-parent compact is an agreement that parents, students and teachers develop together. It explains how parents and teachers will work together to make sure all our students reach grade-level standards. At CBWPS during all parent-teacher conferences the compact will be reviewed.

Jointly Developed

The parents, students and staff of CB Watson Primary School developed this School-Parent Compact. Teachers suggested learning at home strategies and parents added ideas about things they specifically needed and students shared what support they needed. Shared Decision Making Meetings are held each spring to review the compact and make changes based on student needs.

Parents are welcome to contribute comments at any time.

Parent and Family Engagement Coordinator

Monique Brown is our Parent and Family Engagement Coordinator. She is available M-F from 8:30am to 4pm at 478-929-6360.

Building Capacity for Parents

CBWPS will provide a number of school-family collaboration opportunities throughout the year. Please join us for:

- Math Night
- Charmed Readers
- Literacy Night
- Reading & Math PACT Time

Communication Links

CBWPS is committed to frequent two-way communication with families about their child's learning. Some ways you can expect us to reach you are:

- Report Cards are sent home every 9 weeks.
- Parent – Teacher Conferences can be scheduled throughout the year if the need arises.
- School Messenger, Flyers and Emails

Access to Staff

Email, call or stop by the office to schedule an appointment with your child's teacher.

Parent and Family Engagement

Coordinator is available Monday thru

Friday, 8:30AM- 4PM.

Volunteering Opportunities

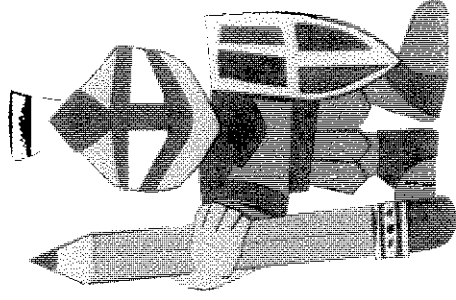
We welcome CBWPS Parents to Volunteer!

A background check is required. Assisting in the Media Center and chaperoning events are a few ways to volunteer. Stop by or call for more information.

School-Parent

Compact

C. B. Watson Primary



Kindergarten

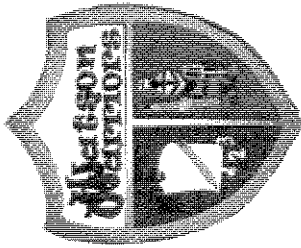
2017-2018

Revised 8/16/2017

Parent Resource Center

Come visit the Parent Resource Center to get resources on how to help your child be successful in school and life.

Monday – Friday,
8am-4:30pm
Room 613



CBWPS want to help all our families participate in our parent and family engagement activities. If you need assistance attending events, please let us know. We can also provide program materials to you if you are unable to attend.

Contact our Parent and Family Engagement Coordinator for more information and assistance.

Monique Brown
(478) 929-6360
monique.brown@hcbe.net

Share Your Thoughts

We want to hear from you. If you have any suggestions or if there is any part of this plan that you feel is not satisfactory with the students' and the school's goals for academic achievement, please provide us with your comments in the space provided and leave this form in the Main Office:

Name: (optional) _____

Telephone Number: (optional) _____

Comments:

Houston County System Goals

- Increase the value of the overall district College and Career Ready Performance Index (CCRPI) score by 3% focusing on literacy, high quality standards based instruction and Multi-Tier Systems of Support.
- Increase the percentage of parents who feel their child's school provides various opportunities for engagement.

CBWPS School Goals

- Increase percentage of students reading on grade level or above by 5% by May 2018.
- Increase Percentage of students mastering math standards at each grade level by May 2018.

Kindergarten Focus Areas

- Reading Comprehension
- Composing and Decomposing numbers

CBWPS will:

- Encourage parents to attend Literacy Night where teachers will show parents a variety of different reading strategies that can be used with their children at home.
- Provide reading practice, word work, and comprehension strategies to parents.
- On Math Night, provide parents a list of items at that can found at home and used as manipulatives to help improve math skills.
- Teach parents how to compose and decompose numbers during Math PACT Time.
- Provide Reading Rainbow at Home Activities for comprehension practice.

CBWPS parents will:

- Attend Literacy Night and learn different reading strategies to use with their children at home.
- Attend Reading PACT Time and learn about reading practices, word work, and comprehension strategies.
- Use the list given at Math Night to collect items to use as manipulatives. Using these objects will to help with grouping, patterns and other math concepts.
- Attend Math PACT Time and learn about composing and decomposing numbers.
- Complete Reading Rainbow at Home Activities with their student and return packet to school.

CBWPS students will:

- Use different reading strategies learned in class to practice at home.
- Practice sight words and apply comprehension strategies at home.
- Use manipulatives to work problems during Math Night and at home.
- Practice Composing and Decomposing numbers at home.
- Complete and return Reading Rainbow Activities.

What is a School-Parent Compact?

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Jointly Developed

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Parents are welcome to contribute comments at any time.

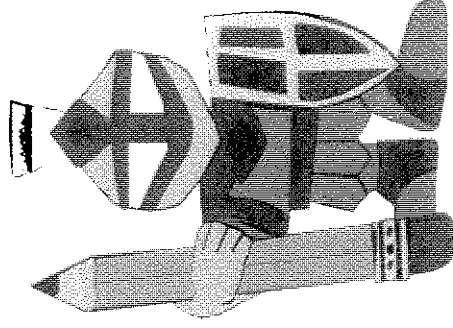
Parent and Family Engagement Coordinator

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She is available M-F from 8:30am to 4pm at 478-929-6360.

School-Parent Compact

C. B. Watson Primary



1st Grade

2017-2018

Revised 8/16/2018

Building Partnerships

CBWPS will provide a number of school-family collaboration opportunities throughout the year. Please join us for:

- Math Night
- Charmed Readers
- Literacy Night
- Reading & Math PACT Time

Communication Links

CBWPS is committed to frequent two-way communication with families about their child's learning. Some ways you can expect us to reach you are:

- Report Cards are sent home every 9 weeks.
- Parent – Teacher Conferences can be scheduled throughout the year if the need arises.
- School messenger, Flyers, Emails

Access to Staff

Email, call or stop by in the office to schedule an appointment with your child's teacher. Parent and Family Engagement Coordinator is available Monday thru Friday, 8:30AM-4PM.

Volunteering Opportunities

We welcome CBWPS Parents to Volunteer! A background check is required. Assisting in the Media Center and chaperoning events are a few ways to volunteer. Stop by or call for more information.

Houston County System Goals

- Increase the value of the College and Career Ready Performance Index (CCRPI) score by 3% focusing on literacy, high quality standards based instruction and Multi-Tier Systems of Support.
- Increase the percentage of parents who feel their child's school provides various opportunities for engagement.

CBWPS School Goals

- Increase percentage of students reading on grade level or above by 5% by May 2018.
- Increase Percentage of students mastering math standards at each grade level by May 2018.

1st Grade Focus Areas

- Reading Comprehension and fluency of fiction and nonfiction grade level text.
- Composing and decomposing numbers to solve addition and subtraction problems.

CBWPS Will:

- Encourage parents to attend Reading PACT Time and provide them with guided reading practice, word work for sight words and fluency that they can use at home.
- Teach parents critical thinking skills to help improve reading comprehension during Literacy Night.
- Encourage parents to attend Math PACT Time and teach parents a variety of strategies for composing and decomposing numbers and problem solving.
- Teach grouping strategies to parents during Math Night.
- Provide Reading Rainbow at Home Activities for comprehension practice.

CBWPS parents will:

- Attend Reading PACT Time and learn reading strategies for comprehension and fluency.
- Attend Literacy Night to learn sight word, critical thinking and comprehension strategies.
- Attend Math PACT Time and learn strategies for composing and decomposing numbers.
- Attend Math Night to learn problem solving and grouping strategies that can be used at home to help their child.
- Complete Reading Rainbow at Home Activities with their student and return packet to school.

CBWPS students will:

- Use the reading strategies that you have learned whenever you read at home or school.
- Practice critical thinking and apply comprehension strategies at home and school to complete work.
- Use different math strategies learned in class to practice at home.
- Practice grouping strategies that you have learned at home.
- Complete and return Reading Rainbow Activities.

What is a School-Parent Compact?

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Jointly Developed

The parents, students and staff of CB Watson Primary School developed this School-Parent Compact. Teachers suggested learning at home strategies and parents added ideas about things they specifically needed and students shared what support they needed. Shared Decision Making Meetings are held each spring to review the compact and make changes based on student needs.

Parents are welcome to contribute comments at any time.

Parent and Family Engagement Coordinator

Monique Brown is our Parent and Family Engagement Coordinator. She is available M-F from 8:30am to 4pm at 478-929-6360.

Building Partnerships

CBWPS will provide a number of school-family collaboration opportunities throughout the year. Please join us for:

- Math Night
- Charmed Readers
- Literacy Night
- Reading & Math PACT Time

Communication Links

CBWPS is committed to frequent two-way communication with families about their child's learning. Some ways you can expect us to reach you are:

- Report Cards are sent home every 9 weeks.
- Parent --- Teacher Conferences can be scheduled throughout the year if the need arises.
- School Messenger, Flyers and Email

Access to Staff

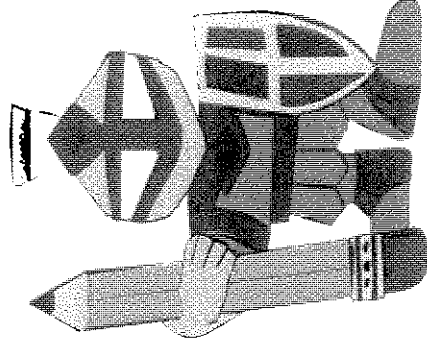
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Volunteering Opportunities

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School-Parent Compact

C. B. Watson Primary



2nd Grade

2017-2018

Revised 8-16-2017

Houston County System Goals

- Increase the value of the College and Career Ready Performance Index Focusing on literacy, high quality standards based instruction Multi-Tier System of Supports.
- Increase the percentage of parents who feel their child's school provides various opportunities for engagement.

CBWPS School Goals

- Increase percentage of students reading on grade level or above by 5% by May 2018.
- Increase Percentage of students mastering math standards at each grade level by May 2018.

2nd Grade Focus Areas

- Reading Comprehension (deeper thinking)
- Place Value (making a ten)
- Fluently adding & Subtracting within 20.

CBWPS will:

- Encourage parents to attend Reading PACT Time and teach parents questioning strategies that match what the student is reading. Parents can then guide their student's thinking and check comprehension.
- Encourage parents to attend Literacy Night to learn ways to help their students make inferences and how to think deeper when reading.
- Provide Math Night for parents focusing on placing value.
- Provide Math PACT Time. Provide math "take home" learning sheets/news letters to help the parents better understand current strategies.
- Provide Reading Rainbow at Home Activities for comprehension practice.

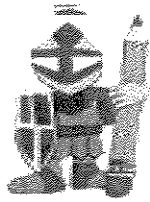
CBWPS parents will:

- Attend Reading PACT Time and learn reading strategies for comprehension and fluency.
- Attend Literacy Night to learn reading strategies for inferencing and deeper thinking.
- Attend Math Night to learn problem solving strategies that can be used at home to help their child.
- Attend Math PACT Time. To learn and understand current strategies in math.
- Complete Reading Rainbow at Home Activities with their

CBWPS students will:

- Practice reading at home and answering questions to help increase comprehension.
- Read aloud to family members to increase fluency.
- Use math strategies taught to complete homework.
- Practice place value and math facts at home.
- Complete and return Reading Rainbow Activities.

School-Parent Compact Signature Page



CB Watson Primary School

2017-2018

Revised 8/16/2017

Dear Parent/Guardian,

CBWPS, 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 students will share the responsibility for improved student 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!

Teacher Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____

Student Signature: _____

Date: _____ Grade : _____



SUPERINTENDENT OF SCHOOLS
DR. MARK SCOTT

BOARD MEMBERS
FRED WILSON, CHAIRMAN

HELEN HUGHES, VICE CHAIRMAN
LORI JOHNSON
HOKE MORROW

DR. RICK UNRUH
DAVE CROCKET
BRYAN UPSHAW

August 2, 2017

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. 10392 or at email dana.h.morris@hcbe.net.

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

Sincerely,
Dana Morris
Director of Federal Programs

Copyright Piracy Awareness Notification

Title I, Part A, Section 1116 of the Every Student Succeeds Act (ESSA) states that Title I schools shall provide information and resources to help parents and families work with their children to understand the harms of copyright piracy. In keeping with this requirement, definitions of relevant terms as well as links to websites that may be helpful in educating children concerning copyright piracy regulations are included below.

Copyright-a form of protection given to creators and authors of literary, dramatic, musical and artistic works. A copyright means that the author has the right to do or let other do any of the following things:

- Make copies
- Distribute copies
- Perform work publicly
- Display work publicly
- Make modifications or adaptations

Generally, it is illegal for anyone to do any of the things listed above without the creator's permission. However, there are some exceptions and limitations to this right. One major limitation is the Doctrine of Fair Use.

Copyright Piracy-Unauthorized reproduction for sale or use of a copyrighted work such as a book, lyric or software.

Online Resources:

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

<https://www.common sense media.org/videos/teaching-kids-about-copyright-piracy>

<http://www.copyrightkids.org/>

<http://www.ago.state.ms.us/wp-content/uploads/2013/08/Illegal-Downloads-What-a-Parent-Should-Know.pdf>

If additional assistance or more information is needed, the media specialist at your child's school can help.



Title I Complaint Procedures

Although the below steps are recommended for the most efficient resolution at the lowest level, the parent/student has the right to by-pass these steps at any time and request an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. The parent and the student may take part in the hearing and have an attorney represent you at your own expense. The impartial Hearing Officer will be selected by the district. Hearing requests must be made to the Title Coordinator identified in Step II below.

Step I

The complaint shall be presented orally or in writing to the school principal within ten (10) calendar days after the most recent incident upon which the complaint is based. Any witness or other evidence should be provided at this time. The administrator will conduct an investigation and render a written decision within ten (10) calendar days of the filing of the complaint.

Step II

A complainant dissatisfied with the decision of the school principal may appeal to the System Title I/Title II Coordinator by submitting a written statement of complaint to the System Title I/Title II Coordinator. This statement must be filed within ten (10) calendar days after the complainant receives the decision from the school principal. The complaint should be mailed to:

Mrs. Dana Morris, Director of Title and Remedial Services
Houston County Board of Education
Post Office Box 1850
Perry, GA 31069
Phone: (478) 988-6200
Fax: (478) 988-6322
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
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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.