



NEWTON COUNTY SCHOOL SYSTEM
TITLE I PARENT AND STUDENT HANDBOOK

Porterdale Elementary School

2023 - 2024

Ms. Clydia Newell, Principal



Newton County Schools Title I Parent and Student Handbook School Year 2023-2024



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

We welcome you to the School-wide Title I Program at Porterdale Elementary School. 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. A Parent's Guide to Title I
2. Newton County School System Parent and Family Engagement Policy
3. School Parent and Family Engagement Policy
4. School-Parent Compact
5. Parent's Right to Know Letter
6. Complaint Procedures
7. Fraud, Waste, Abuse, and Corruption Policy
8. Occupational Survey
9. Affordable Connectivity Program Handout
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, Clydia Newell at 770-784-2928 or email at newell.clydia@newton.k12.ga.us.

Thank you for your support of Title I program at Porterdale Elementary School.

Sincerely,
Clydia Newell

Please sign and return

Student's name

Date

Parent's Signature

Date



School-Parent Compact
Porterdale Elementary School
2023-2024
Revision Date: 7/1/2023

Dear Parent/Guardian,

Porterdale 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,

Clydia Newell
Principal

Teacher Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Student Signature: _____ Date: _____

Distrito Escolar: _____

Fecha: _____

Encuesta Ocupacional para Padres

Favor de completar este formulario para ayudarnos a determinar si su(s) hijo(s) califica(n) para recibir servicios suplementarios de parte del Programa de Título I, Parte C

Nombre del/los Estudiante(s)	Nombre de la Escuela	Grado
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

- ¿Alguien en su casa se ha mudado para trabajar en otra ciudad, condado, o estado, en los últimos tres (3) años? ☐ Sí ☐ No
- ¿Alguien en su casa trabaja o ha trabajado en una de las siguientes ocupaciones de forma permanente o temporaria en los últimos tres años? ☐ Sí ☐ No

Si la respuesta es "sí", marque todo trabajo que aplique:

- ☐ 1. Sembrando/Cosechando vegetales (tomates, calabazas, cebollas, etc.) o frutas (uvas, fresas, arándanos, etc.)
- ☐ 2. Sembrando, cortando, procesando árboles, o juntando paja de pino (*pine straw*)
- ☐ 3. Procesando/Empacando productos agrícolas
- ☐ 4. Trabajo en lechería, polleras o ganadería
- ☐ 5. Empacando/Procesando carnes (res, pollo, o mariscos)
- ☐ 6. Trabajos relacionados con la pesca (pesca comercial, o criadero de pescados)
- ☐ 7. Otra actividad. Por favor especifique en cuál: _____

Nombre de los padres o guardianes legales: _____

Dirección donde vive: _____

Ciudad: _____ Estado: _____ Código Postal: _____ Teléfono: _____

¡Muchas Gracias! Por favor regrese éste formulario a la escuela

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 email, always through the DOE's Portal, 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, Rose McKeehan
Phone: 470-763-1137
rmckeehan@doe.k12.ga.us

GaDOE Region 2 MEP, Pearl Barker
Phone: 470-763-1138
PBarker@doe.k12.ga.us

Family Contacted/Attempt Date: _____

Sent to Regional Office on: _____

1562 Twin Towers East • 205 Jesse Hill Jr. Drive • Atlanta, GA 30334 • www.gadoe.org

Richard Woods, Georgia's School Superintendent

An Equal Opportunity Employer



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.

- Family-School Partnership Program
- 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 Support Services Officer
thomas.shelia@newton.k12.ga.us
770-787-1330 ext. 1250

Dr. Andrea Kinney
kinney.andrea@newton.k12.ga.us
770-787-1330 ext. 1248
2109 Newton Drive
Covington, GA 30014

Newton County School System

Parent and Family Engagement Policy

2023-2024

Revised May 31, 2023

2109 Newton Drive

Covington, GA 30014

www.newtoncountyschools.org



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 Stakeholder Input 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 2023-2024 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 Family Engagement and Compliance Specialist 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 Family Engagement and Compliance Specialist to help them improve and strengthen family engagement. In addition to frequent communication and school visits, the district and the Family Engagement and Compliance Specialist 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% from the total amount of Title I funds it receives in 23-24 school year 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.

Title I Parent and Student 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 Family Engagement and Compliance Specialist.

Comprehensive LEA Improvement Plan (CLIP)

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.

School-Level Stakeholder Input 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 2023-2024 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 and other activities that are linked to student learning.

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 Family Engagement and Compliance Specialist 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 Family Engagement and Compliance Specialist 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 the 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 website.

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 stakeholder's 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 Family Engagement and Compliance Specialist 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 May 31, 2023, and will be in effect for the 2023-2024 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 29, 2023.



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: _____

[illegible]

“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
Family Engagement & Compliance Specialist
(770) 787-1330 ext. 1318

Porterdale Elementary School School Parent and Family Engagement Policy 2023-2024 School Year



Clydia Newell, Principal
45 Ram Drive, Covington, GA 30014
770-784-2928

<http://www.newtoncountyschools.org/porterdale>

Revised 7/1/2023



What is Title I?

Porterdale Elementary School is identified as a Title I School as part of the Elementary and Secondary Education Act of 1965 (ESEA). Title I is designed to support state and local school reform efforts tied to challenging state academic standards in order to reinforce and enhance efforts 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 parental involvement. All Title I schools must jointly develop, with all parents, a written parental involvement policy.

School Plan for Shared Student Achievement

What it is?

The mission of Porterdale Elementary School is to provide a quality, rigorous, and relevant education to all students so that all may have the opportunity to develop and succeed in a competitive and changing global society. The vision of Porterdale Elementary School is that all students become college and career ready individuals, critical thinkers, and productive citizens who continue to learn for life. Porterdale Elementary School believes that it takes both the school and parents to support the common goal of student achievement. To guarantee student success, a partnership between the school and parents is vital. At Porterdale Elementary School, we recognize that parents are their child's primary teachers and their support is critical in our efforts to provide a quality education to the children. This policy will describe how the school will provide opportunities for parents to be involved in planning and participating in activities to encourage student learning at school and at home.

How is it developed?

Input and feedback from parents are always welcomed at Porterdale Elementary. Last spring, Porterdale invited all parents to attend our Revision and Development of the Title I Program meeting where parents discussed, reviewed and gave input to revise this School Parent and Family Engagement Policy, the Title I Schoolwide Plan, School-Parent Compact, building staff capacity, Comprehensive LEA Improvement Plan (CLIP), 1% Budget Allocation of Funds, and District Parent and Family Engagement Policy. Throughout the school year parents are invited and encouraged to participate in Parent University (Title I) activities and events that were created based on the prior year's parental feedback. At the end of each activity, parents provide feedback and evaluate the effectiveness of the activity. Parents have the opportunity to view the policy on our school website and submit feedback throughout the school year. Parent feedback is also gathered from an annual survey, available both online and paper, to receive suggestions on the policy and the use for parent involvement funds. All feedback received will be used to revise the policy for the next school year.

Who is it for?

Since Porterdale Elementary has a schoolwide Title I, Part A program, all students and their families are invited and encouraged to actively participate in the parent and family activities and events described in this policy. Porterdale Elementary School provides resources that will offer a full opportunity for the inclusion of all parents, including parents with Limited English proficiency, parents of students with disabilities, and parents of migratory children.

Where is it available?

The policy is sent home to all parents, along with the School-Parent Compact, at the beginning of the school year. It is available in both English and Spanish. In addition, it is located on the Porterdale website in English and Spanish and a paper copy can also be provided to parents on request.

Newton County Mission Statement

The mission of Newton County Schools is to provide educational excellence to all students. To accomplish this mission, the following goal has been set.

Goal: Strategic Goal Area I: Student achievement and success

- Improve student mastery of standards
- Increase opportunities for students to demonstrate success beyond test scores
- Increase graduation rate

Porterdale Academic Goals:

*Increase reading by at least 3% as measured by Fastbridge by the end of the 2023-2024 school year.

*Increase math by at least 3% as measured by Fastbridge by the end of the 2023-2024 school year.

School-Parent Compacts

Porterdale Elementary School and parents will design a School-Parent Compact, which is an agreement that the school, teachers, parents, and students will make to each other. It will explain how teachers and parents will work together to make sure all students are learning the grade-level Georgia Standards of Excellence. The compacts will be revised annually, including feedback from parents, teachers, and students through the surveys conducted during the school year.

Parent and Family Engagement Program and Activities

Porterdale Elementary School provides many activities throughout the school year to build the capacity for strong parental and family involvement. With the ultimate goal being increased student achievement, the activities will be academic-based to help foster a strong home-school partnership. A calendar listing the Title I activities for the school year is sent home, along with the Parent and Family Engagement Policy in September and is revisited at each scheduled event. Meetings are offered at times convenient for parents. In addition, this information is posted on the school's website. Porterdale communicates upcoming activities via flyers, school marquee, school website, Twitter, Facebook, and School Messenger.

Annual Title I Parent Orientation – August 10, 2023 @ 6:00 p.m.

An evening designed to provide parents information about our Title I program, policy, compact, and Schoolwide Plan.

Parent-Teacher Conferences – September 15, 2023

Scheduled opportunities for parents and teachers to discuss their child's progress.

Math Night – October 5, 2023 @ 6:00 p.m.

Parents will be invited to participate in this hands-on math night to learn about various strategies they can use at home that align with the strategies being taught in the classroom.

Parent-Teacher Conferences – February 3, 2024

Scheduled opportunities for parents and teachers to discuss their child's progress.

Reading with a Purpose - March 7, 2024 @ 6:00 p.m.

Literacy themed activities and reading strategies are in store for parents as they learn how to apply these resources at home with their child. To make it fun for the whole family, participants will be encouraged to dress up as their favorite book character.

Annual Title I Stakeholder Input Meeting – April 11, 2024 @ 6:00 p.m.

Stakeholders will have the opportunity to review and provide feedback of the Title I Program. Their input will help guide the planning for the following school year.

Parent Engagement Funds

Did you know that each LEA that receives more than \$500,000 in Title I, Part A funds, shall reserve at least one percent of its allocation to assist schools to carry out the parental engagement activities? Attend our Annual Title I Stakeholder's Input Meeting to give your input on how we can use our funds to provide you with the tools, resources and strategies to help your child reach academic success.

Annual Title I Stakeholder Input Meeting – April 11, 2024 @ 6:00 p.m.

Parental Involvement means the participation of parents in regular, two-way communication involving student academic learning and other activities. Porterdale Elementary School encourages all parents to:

- ◆ be actively involved in their child's education by attending events such as Parent-Teacher Conferences, Title I events, and PTO meetings;
- ◆ communicate via phone, e-mail, agenda, and/or social media;
- ◆ participate in the decision-making process of the education of their child;
- ◆ serve on advisory committees;
- ◆ assist in the learning process of their child;
- ◆ help promote a positive attitude of the school, teachers, and community.



Building Capacity

Porterdale Elementary welcomes parent feedback and provides opportunities such as parent surveys, meeting evaluations, verbal suggestions, etc. for parents to give their input. The Title I Parent and Family Engagement Policy will be posted on the school website, made available during various school meetings, and upon parent request for parents to review and give feedback.

The school will...

- ◆ inform parents about state academic standards, state academic achievement standards, Title I requirements and how to monitor their child's academic progress and work with educators via parent workshops and programs, meetings, and Infinite Campus.
- ◆ communicate with all families and the community on a regular basis regarding school wide events and activities via School Messenger, social media, flyers, school marquee, PBIS, Class Dojo, and/or school website.
- ◆ provide parents with current curriculum and standards expectations (including the harms of copyright piracy), as well as standardized testing updates through events such as Curriculum Night, parent-teacher conferences, and planned Title I activities.
- ◆ provide parents with hands-on materials from conferences, meetings, and events that will aide them in helping their children at home to increase student achievement.
- ◆ continue to offer support to the staff throughout the school year during Professional Learning Communities (PLC) for ways to effectively communicate and build partnerships with parents.
- ◆ review results of parent surveys with the staff so that improvements can be made between the school-home connection.
- ◆ offer all parents access to the Parent Resource Center during school hours, as well as during parent events held throughout the school year.
- ◆ partner with the Pre-K program to help prepare parents and their child for kindergarten and improve school transition.
- ◆ ensure that all information related to Title I programs and events are published in English and Spanish, and posted on the school website.
- ◆ provide quality and relevant activities based on needs and interests via parent survey results and activity feedback comments.

Continuous Communication

All informed, engaged, and supportive family plays an instrumental role in a student's academic success. The Newton County School System supports families in partnerships with schools, district, and the community in the quest of achieving academic success for all students. Here are some ways that we provide continuous communication with our parents to ensure that learning is continued beyond the school day.

- Parent Connect Canvas Page
- Teacher Canvas Pages
- Twitter
- Facebook
- School's Website
- Wednesday Folder
- Parent Weekly Newsletter via Email



Our parents are invited to drop by the Parent Resource Center. Many reading and math materials are available for check out. During school hours or scheduled parent events, parents may visit the Resource Center and check items out to take home and use with their child. This is a great way to help support learning beyond the school day!

Contact: Title 1 Parent Contact
Taya Combs
for an appointment

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 Porterdale Elementary School's 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
 - * Build Staff Capacity
 - * Parent Involvement 1% Funding
- ⇒ **Student Outcomes:** to access if strategies and activities, as outlined on the school-parent compacts are effectively impacting student achievement.
- ⇒ **Multiple Opportunities for Input:** Porterdale Elementary School 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.

BECOME A VOLUNTEER

Porterdale Elementary School believes that "It Takes a Village" to raise children. There are many opportunities throughout the year to help the school.

- ◆ Parents are always welcome to volunteer. For example, Career Day in the Fall, mentoring programs, LLC (media center) for Book Fairs, Field Day in May, etc.
- ◆ The PTO is a way to contribute time and talents. There are several events during the year, such as Fall Festival and Secret Santa Workshop, just to name a few. Please contact the school's PTO president for further information.
- ◆ Of course, our teachers can use the support of parent volunteers, too. From helping with bulletin boards, to cutting out materials, to reading with students, parent volunteers are needed. If you are interested in volunteering in a classroom, please contact your child's homeroom teacher to make arrangements.

Together, we will create a village filled with higher learning and high expectations. We appreciate all of our parent volunteers!



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 main office:

Name: (optional) _____

Telephone Number (optional) _____

Comments/Suggestions:



School-Parent Compact Kindergarten 2023-2024

Revised 7/1/2023



What is a School-Parent Compact?

This School-Parent Compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement. The Compact describes how school and parents will build and develop a partnership that will help children achieve the State's high standards.

Activities to Build Partnerships

Porterdale Elementary School offers parents a variety of activities throughout the school year. Based on parent feedback, many events are scheduled in the evening to allow working parents the opportunity to attend.

- Parent workshops
 - ** Math Night – October 5, 2023 @ 6:00 pm
 - ** Literacy Night - March 7, 2024 @ 6:00 p.m.
- Parent Conferences - September 15, 2023 and February 2, 2024
- Parent Resource Center
- Join our PTO-The PTO provides numerous opportunities for our parents to get involved during the school year.

Jointly Developed

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Parents are welcome to provide comments at any time by completing the Parent Comments and Suggestions Form on the Porterdale web-site or by contacting the school's Title I Contact person at 770-784-2928.

Communication about Student Learning

Porterdale Elementary promotes regular, two-way communication with families about their children's learning in a number of ways, including:

- Student agendas; Remind 101; e-mail; Wednesday Folders; phone calls
- Progress Reports; and Report Cards.
- Parent-Teacher Conferences are held twice per year, where student progress and updates are shared, and the Compact is revisited.
 - September 15, 2023
 - February 2, 2024

Do you have a question about your child? Contact your child's teacher by phone or e-mail to discuss classroom volunteering opportunities and observation of classroom activities.

Kindergarten Goals for Student Achievement

Newton County School System

Goal: Strategic Goal Area I: Student achievement and success

- Improve student mastery of standards
- Increase opportunities for students to demonstrate success beyond test scores
 - Increase graduation rate

Porterdale Elementary School's Reading Goal

GOAL: Increase reading by at least 3% as measured by the Fastbridge Assessment tool by the end of the 2023-2024 school year.

Kindergarten FOCUS AREA: Reading Basic Sight Words

Teachers, Students, and Parents—Together for Success

As a school, we will...

- ♦ Offer parent workshops to model various grade-level specific strategies to help build capacity for parents and families in Vocabulary and Number Sense & Operations with addition and subtraction
- ♦ Provide opportunities before and after parent conferences, and other parent activities, to invite parents to the parent resource room so that parents can check out games, flashcards, books, reading kits, math kits, and other resources to help parents assist their children at home.
- ♦ Use Twitter, Facebook, Email, Canvas, and other methods to provide ongoing study skills, and academic tips that parents can use to help with learning at home.



As parents, we will...

- ♦ Participate in the parent workshops to receive vocabulary and addition and subtraction strategies and activities to assist with learning at home.
- ♦ Use strategies and tools to create weekly Reading and Math goals with my child/students to encourage learning beyond the school day.
- ♦ Follow us on Twitter and Facebook and check your email and your child's canvas pages to receive study skills, and academic tips that I can use to help my child practice and learn new skills while at home.



As a student, I will...

- ♦ Take home flyers announcing parent events and workshops that promote student achievement.
- ♦ Enjoy using the resources at home that my parents receive from the workshops and from the parent resource to help me reach my reading and math goals.
- ♦ Remind my parent to check Twitter, Facebook, email, and my teacher's canvas page to share the strategies and tips that will help me with practicing and learning new skills.





School-Parent Compact

First Grade

2023-2024

Revised 7/1/2023



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- Progress Reports; and Report Cards.
- Parent-Teacher Conferences are held twice per year, where student progress and updates are shared, and the Compact is revisited.
 - September 15, 2023
 - February 2, 2024

Do you have a question about your child? Contact your child's teacher by phone or e-mail to discuss classroom volunteering opportunities and observation of classroom activities.

First Grade Goals for Student Achievement

Newton County School System

Goal: Strategic Goal Area I: Student achievement and success

- Improve student mastery of standards
- Increase opportunities for students to demonstrate success beyond test scores
 - Increase graduation rate

Porterdale Elementary School's Reading Goals

GOAL: Increase reading by at least 3% as measured by the Fastbridge Assessment tool by the end of the 2023-2024 school year.

Teachers, Students, and Parents—Together for Success

As a school, we will...

- ♦ Offer parent workshops to model various grade-level specific strategies to help build capacity for parents and families in Vocabulary and Number Sense & Operations with addition and subtraction
- ♦ Provide opportunities before and after parent conferences, and other parent activities, to invite parents to the parent resource room so that parents can check out games, flashcards, books, reading kits, math kits, and other resources to help parents assist their children at home.
- ♦ Use Twitter, Facebook, Email, Canvas, and other methods to provide ongoing study skills, and academic tips that parents can use to help with learning at home.



As parents, we will...

- ♦ Participate in the parent workshops to receive vocabulary and addition and subtraction strategies and activities to assist with learning at home.
- ♦ Use strategies and tools to create weekly Reading and Math goals with my child/students to encourage learning beyond the school day.
- ♦ Follow us on Twitter and Facebook and check your email and your child's canvas pages to receive study skills, and academic tips that I can use to help my child practice and learn new skills while at home.



As a student, I will...

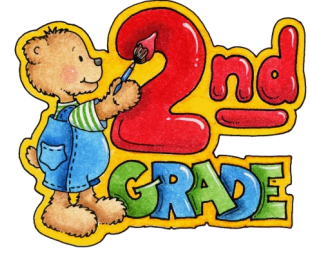
- ♦ Take home flyers announcing parent events and workshops that promote student achievement.
- ♦ Enjoy using the resources at home that my parents receive from the workshops and from the parent resource to help me reach my reading and math goals.
- ♦ Remind my parent to check Twitter, Facebook, email, and my teacher's canvas page to share the strategies and tips that will help me with practicing and learning new skills.





School-Parent Compact Second Grade 2023-2024

Revised 7/1/2023



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 - September 15, 2023
 - February 2, 2024

Do you have a question about your child? Contact your child's teacher by phone or e-mail to discuss classroom volunteering opportunities and observation of classroom activities.

Second Grade Goals for Student Achievement

Newton County School System

Goal: Strategic Goal Area I: Student achievement and success

- Improve student mastery of standards
- Increase opportunities for students to demonstrate success beyond test scores
 - Increase graduation rate

Porterdale Elementary School's Reading Goals

GOAL: Increase reading by at least 3% as measured by the Fastbridge Assessment tool by the end of the 2023-2024 school year.

Second Grade FOCUS AREA: Phonics Skills, Vocabulary and Fluency

Porterdale Elementary School's Math Goals

Teachers, Students, and Parents—Together for Success

As a school, we will...

- ♦ Offer parent workshops to model various grade-level specific strategies to help build capacity for parents and families in Vocabulary and Number Sense & Operations with addition and subtraction
- ♦ Provide opportunities before and after parent conferences, and other parent activities, to invite parents to the parent resource room so that parents can check out games, flashcards, books, reading kits, math kits, and other resources to help parents assist their children at home.
- ♦ Use Twitter, Facebook, Email, Canvas, and other methods to provide ongoing study skills, and academic tips that parents can use to help with learning at home.



As parents, we will...

- ♦ Participate in the parent workshops to receive vocabulary and addition and subtraction strategies and activities to assist with learning at home.
- ♦ Use strategies and tools to create weekly Reading and Math goals with my child/students to encourage learning beyond the school day.
- ♦ Follow us on Twitter and Facebook and check your email and your child's canvas pages to receive study skills, and academic tips that I can use to help my child practice and learn new skills while at home.



As a student, I will...

- ♦ Take home flyers announcing parent events and workshops that promote student achievement.
- ♦ Enjoy using the resources at home that my parents receive from the workshops and from the parent resource to help me reach my reading and math goals.
- ♦ Remind my parent to check Twitter, Facebook, email, and my teacher's canvas page to share the strategies and tips that will help me with practicing and learning new skills.





School-Parent Compact

Third Grade

2023-2024

Revised 7/1/2023



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 - September 15, 2023
 - February 2, 2024

Do you have a question about your child? Contact your child's teacher by phone or e-mail to discuss classroom volunteering opportunities and observation of classroom activities.

Third Grade Goals for Student Achievement

Newton County School System

Goal: Strategic Goal Area I: Student achievement and success

- Improve student mastery of standards
- Increase opportunities for students to demonstrate success beyond test scores
 - Increase graduation rate

Porterdale Elementary School's Reading Goals

GOAL: Increase reading by at least 3% as measured by the Fastbridge Assessment tool by the end of the 2023-2024 school year.

Third Grade FOCUS AREA: Reading Comprehension and Vocabulary

Teachers, Students, and Parents—Together for Success

As a school, we will...

- ♦ Offer parent workshops to model various grade-level specific strategies to help build capacity for parents and families in Vocabulary and Number Sense & Operations with addition and subtraction
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As a student, I will...

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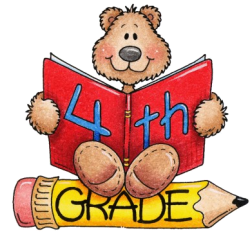


School-Parent Compact

Fourth Grade

2023-2024

Revised 7/1/2023



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Fourth Grade Goals for Student Achievement

Newton County School System

Goal: Strategic Goal Area I: Student achievement and success

- Improve student mastery of standards
- Increase opportunities for students to demonstrate success beyond test scores
 - Increase graduation rate

Porterdale Elementary School's Reading Goals

GOAL: Increase reading by at least 3% as measured by the Fastbridge Assessment tool by the end of the 2023-2024 school year.

Fourth Grade FOCUS AREA: Reading Comprehension and Vocabulary

Teachers, Students, and Parents—Together for Success

As a school, we will...

- ◆ Offer parent workshops to model various grade-level specific strategies to help build capacity for parents and families in Vocabulary and Number Sense & Operations with addition and subtraction
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As parents, we will...

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As a student, I will...

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- ◆ Remind my parent to check Twitter, Facebook, email, and my teacher's canvas page to share the strategies and tips that will help me with practicing and learning new skills.





School-Parent Compact Fifth Grade 2023-2024

Revised 7/1/2023



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Fifth Grade Goals for Student Achievement

Newton County School System

Goal: Strategic Goal Area I: Student achievement and success

- Improve student mastery of standards
- Increase opportunities for students to demonstrate success beyond test scores
 - Increase graduation rate

Porterdale Elementary Schools Reading Goals

- Increase reading by at least 3% as measured by the Fastbridge Assessment tool by the end of the 2023-2024 school year.

Fifth Grade Focus Area: Reading Comprehension

Teachers, Students, and Parents—Together for Success

As a school, we will...

- ♦ Offer parent workshops to model various grade-level specific strategies to help build capacity for parents and families in Vocabulary and Number Sense & Operations with addition and subtraction
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- ♦ Remind my parent to check Twitter, Facebook, email, and my teacher's canvas page to share the strategies and tips that will help me with practicing and learning new skills.





NEWTON COUNTY SCHOOL SYSTEM

OFFICE OF FEDERAL PROGRAMS

2109 NEWTON DRIVE, N.E.

P.O. BOX 1469

COVINGTON, GEORGIA 30015

Phone: (770) 787-1330 * Fax (770) 784-2945

BENJAMIN B. ROUNDTREE, Ed. S.

Interim Superintendent

SHELIA THOMAS, Ed. D.

*Chief Strategy and Community
Outreach Officer*

Newton County Board of Education

Annual Parent Notification Letter

Right to Know Professional Qualifications of Teachers and Paraprofessionals

Date: August 1, 2023

Dear Parents,

In compliance with the requirements of the Every Students Succeeds Act, the Porterdale Elementary School 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, Ms. Clydia Newell, your child's principal, by phone at 770-784-2928 or by email at newell.clydia@newton.k12.ga.us.

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

Sincerely,

Ms. Clydia Newell
Principal

Ms. Clydia Newell
Name
770-784-2928
Telephone Number

Principal
Title
newell.clydia@newton.k12.ga.us
Email Address

Office Use Only

Student # _____ Date Distributed _____

Education of Homeless Children and Youth A Guide for Parents and Guardians

Revised June 1, 2023

Frequently Asked Questions

What is the McKinney-Vento Act?

The McKinney-Vento Act is a law passed in 1987 and amended by the Every Student Succeeds Act of 2015. The McKinney-Vento Act removes barriers to access or success for homeless children in school.

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



AFFORDABLE CONNECTIVITY PROGRAM

WHAT IS IT?

The Affordable Connectivity Program is an FCC program that helps connect families and households struggling to afford internet service.

The benefit provides:

- Up to \$30/month discount for internet service;
- Up to \$75/month discount for households on qualifying Tribal lands; and
- A one-time discount of up to \$100 for a laptop, desktop computer, or tablet purchased through a participating provider.

WHO IS ELIGIBLE?

A household is eligible if one member of the household meets at least one of the criteria below:

- Has an income that is at or below 200% of the Federal Poverty Guide lines;
- Participates in certain assistance programs, such as SNAP, Medicaid, Federal Public Housing Assistance, SSI, WIC, or Lifeline;
- Participates in Tribal specific programs, such as Bureau of Indian Affairs General Assistance, Tribal TANF, or Food Distribution Program on Indian Reservations;
- Is approved to receive benefits under the free and reduced-price school lunch program or the school breakfast program, including through the USDA Community Eligibility Provision;
- Received a Federal Pell Grant during the current award year; or
- Meets the eligibility criteria for a participating broadband provider's existing low-income program.

TWO STEPS TO ENROLL

1

Go to **ACPBenefit.org** to submit an application or print out a mail-in application.

2

Contact your preferred participating provider to select an eligible plan and have the discount applied to your bill.

Some providers may have an alternative application that they will ask you to complete.

Eligible households must both apply for the program and contact a participating provider to select a service plan.

LEARN MORE

- 📞 Call 877-384-2575, or
- 🌐 Visit **fcc.gov/acp**



NEWTON COUNTY SCHOOL SYSTEM
WASTE, FRAUD, ABUSE AND CORRUPTION
ADMINISTRATIVE REGULATIONS FOR PARENTS AND STUDENTS
Revised June 1, 2023

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 C McKinney-Vento Education of Homeless Children and Youth (EHCY) and State Professional Learning.
- Emergency Relief Funds CARES Act, CRRSA Act, ARP Act

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
Revised July 1, 2023

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;

- 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 Support Services Officer.

Investigation of Formal Complaint

Within ten (10) days of receipt of the complaint, the Chief Strategy and Support Services 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

**Newton County School System
Complaint Form - Federal Programs**

Name (Complainant):
Mailing Address:
Phone Number (home): Phone Number (work):
Agency/agencies complaint is being filed against:
Date on which violation occurred:
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):