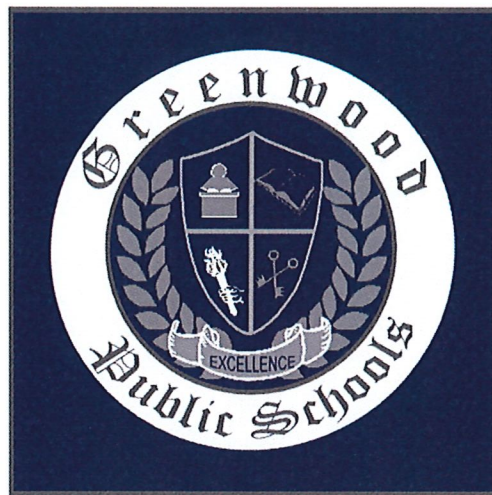


# GREENWOOD SCHOOL DISTRICT



EXCELLENCE IN EDUCATION

# **TITLE I 2022-2023 PARENT HANDBOOK**

## **SCHOOLS AND PERSONNEL**

<b><u>SCHOOL</u></b>	<b><u>TELEPHONE</u></b>	<b><u>PRINCIPAL</u></b>
<b>East Pointe</b>	<b>996-4249</b>	<b>Faith Short</b>
<b>Westwood</b>	<b>996-7748</b>	<b>Kim Gill</b>
<b>East Hills</b>	<b>996-0504</b>	<b>Jamie Barnes</b>
<b>Junior High</b>	<b>996-7440</b>	<b>Josh Nation</b>
<b>Freshman Center</b>	<b>996-4141</b>	<b>Amanda Maxwell</b>
<b>High School</b>	<b>996-4141</b>	<b>Josh Ray</b>

### **TITLE I ADMINISTRATIVE PERSONNEL**

<b>Asst. Superintendent</b>	<b>996-4142</b>	<b>Suzy Wilson</b>
<b>Federal Coordinator</b>	<b>996-4142</b>	<b>Teresa Rose</b>

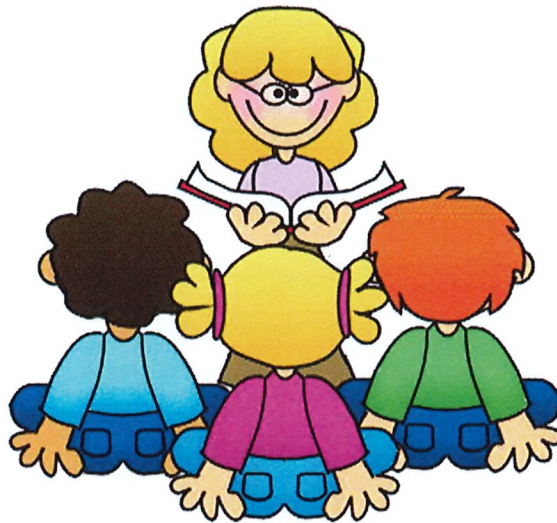
### **TEACHERS**

<b>East Pointe</b>	<b>Nicki Blankenship</b> <b>Melissa Cranor</b> <b>Angela Steinfeldt</b> <b>Celeste Williams</b>
<b>Westwood</b>	<b>Jill Ashford</b> <b>Debbie Hansen</b> <b>Anne Nicholson</b> <b>Brandy Smith</b>
<b>East Hills</b>	<b>Nacole Joslin</b> <b>Tonya Alford</b>

## **WHAT IS TITLE I?**

Title I is the largest Federal Aid Program for our nation's schools. Its goal is to provide extra help and instruction for the students who need it most.

The program serves thousands of children in elementary and secondary schools each year. Nearly every school district participates. Title I also serves children in parochial and private schools.



## **HOW THE PROGRAM WORKS**

The Federal Government provides funding each year for Title I. Each state receives a "Basic Grant" for the program. The State Agencies send the money to school districts based on the number of low income families (free and reduced lunch rates). The local school selects schools with the highest number of low income families and identifies students in these schools who are most in need of educational help. Students do not have to be from low-income families to be served in Title I services.

## **WHAT DOES TITLE I OFFER AND HOW ARE STUDENTS SELECTED?**

Title I teachers and regular classroom teachers work closely together. Students are selected in several ways. For example, schools might use tests, school records, and/or reports from teachers. The bulk of Title I funds in Greenwood School District are used to finance reading intervention at the elementary grade levels. Services are also provided at the middle school. The local program is reviewed each year.

## **GREENWOOD PUBLIC SCHOOL FEDERAL REGULATIONS GOVERNING PARENT INVOLVEMENT IN TITLE I**

Federal Regulations require that school districts develop written policies to insure that parents of children being served have an adequate opportunity to participate in the design and implementation of Greenwood Public Schools Title I project.

The Greenwood School District wishes all parents of children involved in Title I projects to be aware of the objectives of the program. The Greenwood School District also solicits parental participation in planning, activities and evaluation of the programs.

In order to insure this involvement, a public meeting of all Title I parents will be held at the beginning of a new school year. Each parent will be notified in writing of this meeting. The purpose of this meeting will be:

1. To discuss with the parents the objectives and activities of these programs.
2. To receive input from the parents in regard to these programs.
3. To inform the parents of their rights to consult in the design and implementation of the projects.
4. To inform each parent of the district's Title I complaint procedure.
5. To inform each parent of the parental involvement procedures.

Two days of conferences with parents and Title I teachers will be held during the school year. These conferences will cover such things as diagnostic testing, individual educational plans and the child's progress. Parents are encouraged to visit with the classroom teacher as well as the Reading Teachers.

Progress report cards will be sent to parents each nine weeks as well as progress reports from regular teachers.



## **GREENWOOD PUBLIC SCHOOLS**

### **PARENT AND FAMILY ENGAGEMENT POLICY**

It is the desire of the Greenwood School District that all parents of children involved in the Title I project be aware of the objectives of this program and be allowed input concerning this area.

It is also the desire of the Title I program to promote more parent and family engagement in the child's education at home by providing ideas and suggestions to the parents.

In order to insure this engagement, the following activities will take place each school year:

- (A) In the Fall of each school year, an annual meeting will be held for the purpose of explaining the Title I program to the parents.
- (B) Parent's suggestions will be solicited in the planning, development, and operation of the program.
- (C) Parents will be encouraged to participate in school activities.
- (D) Parents of Title I students will receive notification that their child has been selected to participate in the Title I Reading Programs.

Whatever type of parental involvement exists, the end result should be the development of greater educational opportunities and achievements.

The Greenwood Parent and Family Engagement Policy is provided for you on the following pages. It can also be accessed as [www.greenwoodk12.com](http://www.greenwoodk12.com).

## 2022-2023 Greenwood School District Parent and Family Engagement Plan

*The Greenwood School District has developed jointly with our parents a written parental policy that is designed to encourage our parents and school to reach out to form strong relationships with each other. We seek additional involvement of parents in support of every phase of their child's education.*

**Greenwood Public Schools will foster effective parent and family engagement strategies and support partnerships among school, parents, and the community to improve student achievement by:**

### **Jointly Developed Expectations and Objectives**

The Greenwood School District will continue involve parents in a meaningful way in the development of the district parent and family engagement plan, the School Improvement Plan, and the Title I Targeted Assistance Plan. This involvement will include:

- Recruiting parents to serve on the district Parent and Family Engagement Committee and the School Improvement Committee.
- Recruiting parents for a district Parent Advisory Committee, which is the Greenwood Education Foundation, under the direction of JoElla Skaggs, Foundation Chair.
- Encouraging the formation of partnerships between the district and local businesses that includes roles for parents.
- Involving parents through an annual survey to improve district effectiveness, under the direction of building level chairs and Assistant Superintendent, Suzy Wilson.
- Establishing expectations and objectives for meaningful involvement, reflecting the specific needs of students and families

The district will make the district parent and family engagement plan available to families and the local community. It will file the plan with the State by August 1, place a copy on the website by August 1, and place a parent-friendly summary of the plan as a supplement to the student handbook. Under the direction of building principals, the district will also obtain signatures of parents acknowledging receipt of the plan on the handbook acknowledgement form.

Parent and families will be involved in the decisions regarding how funds reserved for parent and family engagement are allotted for parent involvement activities. Parents will be surveyed annually about activities which are desired and whether they participated in planned activities. In addition, parent input will be sought at committee meetings and at the annual Title I parent meeting.

The district will conduct an annual evaluation to identify barriers, needs, and strategies. This evaluation will be a component of the parent survey. The findings of the evaluation will be disaggregated at the Spring district parent and family engagement meeting. Decisions based on the findings will guide future strategies for more effective parent and family engagement.

The district will ensure adequate representation of parents and families of participating children in the process.

The district will submit to the State the comments from parents who deem the schoolwide plan unsatisfactory. At the Annual Title I Parent Meeting, procedures for submitting complaints will be explained.

### **Building Staff Capacity through Training and Technical Assistance**

The Greenwood School District will build staff capacity through training and technical assistance. The district requires all certified members to obtain 60 hours of professional development annually, which far exceeds the State requirement of 36 hours.

The district will ensure professional development requirements are met for teachers and administrators by having staff keep records of professional development, completing evaluations of professional development, and recording professional development acquisition annually. Assistant Superintendents Suzy Wilson and Dr. Cody Chatman, along with administrative assistant Carol Carter, will oversee the record keeping of all professional development activities. The professional development activities will include scheduled activities as required by ACT 969 of 2013, which includes Parent Involvement every four years. Parent Involvement will be included in the 2022-2023 professional development requirements.

In addition, other professional development activities will address ways and methods to foster greater parent and family engagement through technology and curriculum. On July 28, 2022 required professional development (Technology Day) for certified staff members will include sessions by Eric Curts and additional training on Google Platform.

The Greenwood School District will surpass the required state mandate of 36 hours professional development and require each certified staff member to obtain 60 hours professional development. Embedded professional development dates for the 22-23 school year will include October 24, 2022, January 2, 2023, and February 20, 2023.

New staff, both certified and classified will be required to attend New Staff Orientation on August 8, 2022. One component of this training will be effective parent and family engagement procedure and requirements.

August 11, 2022 will be required professional development for both certified and classified staff and includes collaboration with parent and community stakeholders.

The district will provide coordination, technical assistance, and other support to schools in jointly developing school, parent, and family engagement plans, implementing effective parent and family involvement activities, and jointly developing school-parent-student compacts. Parents and school staff will serve and jointly develop school, parent, and family plans as well as school-parent-student compacts. Schools will provide numerous activities for parent and family involvement including One Book, One District activities and Leadership Day / Night. Parent Involvement funds will be used to provide support for One Book, One District activities as well as to provide a portion of the cost of School Status, which is a meaningful, two-way communication and data platform. The use of funds will be monitored by Superintendent John Ciesla and Federal Coordinator Teresa Rose.

The district will train teachers, specialized instructional support personnel, principals, other school leaders, and other staff, with the assistance of parents in: the value and utility of contributions of parents; how to reach out to, communicate with, and work with parents as equal partners; how to implement and coordinate parent programs; how to build ties between parents and the school. Specifically, teachers and instructional personnel will be trained on Google Classroom and School Status in order to facilitate a flexible learning environment that is user-friendly to both students and families.

Parents will serve an active role on various committees throughout the district. Parent input will be solicited via annual surveys and survey results will be evaluated annually. Multiple methods of communication are provided to ensure parents are an integral part of the district and include websites, newsletters, Remind, Facebook, Twitter, Instagram, Peach Jar E-Flyers, email, etc. The district will also allow the formation of PTO and booster clubs and actively involve these groups in school events and decision-making.

The district will provide training annually for volunteers and utilize volunteers in a variety of ways to foster student achievement. The volunteer opportunities are numerous and include, PTO workday, guest speakers, in-class assistance, preparing materials, volunteer coaching duties, etc.

The district will place a parent-friendly summary of the district PFE plan in the student handbook. Parents will acknowledge receipt of the plan on the Handbook Form.

The district will strive to ensure information is sent in a language and format parents and families can understand by using Trans Act Parent Notices.

#### **Building Parent Capacity**

The Greenwood School District will build parent capacity.

The district will provide assistance to parents, as appropriate, in understanding the challenging State academic standards, State and local academic assessments, the requirements of Title I, Part A and how to monitor a child's progress and work with educators to improve the achievement of their children.

Prior to school beginning each year, Orientation will be held on each campus to discuss this information. For the 22-23 school year, these dates are August 1, 2, 9, and 11, 2022. In addition, the Annual Title I Parent Meeting will be held each year in October.

In addition, two Parent Teacher Conferences will be held annually: October 20, 2022 and February 16, 2023. Teachers and administrators strive to foster relationships with parents in order to aid in student academic success.

The district will provide materials and training to help parents to work with their children to improve their children's achievement. This training will include literacy training, technology training, parenting workshops, and CAP / Leadership / Curriculum Day / Night.

The district will provide other reasonable support for parent involvement activities using suggestions given by parents or needs identified by parents. The district will utilize Parent Involvement funds to partially fund specific activities, such as One Book, One School. These activities will be monitored by Superintendent John Ciesla in conjunction with Federal Coordinator Teresa Rose.

#### **Coordination**

The Greenwood School District will coordinate and integrate programs and activities with other Federal, State, and Local programs. Some of these programs include the public library summer reading program, various faith institutions for family resources, Community Clearinghouse Back Pack program and One Book, One School which involves the community. Various faith communities and other community resources will assist with needs such as food, clothing, household items, etc.

August 11, 2022 will be required professional development for both certified and classified staff and includes collaboration with parent and community stakeholders.

The district will house a Parent Center and will provide parenting materials that encourage and support parents. In addition, the parent center will provide food for needy parents.

Effective programs are in place at each school to ensure a smooth transition between grades as well as to post-secondary schools or careers. The transitions are closely monitored by building principals and Assistant Superintendents Suzy Wilson and Dr. Cody Chatman and Deputy Superintendent Kevin Hesslen.

#### **Reservation and Evaluation**

The Greenwood School will reserve at least 1% of the district allocation under Title I, Part A for parent and family engagement activities because the district receives an allocation of \$500,000 or more. In addition, 100% of these funds will be used at the school level with priority given to high-need schools. Therefore, Westwood Elementary and East Pointe Elementary will receive the majority of funds with the remainder allocated to East Hills Middle School.

Parent and families will be involved in the decisions regarding how funds reserved for parent and family engagement are allotted for parent involvement activities. Parents will be surveyed annually about activities that are desired and whether they participated in planned activities. In addition, parent input will be sought at committee meetings and at the annual Title I parent meeting.

The district will ensure the funded activities and strategies are consistent with the district parent and family engagement policy.

The district will conduct an annual evaluation to identify barriers, needs, and strategies. This evaluation will be a component of the parent survey. The findings of the evaluation will be disaggregated at the Spring building and district parent and family engagement meetings. The District, along with parent and community input, will use the finding from the evaluation to design evidence-based strategies for more effective parental involvement.

The district will review and approve the Parent and Family Engagement Plan for each school prior to the plans being placed on the website.

The district will review and update the district plan by August 1.

District Parent and Family Engagement Coordinator – Teresa Rose 479-996-4142

## **GREENWOOD SCHOOL DISTRICT SCHOOL – PARENT – STUDENT COMPACT**

The Greenwood School District and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education act (ESEA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

**This school-parent compact is in effect during the 2022-2023 school year.**

### **School Responsibilities**

The Greenwood School District will:

Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards. All students will receive quality instruction from certified teachers who will collaborate with the other teachers who see the students. Teachers will provide motivating and interesting learning experiences for the students. Teachers will also give feedback, support, and encouragement to the student about his or her progress. The curriculum will be based on state standards, and materials and methods will be research-based.

Hold parent – teacher conferences during which this compact will be discussed as it relates to the individual child's achievement. Specifically, those conferences will be held on Thursday, October 29, 2020 and Thursday, February 18, 2021. The conference times will be 3:30 pm until 8:30 pm. Virtual conferences may be held.

Provide parents with frequent reports on their children's progress. End-of-quarter and mid-quarter reports will be available for all children. The first and third nine weeks will provide the mid-quarter reports at the parent – teacher conferences.

Provide parents reasonable access to staff. All certified staff will be available during parent – teacher conferences. In addition, parents may set up individual conference times by contacting the teacher at his or her school number.

Provide parents opportunities to volunteer and participate in their child's class and to observe classroom activities. There are numerous ways to volunteer at numerous times throughout the year and parents are welcome to observe a class period. Parents may contact the office for more information.

### **Parent Responsibilities**

We, as parents, will support our children's learning in the following ways:

1. Maintain and foster high standards of academic achievement and positive behavior.
2. Spend time each day with my child reading, writing, listening or just talking.
3. Encourage positive attitudes toward school.

### **Student Responsibilities**

We, as participating students, will share the responsibility to improve our academic achievement and achieve the State's high standards by doing these things:

1. Work hard and do our best school assignments.
2. Attend school every day unless we are sick.
3. Conform to rules of good student behavior.
4. Complete and return homework assignments.
5. Read at least 20 minutes every day outside of school time.
6. Give to our parents all notices and information sent from school every day.



**Please return this form to your Title I Reading teacher.**

**GREENWOOD SCHOOL DISTRICT**

**22 – 23 SCHOOL – PARENT – STUDENT COMPACT**

(This document has been given to the family.)

\_\_\_\_\_  
School Representative

\_\_\_\_\_  
Parent

\_\_\_\_\_  
Student

**GREENWOOD SCHOOL DISTRICT**

**22 – 23 PARENT AND FAMILY ENGAGEMENT PLAN**

(This document has been given to the family.)

\_\_\_\_\_  
Parent