



NEWTON COUNTY SCHOOL SYSTEM  
TITLE I PARENT AND STUDENT HANDBOOK

# Mansfield Elementary School

2023 - 2024

Mr. Chris Haymore, 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 Mansfield 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, Chris Haymore at 770-784-2948 or email at [haymore.chris@newton.k12.ga.us](mailto:haymore.chris@newton.k12.ga.us).

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

Sincerely,  
Chris Haymore

\*\*\*\*\*

## **Please sign and return**

\_\_\_\_\_  
Student's name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date



**School-Parent Compact**  
***Mansfield Elementary***  
***2023-2024***  
***Revised May 25, 2023***

Dear Parent/Guardian,

Mansfield 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,

*Chris Haymore*  
Principal

Teachers 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
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

1. ¿Alguien en su casa se ha mudado para trabajar en otra ciudad, condado, o estado, en los últimos tres (3) años? ☐ Sí ☐ No
2. ¿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](mailto:rmckeehan@doe.k12.ga.us)

GaDOE Region 2 MEP, Pearl Barker  
Phone: 470-763-1138  
[PBarker@doe.k12.ga.us](mailto: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](http://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](http://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](http://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

**2023-2024  
Mansfield Elementary  
School Parent and Family Engagement  
Policy**



*Chris Haymore, Principal*  
45 East Third Avenue  
Mansfield, GA 30055  
770-784-2948  
[www.newtoncountyschools.org/mansfield](http://www.newtoncountyschools.org/mansfield)  
**Revised May 25, 2023**

**What is Title I?**

***Mansfield Elementary School*** is identified as a Title I school as 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 policy. .

**School Plan for Shared Student Achievement**

**What is it?** At ***Mansfield Elementary School*** our vision is to build a community of lifelong learners. We recognize the role of parents as the child's primary teachers, and parental support is critical in our efforts to provide a quality education. Mansfield Elementary values the contributions and involvement of parents in order to establish an equal partnership for the common goal of improving student achievement. This policy describes the different ways that Mansfield Elementary will support parent engagement and how parents can help plan and participate in activities and events to promote student achievement and encourage students to become lifelong learners.

**How is it developed?** ***Mansfield Elementary School*** faculty and staff take seriously our obligation to involve parents and the community in educating students. Last spring, ***Mansfield Elementary*** hosted a Title I forum allowing parents and other stakeholders opportunity to offer input and jointly revised the School Parent and Family Engagement Policy, the School Parent compact, and the parent involvement budget, the Title I School-wide plan, Building Staff Capacity, the district's Parent and Family Engagement Plan, and the Comprehensive LEA Improvement Plan (CLIP). Additionally, the policy and input form is posted on our school website for parents to view and provide suggestions throughout the year. We also distribute an annual survey to ask parents for suggestions to the policy and use of funds for parental involvement. All feedback received during the school year is collected and is used to revise the policy for the next school year.

**Who is it for?** At ***Mansfield Elementary*** all students are eligible to participate in the Title I School Wide Program, and their families are encouraged and invited to fully participate in the opportunities described in this policy. ***Mansfield Elementary*** will provide full opportunity for the participation of parents with limited English, parents with disabilities, and parents of migratory children so that all our students have the opportunity for success.

**Where is it Available?** The ***Mansfield Elementary*** School Parent and Family Engagement Policy is given to all students at the beginning of the school year in their Title I information packet. It is also available on the school website and at the Parent Resource Center, located in the Media Center.



## Newton County Schools Goals

The mission of Newton County Schools is to provide educational excellence to all students. To accomplish this mission, Strategic Goal Area I is to

### Increase Student Achievement by...

- ◇ Improving student mastery of standards
- ◇ Increasing opportunities for students to demonstrate success beyond test scores
- ◇ Increase the graduation rate

### Mansfield Elementary School's Goals

**Goal 1:** Increase the performance rate at 3% for students in Mathematics in 2023-2024 as measured by Fast Bridge Assessments with a **specific focus on Number and Operations.**

**Goal 2:** Increase the performance rate at 3% for students in Reading in 2023-2024 as measured by Fast Bridge Assessments with a **specific focus on Vocabulary & Comprehension**

## School-Parent Compacts

As part of our policy, *Mansfield Elementary* and our families will develop the school-parent compact. This compact outlines how parents and teachers will work collaboratively in order to make sure that all students meet and exceed grade level performance standards. This compact will be reviewed and updated during the Title I Parent Revision/Feedback meeting which is conducted in the spring of each school year. The school-parent compacts are kept with each child's teacher. It is recommended that the school-parent compact be reviewed at parent - teacher conferences as a reminder of each stakeholder's responsibilities.

## Let's Get Together!

In an effort to build capacity and foster strong parental involvement Mansfield Elementary will host the following events during the 2023-2024 school year. Activities have been planned at flexible times throughout the year to afford everyone the opportunity to attend. Notice will be sent home to parents using multiple sources and in both English and Spanish.

### Annual Title I Parent Orientation

August 24, 2023

Title I Overview (view County Title I School Wide video), Review School Goals, Title I Funding, Title I Parent Activities, School Parent and Family Engagement Policy, and School Parent Compact.

#### 1st Semester Parent Conferences

September 14 & 15, 2023

#### 2nd Semester Parent Conferences

February 1 & 2, 2024

#### Reading Breakfast Buddies

October 17-19, 2023

Teachers will use this time to share the most essential standards that students should master for success at that grade level along with the tools and technology used to help them reach this goal. Teachers will model the standards, demonstrate how to use the tools and technology, and provide parents with information related to understanding their child's progress.

Meeting may be held Face to Face or Virtual

#### Math Breakfast Buddies

January 23-25, 2024

Teachers will use this time to share the most essential standards that students should have mastered at this point in the year. They will provide families with examples and models, as well as, demonstrate through the use of basic manipulative and technology how the student can continue to become proficient on these standards prior to testing.

Meeting may be held Face to Face or Virtual

### Annual Stakeholder Input Meeting

March 21, 2024

In a drop-in sessions parents will have the opportunity to evaluate the Mansfield Elementary School Parent and Family Engagement Policy, the Mansfield Elementary School Parent Compact, the 1% parent involvement allocation, ways to build to build staff capacity, and various other District Title I Parent documents for revision and feedback.

### Communication Methods

Invitational letters, reminders, school calendar, parent phone calls, emails, agendas, parent/teacher conferences, report cards, school messenger, school marquee, and social media

## ***Parent Engagement Funds 1%***

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 Stakeholder's Input Meeting**  
March 21, 2024

## ***Parental Involvement***

*Mansfield Elementary School* realizes the importance of parental involvement in a child's education at home and at school. Teachers and staff value the formation of partnerships with parents to support shared responsibility for educating children and ensuring the following:

- ◇ Parents are active participants in their child's learning at school and at home.
- ◇ Parents are given every opportunity to be a full partner in their child's education and are included, as appropriate, in decision making and are able to participate in advisory committees.
- ◇ Parents have full access to our Parent Resource Center located in the Media Center from 7:00 a.m. – 3:00 p.m.
- ◇ Fulfillment of other activities described in this plan.

## ***Mansfield Elementary is Buzzing out to Parents***

In order to promote and support parents as an integral part of improving student achievement, developing life-long learners, responsible individuals, independent thinkers, and productive citizens, Mansfield Elementary will perform the following:

- ◇ Ensure that all information related to school and parent programs, meetings, and other activities are shared in English and Spanish and posted on the school website, posted on the school marquee, sent home in letter/newsletter format, and sent home via school messenger.
- ◇ Share information in the Title I Newsletter for parents to understand the school's academic standards and assessments as well as ways parents can monitor their child's progress and work with teachers to ensure successful student achievement via Infinite Campus, and progress reports.
- ◇ Communicate with all families and the community on a regular basis regarding Title I events and activities through methods such as phone messages, flyers, and the school website.
- ◇ Hold parent conferences, parent meetings, and activities where parents will be provided materials and resources to use in their home to promote learning, including education about the harms of copyright piracy. In addition, helpful information and resources will be provided at other activities to keep parents abreast of curriculum updates and testing.
- ◇ Conduct professional learning and share tips every nine-weeks to teachers about how to reach out to, value their contributions, communicate with and work with parents as equal partners.
- ◇ Coordinate with Head Start, Georgia Pre-K Program, Babies Can't Wait, and local day cares by conducting joint meetings for parents and sending school information about parent engagement activities to help prepare parents and their child for Kindergarten and improve school transition.
- ◇ Provide a Parent Resource station with information and guidance on educational topics of interest to parents.
- ◇ Provide parents with materials, correspondence, and information in a family friendly appropriate language based on the school population.
- ◇ Work with community officials and business partners in education in order to promote participation in and development of the school improvement plan and parent activities.
- ◇ Solicit and respond to feedback regarding parents' requests for support regarding parent involvement activities.

## 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 Page
- ◇ Facebook/Twitter
- ◇ Monthly Calendar
- ◇ School Website
- ◇ School Marquee

## ***Mansfield Elementary Parent Resource Station***

**Mansfield Elementary School** parents have full access to our Parent Resource Center which is located in the Media Center. Parents can check out games, resources, and other support materials to support learning and student success. The Media Center is open from 7:00 a.m. to 3:00 p.m. daily.

## 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 Mansfield Elementary 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 School-wide Plan
  - Building 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:** Mansfield Elementary will provide several opportunities for parents and families to give input on the effectiveness of the Title I Program. Parents can access our Title I School-wide Plan, the School Parent and Family Engagement Policy, and the School-Parent Compact on our school's website. These documents are also located in our parent resource room located in the Media Center.

***We want to HEAR from you!***  
***Parent Comments and Suggestions***

**Mansfield Elementary** encourages parent input and comments at any time regarding the Parent Involvement Policy. All parent feedback will be used to revise the current policy for the next school year. The policy is posted on the school website and paper copies are available at the Title I Resource Center located in the Media Center.

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

***Parent Comments and Suggestions  
We want to hear from you!***

***If you have any suggestions please provide us with your comments in the space provided and leave this form in the office.***

**Name: (optional)** \_\_\_\_\_

**Telephone Number (optional)** \_\_\_\_\_

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

*School-Parent Compact*  
***Kindergarten***  
*2023-2024*  
*Revised May 25, 2023*



***What is a  
School-Parent Compact?***

Our School-Parent Compact for Achievement offers ways that we can work together as parents, educators, and students to promote students success. This compact provides strategies to help connect learning at school and at home.

**An effective Compact...**

- ◇ Links to academic achievement goals
- ◇ Focuses on student learning
- ◇ Shares strategies that staff, parents, and students can use
- ◇ Explains how teachers and parents will communicate about student progress
- ◇ Describes opportunities for parents to volunteer, observe, and participate in the classroom.

***Activities to Build Partnerships***

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- ◇ Parent Conferences in Early Fall and Late Winter
- ◇ Parent Resource Center
- ◇ Infinite Campus
- ◇ Canvas

To make an appointment with your child's teachers, contact the school 770-784-2948 or email the teacher directly.



Join us for :



Annual Title I Parent Orientation  
**Reading Breakfast Buddies**  
**Math Breakfast Buddies**  
Annual Stakeholders Input Meeting

***Jointly Developed***

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***Communication about Student Learning***

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## ***Our Goals for Student Achievement***

### **District :**

The mission of Newton County Schools is to provide educational excellence to all students. To accomplish this mission,

#### **We will Increase Student Achievement by...**

- ◇ Improving student mastery of standards
- ◇ Increasing opportunities for students to demonstrate success beyond test scores
- ◇ Increase the graduation rate

### **School Goals:**

**SMART Goal 1:** Increase the performance rate at 3% for students in Mathematics in 2023-2024 as measured by Fast Bridge Assessments. **Focus Area: Number Sense**

**SMART Goal 2:** Increase the performance rate at 3% for students in Reading in 2023-2024 as measured by . Fast Bridge Assessments. **Focus Area: Phonics and Sight Words**

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



### ***Teachers/Schools:***

- Provide parent workshops that give hands-on practice using letter sounds and sight words.
- Maintaining our school Canvas page with resources and links related to number sense and reading activities.
- Provide home learning kits and activities that will allow students and parents to work on number sense, phonics, and sight words.

### ***Families:***

- Attend parent workshops that provide hands-on practice using number sense activities, letter sounds and sight words.
- Visit my child's school Canvas page to access learning links for reading websites and math activities.
- Use learning kits provided at workshops to work on number sense, phonics, and sight words at home.



### ***Mansfield Students:***



- Practice my letter sounds, sight words, and counting with my parents/family at home.
- Go to my class and school Canvas page and visit reading and math websites to help me have fun learning.
- Use learning kits to practice my letter sounds, sight words, and number sense activities at home with my family.



*School-Parent Compact*  
***First Grade***  
*2023-2024*  
*Revised May 25, 2023*



***What is a  
School-Parent Compact?***

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**An effective Compact...**

- ◇ Links to academic achievement goals
- ◇ Focuses on student learning
- ◇ Shares strategies that staff, parents, and students can use
- ◇ Explains how teachers and parents will communicate about student progress
- ◇ Describes opportunities for parents to volunteer, observe, and participate in the classroom.

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- ◇ Infinite Campus
- ◇ Canvas

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**Math Breakfast Buddies**  
Annual Stakeholder Input Meeting



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- ◇ Current grade reporting in Infinite Campus
- ◇ Parent-Teacher Conferences (Sept/Feb)

Do you have questions about your child's progress? Would you like to volunteer or observe?

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#### **We will Increase Student Achievement by...**

- ◇ Improving student mastery of standards
- ◇ Increasing opportunities for students to demonstrate success beyond test scores
- ◇ Increase the graduation rate

### **School Goals:**

**SMART Goal 1:** Increase the performance rate at 3% for students in Mathematics in 2023-2024 as measured by Fast Bridge Assessments. **Focus Area: Number Sense and Fact Fluency**

**SMART Goal 2:** Increase the performance rate at 3% for students in Reading in 2023-2024 as measured by Fast Bridge Assessments. **Focus Area: Phonics and Sight Words**

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

### ***Teachers/Schools:***



- Provide parent workshops that give hands-on practice with number sense, basic facts, using letter sounds to decode, and sight words.
- Maintaining our school Canvas page with resources and links related to number sense, basic fact, decoding and sight word activities.
- Provide home learning kits that will allow students and parents to work on number sense, basic facts, decoding, and sight words.

### ***Families:***

- Attend parent workshops that provide hands-on practice using number sense activities, letter sounds, sight words and basic facts.
- Visit my child's school Canvas page to access learning links for reading websites and math activities.
- Use learning kits provided at workshops to work on number sense, phonics, and sight words.



### ***Mansfield Students:***



- Practice my letter sounds, sight words and numbers sense activities with my parents/family at home.



- Go to my class or school Canvas page and visit reading and math websites to help me have fun learning.
- Use learning kits to practice my letter sounds, sight words, and number sense activities at home with my family.



*School-Parent Compact*  
***Second Grade***  
*2023-2024*  
*Revised May 25, 2023*



***What is a  
School-Parent Compact?***

Our School-Parent Compact for Achievement offers ways that we can work together as parents, educators, and students to promote students success. This compact provides strategies to help connect learning at school and at home.

**An effective Compact...**

- ◇ Links to academic achievement goals
- ◇ Focuses on student learning
- ◇ Shares strategies that staff, parents, and students can use
- ◇ Explains how teachers and parents will communicate about student progress
- ◇ Describes opportunities for parents to volunteer, observe, and participate in the classroom.

***Activities to Build Partnerships***

Mansfield Elementary School offers ongoing events and programs to provide parents and students with access to our staff:

- ◇ Open House in July
- ◇ Parent Conferences in Early Fall and Late Winter
- ◇ Parent Resource Center
- ◇ Infinite Campus

To make an appointment with your child's teachers, contact the school 770-784-2948 or email the teacher directly.



Join us for:



Annual Title I Parent Orientation  
**Reading Breakfast Buddies**  
**Math Breakfast Buddies**  
Annual Stakeholder Input Meeting

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***Communication about Student Learning***

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- ◇ Weekly Communication Folders
- ◇ Updates on the school website
- ◇ Current grade reporting in Infinite Campus
- ◇ Parent-Teacher Conferences (Sept/Feb)

Do you have questions about your child's progress? Would you like to volunteer or observe?

Contact your child's teacher by phone (770-784-2948) or email.

E-mail addresses are on the school website: [mes.newtoncountyschools.org](http://mes.newtoncountyschools.org)



## ***Our Goals for Student Achievement***

### **District :**

The mission of Newton County Schools is to provide educational excellence to all students. To accomplish this mission,

#### **We will Increase Student Achievement by...**

- ◇ Improving student mastery of standards
- ◇ Increasing opportunities for students to demonstrate success beyond test scores
- ◇ Increase the graduation rate

### **School Goals:**

**SMART Goal 1:** Increase the performance rate at 3% for students in Mathematics in 2023-2024 as measured by Fast Bridge Assessments. **Focus Area: Number Sense and Fact Fluency**

**SMART Goal 2:** Increase the performance rate at 3% for students in Reading in 2023-2024 as measured by Fast Bridge Assessments. **Focus Area: Decoding Fluently and Comprehension**

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



### ***Teachers/Schools:***

- Provide parent workshops that give hands-on practice with number sense and basic addition and subtraction facts and decoding strategies, and reading comprehension.
- Maintaining our school Canvas page with resources and links related to mathematics and reading activities.
- Provide home learning kits that will allow students and parents to work on number sense, fact fluency, decoding strategies and reading comprehension.

### ***Families:***

- Attend parent workshops that provide hands-on practice with basic facts and number sense understanding, decoding strategies, and reading comprehension
- Visit my child's school Canvas page to access learning links for reading websites and math activities.
- Use learning kits provided at workshops to help with number sense, basic fact fluency, decoding strategies, and reading comprehension.



### ***Mansfield Students:***



- Practice my number sense activities, basic fact fluency, decoding skills, reading comprehension and vocabulary strategies at home with parents/family.



- Go to my class and school Canvas page to visit reading and math websites to help me have fun learning.
- Use learning kits to practice my number sense, fact fluency, decoding, reading comprehension and vocabulary at home with my family.



*School-Parent Compact*  
***Third Grade***  
*2023-2024*  
*Revised May 25, 2023*



***What is a  
School-Parent Compact?***

Our School-Parent Compact for Achievement offers ways that we can work together as parents, educators, and students to promote students success. This compact provides strategies to help connect learning at school and at home.  
An effective Compact...

- ◇ Links to academic achievement goals
- ◇ Focuses on student learning
- ◇ Shares strategies that staff, parents, and students can use
- ◇ Explains how teachers and parents will communicate about student progress
- ◇ Describes opportunities for parents to volunteer, observe, and participate in the classroom.

***Activities to Build Partnerships***

Mansfield Elementary School offers ongoing events and programs to provide parents and students with access to our staff:

- ◇ Open House in July
- ◇ Parent Conferences in Early Fall and Late Winter
- ◇ Parent Resource Center
- ◇ Infinite Campus
- ◇ Canvas

To make an appointment with your child's teachers, contact the school 770-784-2948 or email the teacher directly.

Join us for:



Annual Title I Parent Orientation

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Annual Stakeholder Input Meeting



***Jointly Developed***

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- ◇ Updates on the school website
- ◇ Current grade reporting in Infinite Campus
- ◇ Parent-Teacher Conferences (Sept/Feb)

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### **We will Increase Student Achievement by...**

- ◇ Improving student mastery of standards
- ◇ Increasing opportunities for students to demonstrate success beyond test scores
- ◇ Increase the graduation rate

### **School Goals:**

**SMART Goal 1:** Increase the performance rate at 3% for students in Mathematics in 2023-2024 as measured by Fast Bridge Assessments. **Focus Areas: Place Value, Fractions, and Fact Fluency**

**SMART Goal 2:** Increase the performance rate at 3% for students in Reading in 2023-2024 as measured by Fast Bridge Assessments. **Focus Area: Reading Fluently for Understanding and Vocabulary**

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



### ***Teachers/Schools:***

- Provide parent workshops that give hands-on practice using mathematics and reading strategies.
- Maintaining our school Canvas page with resources and links related to mathematics and reading activities.
- Provide home learning kits that will allow students and parents to work on fractions and reading comprehension and vocabulary.

### ***Families:***

- Attend parent workshops that provide hands-on practice using mathematics and reading strategies.
- Visit my child's school Canvas page to access learning links for reading websites and math activities.



- Use learning kits provided at workshops to work on place value, fractions, fact fluency, reading comprehension and vocabulary.

### ***Mansfield Students:***



- Talk with my family about new vocabulary words and what I am reading and learning in math.

- Go to my class and school Canvas page to visit reading and math websites to help me have fun learning.
- Use learning kits at home to practice working on place value, fractions, fact fluency, and understanding what I read.

*School-Parent Compact*  
***Fourth Grade***  
*2023-2024*  
*Revised May 25, 2023*



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School-Parent Compact?***

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An effective Compact...

- ◇ Links to academic achievement goals
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**SMART Goal 2:** Increase the performance rate at 3% for students in Reading in 2023-2024 as measured by Fast Bridge Assessments. **Focus Areas: Reading Comprehension and Vocabulary**

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



### ***Teachers/Schools:***

- Provide parent workshops that give hands-on practice using mathematics and reading strategies.
- Maintaining our school Canvas page with resources and links related to mathematics and reading activities.
- Provide home learning kits that will allow students and parents to work on place value, fractions, fact fluency reading comprehension, and vocabulary.

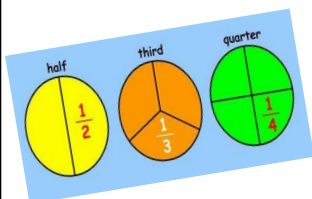
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### ***Mansfield Students:***

- Talk with my family about new vocabulary words, what I am reading, and what I am learning in math.



- Go to my class and school Canvas page to visit reading and math websites to help me have fun learning.
- Use learning kits at home to practice place value, fractions, fact fluency, and understanding what I read.

*School-Parent Compact*  
***Fifth Grade***  
*2023-2024*  
*Revised May 25, 2023*



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



### ***Teachers/Schools:***

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- Maintaining our school Canvas page with resources and links related to mathematics and reading activities.
- Provide home learning kits that will allow students and parents to work on place value, fractions, fact fluency reading comprehension and vocabulary.

### ***Families:***

- Attend parent workshops that provide hands-on practice using mathematics and reading strategies.
- Visit my child's school Canvas page to access learning links for reading websites and math activities.
- Use learning kits provided at workshops to work on place value, fractions, fact fluency, reading comprehension and vocabulary.



### ***Mansfield Students:***



- Talk with my family about new vocabulary words, what I am reading, and what I am learning in math.
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- Use learning kits at home to practice working on place value, fractions, fact fluency, and understanding what I read.

FRACTIONS, DECIMALS & PERCENTS									
1/10	1/5	1/4	1/3	1/2	3/4	5/10	6/10	7/10	8/10
0.1	0.2	0.25	0.333	0.5	0.75	0.5	0.6	0.7	0.8
10%	20%	25%	33.3%	50%	75%	50%	60%	70%	80%
1/20	1/10	1/8	1/6	1/5	2/5	3/5	4/5	5/5	6/5
0.05	0.1	0.125	0.166	0.2	0.4	0.6	0.8	1.0	1.2
5%	10%	12.5%	16.6%	20%	40%	60%	80%	100%	120%
1/50	1/25	1/20	1/15	1/10	2/10	3/10	4/10	5/10	6/10
0.02	0.04	0.05	0.066	0.1	0.2	0.3	0.4	0.5	0.6
2%	4%	5%	6.6%	10%	20%	30%	40%	50%	60%
1/100	1/50	1/40	1/30	1/20	2/20	3/20	4/20	5/20	6/20
0.01	0.02	0.025	0.033	0.05	0.1	0.15	0.2	0.25	0.3
1%	2%	2.5%	3.3%	5%	10%	15%	20%	25%	30%
1/250	1/125	1/100	1/75	1/50	2/50	3/50	4/50	5/50	6/50
0.004	0.008	0.01	0.013	0.02	0.04	0.06	0.08	0.1	0.12
0.4%	0.8%	1%	1.3%	2%	4%	6%	8%	10%	12%



## 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

**SAMANTHA FUHREY, Ed. S.**

*Superintendent*

**SHELIA THOMAS, Ed. D.**

*Chief Strategy and Support Services  
Officer*

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### 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 Mansfield 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, Mr. Chris Haymore, your child's principal, by phone at 770-784-2948 or by email at [haymore.chris@newton.k12.ga.us](mailto:haymore.chris@newton.k12.ga.us).

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

Sincerely,

Mr. Chris Haymore  
Principal

Mr. Chris Haymore  
Name  
770-784-2948  
Telephone Number

Principal  
Title  
haymore.chris@newton.k12.ga.us  
Email Address

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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](https://www.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**

<b>Name (Complainant):</b>
<b>Mailing Address:</b>
<b>Phone Number (home):</b> <b>Phone Number (work):</b>
<b>Agency/agencies complaint is being filed against:</b>
<b>Date on which violation occurred:</b>
<b>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):</b>
<b>The facts on which the statement is based and the specific requirement allegedly violated (attach additional sheets if necessary):</b>