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NEWTON COUNTY SCHOOL SYSTEM  
TITLE I PARENT AND STUDENT HANDBOOK

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Rocky Plains Elementary School

2023 - 2024

Dr. Ryan James, 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 Rocky Plains 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, Ryan James at 770-784-4987 or email at [james.ryan@newton.k12.ga.us](mailto:james.ryan@newton.k12.ga.us).

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

Sincerely,  
Ryan James

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**Please sign and return**

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date



## School-Parent Compact

*Rocky Plains Elementary*

*School Year 2023-2024*

*Revised 05/18/2023*

Dear Parent/Guardian,

Rocky Plains 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,

*Dr. Ryan James*  
Principal

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Distrito Escolar: \_\_\_\_\_

Fecha: \_\_\_\_\_

**Encuesta Ocupacional para Padres**

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

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

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

2023-2024

Revised May 31, 2023

2109 Newton Drive

Covington, GA 30014

[www.newtoncountyschools.org](http://www.newtoncountyschools.org)

# Newton County School System

## Parent and Family Engagement Policy



## 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.





## 2023-2024 Rocky Plains Elementary Parent and Family Engagement Policy



*Dr. Ryan James, Principal  
5300 Highway 162 South  
Covington GA, 30016  
770-784-4987*

*[www.rpes.newtoncountyschools.org](http://www.rpes.newtoncountyschools.org)  
Revised 05/18/2023*

## What is Title I?

*Rocky Plains Elementary* 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 it is?

To guarantee student success, a partnership between school and parents is vital. At *Rocky Plains Elementary School*, we recognize that parents are their child's primary teachers. Parent and family support is critical in efforts to provide a quality education to the children at *Rocky Plains Elementary School*. Numerous activities are scheduled throughout the school year to educate parents, encourage involvement in their child's education, and to promote the development of a relationship between the school and families.

### How is it developed?

In cooperation with parents, staff, and community members, *Rocky Plains Elementary School* (R.P.E.S.) has established this Parent & Family Engagement Policy. R.P.E.S. invited all parents to attend our Annual Stakeholder's Input Meeting last spring to review and revise this Parent & Family Engagement Policy, the district's Parent & Family Engagement Policy, as well as the Title I Schoolwide Plan, ways to build staff capacity, our School-Parent Compact, the parental engagement budget, and the Comprehensive LEA Plan (CLIP). *Rocky Plains Elementary School* welcomes parental input and comments at any time regarding the plan. The plan is posted on our school's website and copies are available in the front office and during all parent meetings. All parent feedback will be used to revise the plan for the upcoming school year.

### Who is it for?

At *Rocky Plains Elementary School*, all students are eligible to participate in the Title I, Part A Program. *Rocky Plains Elementary School* will provide full opportunity for the participation of parents with disabilities, parents of migratory students, and parents with limited English.

### Where is it available?

The Parent & Family Engagement Policy is distributed to all students at the beginning of each school year in our Title I Information Packet. The policy is also accessible in the office, on our school's website, and provided per parent request. Parents and families are invited to give feedback throughout the school year through Parent & Family Engagement meetings, on our annual surveys, and at the end of the year Parent & Family Feedback & Revision Meeting.

## Newton County Schools Goals

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

### Rocky Plains Elementary School Goals

To accomplish the mission of Newton County Schools, four goals have been set for Rocky Plains Elementary School.

- ⇒ Increase reading by 3% for students in grades K– 5 as measured FastBridge assessment.
- ⇒ Increase the percent of students in grades 3-5 scoring at Proficient or Distinguished Learner in ELA by 3% as measured by GMAS.
- ⇒ Increase math by 3% for students in grades K-5 as measured by FastBridge assessment.
- ⇒ Increase the percent of students in grade 3-5 scoring at Developing, Proficient, or Distinguished Learner in Math by 3% as measured by GMAS.

## School-Parent & Family Compact

The parents, families, students, and staff of Rocky Plains Elementary School worked together to develop this school-parent and family compact for achievement. Teachers recommended home learning strategies, parents added ideas to make the learning strategies more specific and family friendly, and students told us what would help them reach their academic goals. Meetings are held each year to review and revise the compact based upon stakeholder needs.

*Parent and family feedback is welcome at any time!*

## 2023-2024 Rocky Plains Elementary School Parent & Family Engagement Meeting Calendar Revised 05/18/2023

Parents will be informed of these events through student agendas, Facebook, Twitter, Remind101, School Messenger, the school's webpage, and/or the school's marquee, in a timely manner.

<b>Title I Annual Parent &amp; Family Orientation</b> <b>Thursday, August 24th at 6:00 p.m.</b>	<b>Fall Parent-Teacher Conferences</b> <b>Friday, September 15th</b>
<p>Families will receive information on the benefits of being a Title I school and review the current Parent and Family Engagement Policy, Family-School Compact and upcoming family events. Families will also be able to visit our Parent Resource center to see available items for supporting students at home.</p>	<p>Families and teachers will have the opportunity to meet with your child's teacher to discuss students' progress as well as address the School-Parent Compact.</p>
<b>Family Literacy Night</b> <b>Thursday, October 26th at 6:00 p.m.</b>	<b>Family Math Night</b> <b>Thursday, January 18th at 6:00 p.m.</b>
<p>Join us for a fun-filled evening of reading! Families will learn how to reinforce reading strategies at home. Teachers and families will participate in a variety of hands-on activities to help build stamina for phonemic awareness, word recognition, vocabulary and comprehension. Parents will be able to visit the Parent Resource Center to check out grade specific reading kits to help practice reading skills at home.</p>	<p>Join us for an exciting math night! Families will learn about various math strategies. Teachers and families will participate in a variety of hands-on activities to help increase fluency, problem solving skills and increase mathematical vocabulary. Parents will be able to visit the Parent Resource Center to check out grade specific math activities to help practice math skills at home.</p>
<b>Spring Parent-Teacher Conferences</b> <b>Friday, February 2nd</b>	<b>Annual Title I Stakeholders/Parents Input Meeting</b> <b>Thursday, March 28th at 7:30 a.m. or 6:00 p.m.</b>
<p>Families and teachers will have the opportunity to meet with your child's teacher to discuss students' progress as well as address the School-Parent Compact.</p>	<p>Parents will be invited to give input on the Title I Program at RPES and the 2023-2024 RPES and District's Parental Involvement Policies, School-Parent &amp; Family Compact, the Parental Involvement Budget, ways to build staff capacity, the Comprehensive LEA Plan, and the Parent Engagement Calendar. At this meeting, the parental involvement 1% allocation is discussed with participants.</p>

## Parent Engagement Funds

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

**Annual Title I  
Stakeholders/Parents Input Meeting**  
**Thursday, March 28th at**  
**7:30 a.m. & 6:00 p.m.**

## Parent & Family Engagement

*Rocky Plains Elementary School* believes that parent and family involvement includes engaging parents and families in consistent, meaningful, two-way communication about their child's academic progress and school activities. In our collaborative efforts, parents and families are encouraged to do the following to ensure student success:

- *Attend parent and family engagement activities*
- *Attend parent-teacher conferences*
- *Utilize the strategies that are shared during parent conferences and parent & family engagement events*
- *Use the resources located in the parent resource room*
- *Complete Annual Title I Surveys*
- *Read student agendas, monthly newsletters, and calendars*
- *Communicate with your child's teacher via telephone, email, agendas, or written correspondence*
- *Facilitate the completion of nightly homework*
- *Ensure that students are present at school daily and on time*
- *Volunteer*

## Building Capacity

*Rocky Plains Elementary School* pledges to take the following action steps to promote parents and families as partners in order to ensure our students' success:

- Ensure that all information related to school and parent programs, meetings, and other activities will be sent home in English and Spanish. This information will also be posted on the school's website, school's Twitter account, and communicated through school messenger.
- Provide parents with current curricular and standards expectations, as well as standardized testing updates through parent activities.
- Keep the school's Twitter and Facebook accounts, and the webpage updated with current events. Also, utilize School Messenger, the marquee, and publish monthly newsletters as a means to communicate school events. All communications can be translated into the appropriate language, when needed.
- Provide materials and training that will assist parents and families with supporting their child's achievement, through programs such as the parent workshop series, including the harms of copyright piracy
- Conduct staff development on parent and family engagement practices, parent communications, and partnership building with parents.
- Provide trainings and share tips with faculty throughout the school year that will strengthen communication and build relationships with our parents
- Coordinate events to support the transition of GA Pre-K students to Kindergarten and 5th grade students to the middle school.
- Collaborate with community leaders and business owners to increase participation and awareness of parent and family engagement plans and activities through our School Council meetings.
- Review survey results with all stakeholders in order to improve the quality and relevance of parent and family engagement activities.
- Provide high-quality parent and family engagement programs that address the needs and interests of our parents based upon survey and Parent & Family Engagement Activity feedback results.
- Publish information related to school and parent programs in a language and format that parents can understand.

## Continuous Communication

An 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**
- **Rocky Plains School Website**
  - **Teacher Canvas Pages**
    - **Facebook**
    - **Twitter**
- **Class Communication Apps Like Dojo, ClassTag, and Remind**

## Parent Resources



### RPES Parent & Family Resource Room

#### Room #43

The Parent & Family Resource Room is available to parents in grades Pre-K thru 5th Monday-Friday from 7:00 a.m.-7:45 a.m., and 2:10 p.m.-3:00 p.m. It is also open during parent engagement meetings, parent-teacher conferences, and other times by request.

#### Materials Available

Title I Brochures  
Family Engagement Kits (math & reading)  
Educational Games (math & reading)

**PLUS SO MUCH MORE!**

For more information, please contact Mrs. Jesse Daniel, Title I Parent Contact at (770)784-4987 or email: [daniel.jesse@newton.k12.ga.us](mailto:daniel.jesse@newton.k12.ga.us)

## 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 RPES 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.
- **Stakeholders Input Meeting:** to give all stakeholders the opportunity to give input to build the effectiveness on the:
  - Parent and Family Engagement Policy-School and District
  - School-Parent Compact
  - Comprehensive LEA Improvement Plan (CLIP)
  - Title I Schoolwide Plan
  - Building Staff Capacity
  - Parent Involvement 1% Funding
- **Student Outcomes:** to assess if strategies and activities, as outlined on the school parent compacts, are effectively impacting student achievement.
- **Multiple Opportunities for Input:** RPES will provide several opportunities for parents and families to give input on the effectiveness of the Title I Program. Parents can access our Title Schoolwide Plan, The Parent and Family Engagement Policy, and the School-Parent Compact on our school's website. These documents are also located in our parent resource room located in room #43





# *School-Parent Compact*

# *Kindergarten*

## *2023-2024*

Revised 05/18/2023

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

A School-Parent & Family Compact for Achievement is a written agreement detailing the shared responsibility of each stakeholder (parents, students, teachers, and administrators) in contributing to the educational success of all students. This compact explains how each stakeholder will work together towards accomplishing our school and district goals.

### *Activities to Build Partnerships*

Rocky Plains Elementary School offers ongoing opportunities for parents and students to collaborate with staff members, which include:

- Open House
- Parent-Teacher conferences, offered each semester to discuss your child's progress and to review the School-Parent & Family Compact
- Parent Resource Center
- Title I Parent & Family Engagement Events
- Parent Teacher Association (PTA)

### *Jointly Developed*

The parents, students, and staff of Rocky Plains Elementary School worked together to develop this school-parent and family compact for achievement. Teachers recommended home learning strategies, parents added ideas to make the learning strategies more specific and family friendly, and students told us what would help them reach their academic goals. Meetings are held each year to review and revise the compact based upon stakeholder needs.

*Parent & family feedback is welcome at any time!*

Contact Mrs. Jesse Daniel, Title 1 Parent Contact, at 770.784.4987 or email: [daniel.jesse@newton.k12.ga.us](mailto:daniel.jesse@newton.k12.ga.us)

### *Communications About Student Learning*

Rocky Plains Elementary School is committed to frequent two-way communication with families concerning their child's learning and development. Some ways you can expect us to reach out to you include the following methods:

- Open House
- Report Cards
- Parent-Teacher conferences (offered each semester)
- Title I Parent & Family Engagement Events
- Newsletters
- Updates on the School Website
- Classroom Communication systems (homework folder and/or student agenda)

**To make an appointment with your child's teacher call (770) 784-4987. Parent observations are also welcomed by appointment.**

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

### **Newton County School District Goal:**

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

### **Rocky Plains Elementary School Goals:**

⇒ Increase reading by 3% for students in Kindergarten as measured by FastBridge assessment. **Focus Area:** Letter sounds and sight words

⇒ Increase math by 3% for students in Kindergarten as measured by FastBridge assessment. **Focus Area:** Building number sense

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

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

- Provide parent workshops that give hands-on practice using letter sounds and sight words. Provide parents with strategies to build number sense.
- Maintain our school web-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 web-page to access learning links for reading websites and math activities.
- Use learning kits provided at workshops or materials available in the parent resource room to help my child at home with number sense, phonics, and sight words.

### ***Students:***

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

*School-Parent Compact*  
***First Grade***  
*2023-2024*

Revised 05/18/2023

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- Parent Resource Center
- Title I Parent & Family Engagement Events
- Parent Teacher Association (PTA)

***Jointly Developed***

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Teachers recommended home learning strategies, parents added ideas to make the learning strategies more specific and family friendly, and students told us what would help them reach their academic goals. Meetings are held each year to review and revise the compact based upon stakeholder needs.

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- Newsletters
- Updates on the School Website
- Classroom Communication systems (homework folder and/or student agenda)

**To make an appointment with your child's teacher call (770) 784-4987. Parent observations are also welcomed by appointment.**

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

### **Newton County School District Goal:**

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

### **Rocky Plains Elementary School Goals:**

⇒ Increase reading by 3% for students in 1st grade as measured by FastBridge. **Focus Area:** Phonics & sight words

⇒ Increase math by 3% for students in 1st grade as measured by FastBridge. **Focus Area:** Place value skills

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

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

- Provide parent workshops that target phonics and sight word development. Provide parents with hands-on strategies to develop place value skills.
- Maintain our school web-page with resources and links related to phonics skills, vocabulary, and place value.
- Provide home learning kits and activities that will allow students and parents to work on place value, vocabulary, and phonics skills.

### ***Families:***

- Attend parent workshops and utilize the strategies from teachers that provide hands-on practice for phonics, vocabulary, and place value.
- Visit my child's school web-page to access learning links for reading websites and math activities.
- Use learning kits provided at workshops or materials available in the parent resource room to help my child at home with vocabulary, phonics, and place value.

### ***Students:***

- Talk with my family about new vocabulary words and read nightly with my family.
- Go to the school web-page and visit reading and math websites to help me have fun learning.
- Use the resources checked out by our parent that develop our vocabulary, sight words, and phonics skills, and use resources to build place value skills.

# *School-Parent Compact*

## *Second Grade*

### *2023-2024*

Revised 05/18/2023

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- Open House
- Parent-Teacher conferences, offered each semester to discuss your child's progress and to review the School-Parent & Family Compact
- Parent Resource Center
- Title I Parent & Family Engagement Events
- Parent Teacher Association (PTA)

### *Jointly Developed*

The parents, students, and staff of Rocky Plains Elementary School worked together to develop this school-parent and family compact for achievement. Teachers recommended home learning strategies, parents added ideas to make the learning strategies more specific and family friendly, and students told us what would help them reach their academic goals. Meetings are held each year to review and revise the compact based upon stakeholder needs.

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### *Communications About Student Learning*

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- Open House
- Report Cards
- Parent-Teacher conferences (offered each semester)
- Title I Parent & Family Engagement Events
- Newsletters
- Updates on the School Website
- Classroom Communication systems (homework folder and/or student agenda)

**To make an appointment with your child's teacher call (770) 784-4987. Parent observations are also welcomed by appointment.**

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

### **Newton County School District Goal:**

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

### **Rocky Plains Elementary School Goals:**

⇒ Increase reading by 3% for students in 2nd grade as measured by FastBridge. **Focus Area:** Reading Vocabulary

⇒ Increase math by 3% for students in 2nd grade as measured by FastBridge. **Focus Area:** Math Word Problems

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

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

- Provide parent workshops that give hands-on practice with reading vocabulary. Provide parent workshops that give strategies for solving math word problems.
- Maintaining our school web-page with resources and links related to math problem solving and reading vocabulary.
- Provide home learning kits that will allow students and parents to work on math problem solving and reading vocabulary.

### ***Families:***

- Attend parent workshops that provide hands-on practice with reading vocabulary. Use the strategies provided by my child's teacher to solve math word problems.
- Visit my child's school web-page to access learning links for reading websites and math activities.
- Use learning kits provided at workshops or materials available in the parent resource room to help my child at home with reading vocabulary and math problem solving.

### ***Students:***

- Practice my problem solving strategies and reading vocabulary strategies at home with parents/family.
- Go to the school web-page and visit reading and math websites to help me have fun learning.
- Use learning kits to practice my problem solving strategies and reading vocabulary at home with my family.

*School-Parent Compact*  
**Third Grade**  
*2023-2024*

Revised 05/18/2023

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**To make an appointment with your child's teacher call (770) 784-4987. Parent observations are also welcomed by appointment.**



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

### **Newton County School District Goal:**

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

### **Rocky Plains Elementary School Goals:**

⇒ Increase reading by 3% for students in 3rd grade as measured by FastBridge. **Focus Area:** Gaining understanding from text

⇒ Increase math by 3% for students in grades K-5 as measured by FastBridge. **Focus Area:** Fractions

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

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

- Provide parent workshops that give hands-on practice with fractions. Provide parent workshops that give strategies for developing the ability to gain understanding from text.
- Maintaining our school web-page with resources and links related to fractions and reading comprehension.
- Provide home learning kits that will allow students and parents to work on reading comprehension and math problems involving fractions.

### ***Families:***

- Attend parent workshops that provide hands-on practice with fractions. Use the strategies provided by my child's teacher to solve math word problems.
- Visit my child's school web-page to access learning links for reading websites and math activities.
- Use learning kits provided at workshops or materials available in the parent resource room to help my child at home with reading comprehension and math problems involving fractions.

### ***Students:***

- Ask and answer questions about what I am reading and use visual models to practice fractions.
- Go to the school web-page and visit reading and math websites to help me have fun learning.
- Use learning kits at home with my family to practice my reading comprehension strategies and use the learning kits to solve problems involving fractions.

# *School-Parent Compact*

## *Fourth Grade*

### *2023-2024*

Revised 05/18/2023

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

### **Newton County School District Goal:**

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

### **Rocky Plains Elementary School Goals:**

⇒ Increase reading by 3% for students in 4th grade as measured by FastBridge. **Focus**

**Area:** Gaining understanding from text

⇒ Increase math by 3% for students in 4th grade as measured by FastBridge. **Focus Area:**  
Fractions

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

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

- Provide parent workshops that give hands-on practice with fractions. Provide parent workshops that give strategies for developing the ability to gain understanding from text.
- Maintaining our school web-page with resources and links related to fractions and reading comprehension.
- Provide home learning kits that will allow students and parents to work on reading comprehension and math problems involving fractions.

### ***Families:***

- Attend parent workshops that provide hands-on practice with fractions. Use the strategies provided by my child's teacher to solve math word problems.
- Visit my child's school web-page to access learning links for reading websites and math activities.
- Use learning kits provided at workshops or materials available in the parent resource room to help my child at home with reading comprehension and math problems involving fractions.

### ***Students:***

- Ask and answer questions about what I am reading and use visual models to practice fractions.
- Go to the school web-page and visit reading and math websites to help me have fun learning.
- Use learning kits at home with my family to practice my reading comprehension strategies and use the learning kits to solve problems involving fractions.

*School-Parent Compact*  
***Fifth Grade***  
*2023-2024*

Revised 05/18/2023

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

### **Newton County School District Goal:**

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

### **Rocky Plains Elementary School Goals:**

⇒ Increase reading by 3% for students in 5th grade as measured by FastBridge. **Focus**

**Area:** Gaining understanding from text

⇒ Increase math by 3% for students in 5th grade as measured by FastBridge. **Focus Area:**  
Fractions

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

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

- Provide parent workshops that give hands-on practice with fractions. Provide parent workshops that give strategies for developing the ability to gain understanding from text.
- Maintaining our school web-page with resources and links related to fractions and reading comprehension.
- Provide home learning kits that will allow students and parents to work on reading comprehension and math problems involving fractions.

### ***Families:***

- Attend parent workshops that provide hands-on practice with fractions. Use the strategies provided by my child's teacher to solve math word problems.
- Visit my child's school web-page to access learning links for reading websites and math activities.
- Use learning kits provided at workshops or materials available in the parent resource room to help my child at home with reading comprehension and math problems involving fractions.

### ***Students:***

- Ask and answer questions about what I am reading and use visual models to practice fractions.
- Go to the school web-page and visit reading and math websites to help me have fun learning.
- Use learning kits at home with my family to practice my reading comprehension strategies and use the learning kits to solve problems involving fractions.



**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*

**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 Rocky Plains 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, Dr. Ryan James, your child’s principal, by phone at 770-784-4987 or by email at [james.ryan@newton.k12.ga.us](mailto:james.ryan@newton.k12.ga.us).

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

Sincerely,

Dr. Ryan James  
 Principal

Dr. Ryan James  
 Name  
770-784-4987  
 Telephone Number

Principal  
 Title  
james.ryan@newton.k12.ga.us  
 Email Address

Office Use Only  
 Student # \_\_\_\_\_ Date Distributed \_\_\_\_\_

Education of Homeless Children and Youth  
A Guide for Parents and Guardians  
Revised June 1, 2023

**Frequently Asked Questions**

**What is the McKinney-Vento Act?**

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

**How does the law define homelessness?**

An individual is “homeless” who lacks a fixed, regular, and adequate nighttime residence. This definition of homelessness includes those living in shelters, motels, campgrounds, cars, abandoned buildings, or other inadequate shelter. The law also includes situations in which an individual shares housing with relatives or others because he or she has lost housing or cannot afford housing due to economic hardship.

**What are my child’s rights under the McKinney-Vento Act?**

A child considered homeless under the law has:

- The right to immediate enrollment in school without having health and school records available;
- The right to attend either the school of origin or the school in the attendance area where the family currently resides;
- The right to receive transportation to school of origin when feasible and in the best interest of the child, if requested by parent/guardian
- The right to access comparable services, including transportation services, educational services, supplemental services, extracurricular activities, and free meals through the School Nutrition Program.

Homeless children and youth may not be stigmatized by school personnel. Families of homeless children and youth have the right to dispute enrollment if the local school sends the homeless child or youth to a school other than the school of origin requested by the parent/guardian or by an unaccompanied youth.

**If my child and I become homeless during the school year what should I do?**

Ask to speak to the homeless school contact or school counselor.

**Who can I call if I need assistance?**

Contact the homeless school contact who serves your child’s school.



For more information, contact the following:

**Khiem Reed -Newton County School System Homeless Liaison**  
reed.khiem@newton.k12.ga.us  
770-787-1330 ext. 3907



# AFFORDABLE CONNECTIVITY PROGRAM

## WHAT IS IT?

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

### The benefit provides:

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

## WHO IS ELIGIBLE?

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

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

## TWO STEPS TO ENROLL

# 1

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

# 2

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

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

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

## LEARN MORE

 Call **877-384-2575**, or

 Visit **[fcc.gov/acp](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>