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NEWTON COUNTY SCHOOL SYSTEM  
TITLE I PARENT AND STUDENT HANDBOOK

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Veterans Memorial Middle School

2023-2024

Dr. Takila Curry, 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 Veterans Memorial Middle 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, Takila Curry at 770-385-6893 or email at [curry.takila@newton.k12.ga.us](mailto:curry.takila@newton.k12.ga.us).

Thank you for your support of Title I program at Veterans Memorial Middle School.

Sincerely,  
Takila Curry

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**Please sign and return**

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date



**School-Parent Compact**  
***Veterans Memorial Middle School***

***School Year 2023-2024***

***Revision Date 07/1/2023***

Dear Parent/Guardian,

Veterans Memorial Middle School, 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. Takila Curry*  
Principal

Teachers Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

School District: \_\_\_\_\_

Date: \_\_\_\_\_

**Parent Occupational Survey**

**Please complete this form to determine if your child(ren) qualify to receive supplemental services under Title I, Part C**

Name of Student(s)	Name of School	Grade
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

1. Has anyone in your household moved in order to work in another city, county, or state, in the last three (3) years?  Yes  No
2. Has anyone in your household been involved in one of the following occupations, either full or part-time or temporarily during the last three (3) years?  Yes  No

**If you answer "yes", check all that applies:**

- 1) Planting/Picking vegetables (tomatoes, squash, onions, etc.) or fruits (grapes, strawberries, blueberries, etc.)
- 2) Planting, growing, cutting, processing trees (pulpwood), or raking pine straw
- 3) Processing/Packing agricultural products
- 4) Dairy/Poultry/Livestock
- 5) Packing/Processing meats (beef, poultry, or seafood)
- 6) Commercial fishing or fish farms
- 7) Other (Please specify occupation): \_\_\_\_\_

Names of Parent(s) or Legal Guardian(s) \_\_\_\_\_

Current Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_

Thank You! Please return this form to the school

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 McKeahan  
 Phone: 470-763-1137  
[rmcKeahan@doe.k12.ga.us](mailto:rmcKeahan@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.



## 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: \_\_\_\_\_  
\_\_\_\_\_  
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*"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**

**Veterans Memorial Middle School  
School Parent and Family Engagement  
Policy**



***Dr. Takila Curry, Principal***  
*13357 Brown Bridge Road*  
*Covington Ga, 30016*  
*770-385-6893*

[www.newtoncountyschools.org/veterans\\_memorial](http://www.newtoncountyschools.org/veterans_memorial)

*(Revised: July 1, 2023)*

**Title I Information**

Veterans Memorial Middle School is recognized as a school-wide Title I school as part of the Elementary and Secondary Education Act of 1965 (ESEA). Title I is designed to support State and local school reform efforts tied to challenging State academic standards in order to reinforce and enhance efforts to improve teaching and learning for students. This policy describes how VMMS will provide parents with opportunities to improve parent involvement to support student learning.

VMMS encourages and values the input and involvement of parents in order to establish a partnership to improve student achievement. VMMS envisions high school ready, college and career focused students who are able to think independently, communicate effectively, and demonstrate their skills to a global audience in order to be successful in the 21st Century.

**School Plan for Shared Student Achievement**

**What it is?**

This policy describes how VMMS will provide parents with opportunities to improve parent and family engagement to support student learning. VMMS encourages and values the input and involvement of parents in order to establish a partnership to improve student achievement. This plan describes how VMMS will support parent engagement and how parents can contribute to and participate in activities and meetings to promote student achievement at school and at home.

**How is it developed?**

Veterans Memorial Middle School encourages continuous parent input regarding the policy. Last spring Veterans Memorial invited all parents to attend our Revision and Development meeting to seek input from parents on this School Parent and Family Engagement Policy, the Title I School-wide Plan, School-Parent Compact, Comprehensive LEA Improvement Plan (CLIP), 1% Budget Allocation of Funds, and District Parent and Family Engagement Policy.” The policy and input forms are posted on our school website to view and post feedback. Input forms and copies of the policy will be available in the front office and at all parent meetings. Parent feedback assists in revision of the plan each school year. Each year, Veterans Memorial Middle School hosts several parent family and engagement meetings. These meetings are designed to provide parents with information, support and resources to help their children succeed. Parents can also make suggestions during the parent engagement meetings throughout the year.

**Who is it for?**

As a School-wide Title I school, all students and their families are encouraged and invited to fully participate in the opportunities described in this policy. VMMS functions as a School-wide Title I school under Title I part A. VMMS will provide full opportunity for the participation of parents with limited English, parents with disabilities, and parents of migratory children.

**Where is it available?**

At the beginning of each school year, a Title I packet is sent home with each student in Title I packets distributed early in the school year. In addition, parents may view the policy on the VMMS website. Parents may also get a hard copy of the policy located in the front office, Parent Resource Center or from the Title I school representative. Copies of the policy will be available at all parent meetings throughout the year.

## Newton County Schools Goals

The mission of Newton County Schools is to provide educational excellence to all students.

**Goal 1:** Increase the graduation rate

**Goal 2:** Increase opportunities for students to demonstrate success

**Goal 3:** Improve Student mastery of standards

### Veterans Memorial Middle School Goals

Students in grades 6-8 will show an overall increase in performance of 3% in Basic Math Fact Fluency as measured by the Fastbridge Assessment by the end of the 2023-2024 school year.

#### Focus Areas for grades 6-8:

- Basic Operations/ Number Sense
- Mathematical Computation/ Problem Solving

Students in grades 6-8 will show an overall increase in performance of 3% in Reading Comprehension and Written Expression as measured by the Fastbridge assessment by the end of the 2023-2024 school year

#### Focus Areas for grades 6-8:

- Reading Comprehension
- Written Expression— writing with a focus

## School-Parent Compacts

### VMMS responsibilities: As a school, VMMS will:

Conduct a series of joint trainings for students and parents to practice using strategies to develop better readers, strengthen written expression and implement strategies to enhance number fact fluency and increase mathematical computation.

Hold parent-teacher conferences that will serve as an opportunity for parents to receive personalized strategies to support reading and math focus areas and VMMS will provide “Teachers Involve Parents in Schoolwork” (TIPS) handout activities to foster the learning environment at home and monitor student progress.

Post to our website access to available programs and other links for learning to provide parents and students with ongoing support to increase achievement in the areas of: number fact fluency and mathematical computation, reading comprehension, and written expression.

## Parent Engagement Program and Activities

Veterans Memorial Middle School will host the following events to build capacity for strong parental involvement to support a partnership among the school, parents, and community for improved student academic achievement. Information will be posted throughout the school year regarding dates, times, and topics on the VMMS website, the school marquee, through School Messenger invitations, and with informational flyers. VMMS is committed to helping our parents attend the parental activities listed in this policy. Please call us if you need assistance in order to attend a meeting.

Parent and Families responsibilities are to attend content specific curriculum nights/joint trainings and encourage your student to use strategies to build reading comprehension skills and written expression and strategies to build number fact fluency and increase mathematical computation when working at home. Attend parent-teacher conferences to assist with progress monitoring and to receive personalized strategies specific for my student to support his/her reading and mathematical skills. Encourage my student to use USA Test Prep and other links for learning to provide ongoing support to increase achievement in the areas of: number fact fluency, mathematical computation, reading comprehension, and written expression. Lastly, parents are encouraged to use “Teachers Involve Parents in Schoolwork” (*TIPS*) handout activities to foster the learning environment at home.

- **Annual Title 1 Parent Orientation Meeting—AUGUST 23, 2023**-VMMS invites all parents, families to learn about our Title 1 program including our parental involvement policy, the school-wide plan, the school-parent compact, and parent requirements.
- **Curriculum Night—AUGUST 23, 2023**-Teachers will provide a review of the curriculum along with grade level content-specific strategies for academic success.
- **Parent-Teacher Conferences—SEPTEMBER 15, 2023**-Families and teachers will have the opportunity to discuss students’ progress as well as address the School-Parent Compact and Parent Policy.
- **Parent-Teacher Conferences—FEBRUARY 2, 2024**Families and teachers will have the opportunity to discuss students’ progress as well as address the School-Parent Compact and Parent Policy
- **Parents on Patrol—MARCH 21, 2024** —A variety of workshops will be available for parents to choose from. Examples of topics are study strategies, Social Emotional Learning and understanding how your child learns.
- **Annual Title I Stakeholder Input Meeting—APRIL 15, 2024**—Stakeholders will convene to review, discuss, and revise the School-Parent Compact, the District and School Parent Involvement Policies, Title I School-wide Plan, Parent Involvement budget, Building Staff Capacity, CLIP, and future topics for parent and family engagement meetings.



## 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.

**APRIL 15, 2024—Annual Title I Stakeholder Input Meeting**

## Parent and Family Engagement

Veterans Memorial Middle School believes that parent and family engagement means the participation of parents in regular two-way, meaningful communication involving student academic learning and other school activities to ensure that the school and families are connected.

VMMS envisions high school ready, college and career focused students who are able to think independently, communicate effectively, and demonstrate their skills to a global audience in order to be successful in the 21st Century.

## VMMS is Destined for Greatness

Veterans Memorial Middle School believes that parent involvement means the participation of parents in regular two-way, meaningful communication involving student academic learning and other school activities ensuring that:

VMMS will ensure that communications are sent home in English and Spanish that shares how parents can understand the school's academic standards, local and state assessments, and how parents can monitor their child's progress and work with educators. Parents will have the opportunity to attend parent conferences and content focused curriculum nights for all academic subjects, receive progress reports and access to Infinite Campus to monitoring their child's progress.

VMMS will provide material and training to assist parents (including the harms of copyright piracy) by hosting a series of events to build the capacity for strong parent and family engagement to support the partnership among the school, parents and the community for improved student learning. Parents will have the opportunity to attend content focused curriculum nights in all academic subjects.

VMMS will provide "Teachers Involve Parents in Schoolwork" (*TIPS*) handout activities to foster the learning environment at home. Parents will also have access to updated communication and information via teacher Canvas pages and school website.

VMMS will bridge the gap between learning and the school, by providing professional learning to educators, via workshops and via emails, to actively engage parents during scheduled parent and family engagement workshops and discuss strategies to improve communication with parents.

VMMS will coordinate with Federal, state and local programs that supports parents including offering 5th grade transition day during the spring to provide parents an overview of course offerings and extracurricular activities at the school. Additionally, during the summer incoming 6th grade students can participate in the Day Camp to become more acclimated with middle school.

VMMS will ensure that all communication related to school and parent programs, meetings, and other activities are posted on the school website, the school marquee, and communication is sent home via flyers, and the School Messenger system.

VMMS will partner with community stakeholders to share information that will help prepare students for their future.

## Parent Resource Room

Parents can discover what is available for checkout and learn how to use the hands-on materials. Computers are available for parents to explore the Parent Portal as well as other online educational resources.

The Parent Resource Center will be located in Room E-3. Additional resource books, study materials, and activities will be available for check out to use at home with your student. The Parent Resource Center will be open during the school day from 9:00-3:30 pm.

## 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*
- *Teachers' Canvas Pages*
- *Twitter*
- *School's Website*
- *The General Newsletter*

**Please contact Dr. Takila Curry for more information at [curry.takila@newton.k12.ga.us](mailto:curry.takila@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 VMMS 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:** Veterans Memorial Middle School will provide several opportunities for parents and families to give input on the effectiveness of the Title I Program. Parents can access our Title School-wide 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 #E-3.







## We love Parent Volunteers

Parent and Family involvement at VMMS is highly encouraged. Volunteering helps your own children as well as children of other parents too. Every parent is able to help in some way during the school year. We have multiple opportunities for parents to support the school in the following areas:

- ◆ School sponsored dances
- ◆ Sporting events
- ◆ Fundraising
- ◆ Career Day
- ◆ Awards Ceremonies
- ◆ Chaperoning fieldtrips
- ◆ Assist teachers with preparing materials for future lessons, prepare classrooms, and/or inventory supplies.



## Parent Comments and Suggestions

Parent comments and feedback are a vital component of our Parent and Family Engagement Policy. Veterans Memorial Middle School continuously seeks suggestions and feedback to improve our parent involvement meetings. In addition to participation in our annual Title I Revision Meeting in the Spring, we welcome all comments and suggestions throughout the school year. All feedback, comments and suggestions are considered during the annual review process.

We want to hear from you! If you have any suggestions or if there is any part of the school-wide program plan that you feel needs to be adjusted, please provide us with your comments in the space provided and leave this form in the office. You may also email feedback to Veterans Memorial Middle School Title I Contact: Aryn Abernathy at [Abernathy.aryn@newton.k12.ga.us](mailto:Abernathy.aryn@newton.k12.ga.us) or (770) 385-6893

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

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

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# *School-Parent Compact*

## *6th Grade*

### *2023-2024*

Revised 07/1/2023

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

A School-Parent Compact is an agreement between teachers, administrators, parents and students. The compact provides details to connect parents, teachers and students together to promote student achievement at school and at home.

Parents, students and teachers each have a vital role in developing students who are high school ready, college and career focused, able to think independently, communicate effectively, and demonstrate their skills to a global audience.

### *Activities to Build Partnerships*

Veterans Memorial Middle School offers ongoing events and programs to provide parents and students with access to our staff:

- **Fall Open House** (7/26/2023)
- **Content Focused Curriculum Nights** - (8/23/2023 and 3/21/2024)
- **Parent-Teacher Conferences** (9/15/2023 and 2/2/2024)
- **Updated School Website**
- **School Marquee**
- **Classroom Observations**
- **Parent Resource Room**

**Hours of Operation:** (M-F: 9:00am-3:30pm)

### *Jointly Developed*

The School-Parent Compact is a document developed with input from teachers, parents and students. The compacts are reviewed and updated annually based on feedback from teachers and parents given throughout the school year and at the year-end stakeholders' meeting. Parents are welcomed to contribute comments and suggestions at any time. If you have any questions or comments about this compact or Title I,

**Please contact Dr. Takila Curry for more information at [curry.takila@newton.k12.ga.us](mailto:curry.takila@newton.k12.ga.us)**

### *Communications About Student Learning*

VMMS offers ongoing opportunities to provide parents, students and families reasonable access to our staff.

#### **Our Parent Conference Days:**

September 15, 2023  
February 2, 2024

#### **Our Progress Reports given to secondary students every 4.5 weeks**

August 31, 2023  
November 30, 2023  
February 8, 2024  
April 25, 2024

#### **Our Report Cards given to secondary students every 9 weeks**

October 19, 2023  
January 11, 2024  
March 21, 2024  
May 23, 2024

Parents may observe and/or volunteer in classes during the school year by appointment only. Additionally, parents may schedule conferences as needed throughout the year.

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

## **Newton County Schools Goals**

The mission of Newton County Schools is to provide educational excellence to all students.

**Goal 1:** Increase the graduation rate

**Goal 2:** Increase opportunities for students to demonstrate success

**Goal 3:** Improve student mastery of standards

## **Veterans Memorial Middle School Goals**

Students in grades 6-8 will show an overall increase in Math performance from Developing Learners to Proficient Learners as measured by the Georgia Milestones Assessment and or the Fastbridge Assessment tool by the end of the 2023-2024 school year.

### **Focus Areas**

- Number Sense/Problem Solving

Students in grade 6 will show an overall increase in ELA performance from Developing Learners to Proficient Learners as measured by the Georgia Milestones Assessment and or the Fastbridge Assessment tool by the end of the 2023-2024 school year

### **Focus Areas**

- Reading Comprehension/Written Expression

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

### ***VMMS responsibilities: As a school, VMMS will:***

- Conduct a series of joint trainings for students and parents to practice using strategies to develop better readers, strengthen written expression and implement strategies to enhance number sense
- Hold parent-teacher conferences that will serve as an opportunity for parents to receive personalized strategies to support reading and math focus areas and “Teachers Involve Parents in Schoolwork” (*TIPS*) on monitoring student progress.
- Post to our website access to available programs and other links for learning to provide parents and students with ongoing support to increase achievement in the areas of number sense and mathematical reasoning, reading comprehension and written expression.

### ***Family responsibilities: As a parent, I will:***

- Attend joint trainings and encourage my student to use strategies to build reading comprehension skills, develop fluent writers, and follow steps to problem solve in order to enhance basic math operations
- Attend parent-teacher conferences to assist with progress monitoring and to receive personalized strategies specific for my student to support his/her reading and mathematical skills and use “Teachers Involve Parents in Schoolwork” (*TIPS*) handout activities to foster the learning environment at home.
- Encourage my student to use the programs and links available for learning that will provide ongoing support and increase achievement in the areas of: number sense, mathematical computation, reading comprehension, and written expression.

### ***Student responsibilities As a student, I will:***

- Attend joint trainings with my parents to receive strategies that support math and reading and talk to my parents on how they can assist with learning at home and Talk to my parents about the “Teachers Involve Parents in Schoolwork” (*TIPS*) handout activities to foster my learning at home.
- Practice those personalized strategies given at the parent-teacher conferences to monitor my progress and to increase my understanding in number fluency, enhance basic math operations, reading fluency, and citing textual evidence.
- Visit the school’s websites with my parents and families to practice reading using the available programs and links for learning to provide ongoing support for number fact fluency, mathematical computation, reading fluency, and written expression.



# *School-Parent Compact*

## *7th Grade*

### *2023-2024*

Revised 07/1/2022

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

A School-Parent Compact is an agreement between teachers, administrators, parents and students. The compact provides details to connect parents, teachers and students together to promote student achievement at school and at home.

Parents, students and teachers each have a vital role in developing students who are high school ready, college and career focused, able to think independently, communicate effectively, and demonstrate their skills to a global audience.

### *Activities to Build Partnerships*

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- **Updated School Website**
- **School Marquee**
- **Classroom Observations**
- **Parent Resource Room**

**Hours of Operation:** (M-F: 9:00am-3:30pm)

### *Jointly Developed*

The School-Parent Compact is a document developed with input from teachers, parents and students. The compacts are reviewed and updated annually based on feedback from teachers and parents given throughout the school year and at the year-end stakeholders' meeting. Parents are welcomed to contribute comments and suggestions at any time. If you have any questions or comments about this compact or Title I,

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Parents may observe and/or volunteer in classes during the school year by appointment only. Additionally, parents may schedule conferences as needed throughout the year.

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

## **Newton County Schools Goals**

The mission of Newton County Schools is to provide educational excellence to all students.

**Goal 1:** Increase the graduation rate

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## **Veterans Memorial Middle School Goals**

Students in grades 6-8 will show an overall increase in Math performance from Developing Learners to Proficient Learners as measured by the Georgia Milestones Assessment and or the Fastbridge Assessment tool by the end of the 2023-2024 school year.

### **Focus Areas**

- Number Sense/Problem Solving

Students in grade 6 will show an overall increase in ELA performance from Developing Learners to Proficient Learners as measured by the Georgia Milestones Assessment the Fastbridge Assessment tool by the end of the 2023-2024 school year

### **Focus Areas**

- Reading Comprehension/Written Expression

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

### ***VMMS responsibilities: As a school, VMMS will:***

- Conduct a series of joint trainings for students and parents to practice using strategies to develop better readers, strengthen written expression and implement strategies to enhance number sense
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### ***Student responsibilities As a student, I will:***

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- Practice those personalized strategies given at the parent-teacher conferences to monitor my progress and to increase my understanding in number fluency, enhance basic math operations, reading fluency, and citing textual evidence.
- Visit the school’s websites with my parents and families to practice reading using the available programs and links for learning to provide ongoing support for number fact fluency, mathematical computation, reading fluency, and written expression.



# *School-Parent Compact*

## *8th Grade*

### *2023-2024*

Revised 07/1/2022

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

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### *Jointly Developed*

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## **Newton County Schools Goals**

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### **Focus Areas**

- Number Sense/Problem Solving

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### **Focus Areas**

- Reading Comprehension/Written Expression

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

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- Visit the school’s websites with my parents and families to practice reading using the available programs and links for learning to provide ongoing support for number fact fluency, mathematical computation, reading fluency, and written expression.



**NEWTON COUNTY SCHOOL SYSTEM**  
**OFFICE OF FEDERAL PROGRAMS**  
 2109 NEWTON DRIVE, N.E.  
 P.O. BOX 1469  
 COVINGTON, GEORGIA 30015  
 Phone: (770) 787-1330 \* Fax (770) 784-2945

**BENJAMIN B. ROUNDTREE, Ed. S.**  
*Interim Superintendent*

**SHELIA THOMAS, Ed. D.**  
*Chief Strategy and Community Outreach Officer*

**Newton County Board of Education**  
**Annual Parent Notification Letter**  
**Right to Know Professional Qualifications of Teachers and Paraprofessionals**

Date: August 1, 2023

Dear Parents,

In compliance with the requirements of the Every Students Succeeds Act, the Veterans Memorial Middle 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. Takila Curry, your child’s principal, by phone at 770-385-6893 or by email at [curry.takila@newton.k12.ga.us](mailto:curry.takila@newton.k12.ga.us).

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

Sincerely,

Dr. Takila Curry  
 Principal

Dr. Takila Curry  
 Name  
770-385-6893  
 Telephone Number

Principal  
 Title  
curry.takila@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
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- 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>