



# Michigan City Area Schools

Opportunity ★ Excellence ★ Pride



## District Office for Title I Services

*making sure every student has a chance to make a difference in the world!*

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2023-2024

## Title I Parent Handbook

### Knapp Elementary School

321 Bolka Ave.  
Michigan City, IN 46360  
219.873.2096  
Michelle Hornyak, Principal  
Crystal Parker, Secretary



## Knapp Elementary School

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# Parent Involvement Policy

*The mission of Knapp Elementary School is to ensure a strong academic foundation that inspires self-confidence and pride in personal success through a system distinguished by:*

- *High expectations for student behavior and achievement,*
- *A safe, caring environment that challenges each person to achieve his/her personal best,*
- *A staff dedicated to student success and collaboration with families and community.*

*Additionally, Knapp Elementary School inspires students to become innovative thinkers who adapt to our changing world.*

Knapp Elementary School commits to establishing and honoring the following policies:

Knapp Elementary School will hold its annual Title I meeting during the fall to inform parents of their rights as well as the requirements for meeting the mandates of the Title I program.

As necessary, meetings and parent/teacher events will be held to address student needs.

- Parents will be encouraged to participate in an annual parent survey as well as provide input on the following:
  - Parent Involvement Policy
  - School wide Improvement Plan
  - Home-school Compact

Parents will be provided school-related information that is given in a timely manner.

Information will include, but is not limited to:

- Description/Explanation of Knapp's curriculum.
- Methods of Assessment such as ILEARN, IREAD3, IAM, iReady, Universal Dyslexia Screening (K-2nd), and standards-based report cards.
- Opportunities for parents to participate.
- Materials and training on how parents can promote student learning.
- Education programs that build ties between home and school such as Imagination Station, Parents as Teachers, and other public preschool programs.

Additionally, Knapp Elementary School consents to the following:

- Encouraging partnerships with community-based organizations and businesses.
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- Acknowledging parent feedback communicated through surveys, written correspondence, etc.
  - Scheduling at least two (2) parent teacher conferences in the school year.
  - Encouraging and supporting ongoing communication with Knapp School's Parent Teacher Group (PTG).
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# Home – School Compact

Families and schools must work together to help students achieve high academic standards. Through a process that includes teachers, families, and students the following are agreed upon rules and responsibilities that we as partners will carry out to support student success in school and life.

### **Staff Pledge**

I agree to carry out the following responsibilities to the best of my ability:

- Provide a safe, supportive, and motivating learning environment.
- Teach utilizing an engaging and rigorous curriculum that promotes student achievement, while setting high expectations and helps every child to be successful in meeting the Indiana academic achievement standards.
- Communicate weekly through the Knapp communication folder and meet bi-annually with families about student progress, and the school and family compact.
- Provide opportunities for parents to volunteer, participate, and observe in my classroom.
- Participate in professional development opportunities that improve teaching and learning.
- Engage in collaborative decision making with parents and school colleagues to make our school accessible and welcoming for families.
- Meet the needs of all students through in-class and eLearning instruction.
- Respect the school, students, staff, and families.
- Provide opportunities throughout the year for families to attend events at Knapp.

### **Student Pledge**

I agree to carry out the following responsibilities to the best of my ability:

- Come to school ready to learn with necessary materials, completed assignments and homework ready to work hard. Additionally, charged Chromebooks and Tablets should be returned to school on a daily basis.
  - Complete and submit any eLearning assignment by the due date.
  - Know and follow school and class rules.
  - Communicate regularly with my parents and teachers about school experiences so that they can help me be successful.
  - Limit my TV watching, video game playing, and internet usage.
  - Study and read every day after school.
  - I will keep my cell phone turned off or on silent mode in my backpack during school hours and when in the school building.
  - Respect the school, my classmates, staff, and families.
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### Family/Parent Pledge

I agree to carry out the following responsibilities to the best of my ability:

- Provide a quiet time and place for homework; monitor TV viewing, video games and computer usage.
- Work with my child on homework and eLearning assignments in order to provide the necessary support they would need outside of school.
- Read to my child or encourage my child to read every day. (20 minutes pre-K and 30 minutes for grades K-6).
- Ensure that my child attends school every day and gets adequate sleep, regular medical attention and proper nutrition.
- Send my child to school on time (pick up promptly at dismissal time).
- Communicate issues on a student's Chromebook or Tablet so the school can ensure the child has a working device daily.
- Regularly monitor my child's progress in school.
- Participate, as appropriate, in decisions about my child's education.
- Read, sign and return the weekly communication folder.
- Attend parent-teacher conferences.
- Communicate the importance of education and learning to my child.
- Respect the school, staff, students and families.
- Model and demonstrate leadership qualities for my children.

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Student

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Teacher

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Parent/Guardian

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## Parenting Resource Center for the Family

**Indiana's Parenting Center** offers resources for parents and their children. When parents need to reach out for help/advice, resources are available. ParentingCenter.com is dedicated to helping families find parenting information. From family support to education, ParentingCenter.com offers advice for family and community. This website offers state-by-state resources. For information on Indiana's parenting resources please use the following link: <http://www.parentingcenter.com/state/indiana.html>



### What We Do

ParentingCenter.com provides many different resources surrounding your child's education, health and wellbeing, as well as resources for fun, family friendly activities in the area! The following are just a few of the areas that are covered on ParentingCenter.com:

- Many different educational tools
- Family support links
- Health and medical resources
- Family/Parenting Articles
- Child care resources

For more information please use the following link: <http://www.parentingcenter.com/>

### Sponsors:

- ❖ **YMCA** – *We Build Strong Kids, Families*
- ❖ **Ford Motor Company**
- ❖ **Eli Lilly**
- ❖ **Disney Mobile**

Additional information for parents, including school achievement data, is available on the **Indiana Department of Education Website**, [www.doe.in.gov](http://www.doe.in.gov). If you do not have internet access at home, your school will provide internet access, or you may visit the Michigan City Public Library.

If you have further questions concerning the Indiana Partnerships Center or parent involvement, please call your child's school or:

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| <b>MCAS District Title I Office</b><br>408 S Carroll Ave<br>Michigan City, IN 46360<br>219.873.2000 | <b>Knapp Elementary School</b><br>321 Bolka Ave.<br>Michigan City, IN 46360<br>219.873.2096<br>Michelle Hornyak, Principal<br>Crystal Parker, Secretary | <b>Parenting Center.com</b><br>904 N. Line Street<br>Loogootee, IN 47553<br>812-295-8491<br><a href="https://www.parentingcenter.com/">https://www.parentingcenter.com/</a> |
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## Title I Parent Involvement Policy

The Michigan City Area Schools Board will follow the parental policy guidelines in accordance with the Elementary and Secondary Education Act of 1965, as amended by the *Every Student Succeeds Act of 2015*.

Michigan City Area Schools Title I program provides all students with fair, equal, and meaningful opportunities leading to a high-quality education and increased student achievement and parent involvement.

### **Policy Guidelines**

1. Families will have an opportunity to review the School-wide Title I plan and make suggestions for improvement. MCAS will do this by assisting each Title I school:
    - In arranging annual Title I meetings that inform families of and provide time to make suggestions regarding:
      - Title I program goals
      - Instructional strategies and curriculum
      - Assessments used
      - Expected student proficiency levels
      - Provide parents with materials and training to improve their child's achievement.
      - Families' rights to request information about the qualifications of teachers and paraprofessionals in their school. (Section 1119)
    - Annual meetings will be held at various times convenient for parent participation.
  2. MCAS will provide coordination, technical assistance, and other necessary support to Title I schools as they plan and implement effective parent involvement activities focused on improving student achievement and school performance by:
    - Providing training on how to build effective parent engagement activities focused on improving student achievement and relationships with families through various resources which may include:
      - PowerSchool training to navigate the site to obtain grades, attendances, schedule, and behavioral issues
      - Provide parents with technological information to guide them through the MCAS website as well as the communication portal, Peachjar
    - Recommending family literature and materials to enhance parental engagement in the home
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- Take-home books, academic materials, and other resources specific to their child's academic level
    - Supporting schools in developing a welcoming environment for parents.
      - Professional development focusing on developing positive family partnership and parental engagement for all staff
      - Continue to research best practices in positive parental engagement
    - Enhancing our external partnerships that support students, families, and staff
    - Ensuring that information is sent home in a language and format that parents can understand.
  - 3. In order to enhance the schools' and families' capacity to form a strong partnership and increase student achievement, MCAS will support each Title I school by:
    - Providing guidance to Title I schools in assisting families in understanding:
      - Indiana State Academic Standards;
      - Their child's progress;
      - How to work with educators to improve their child's achievement.
    - Encouraging teachers to create positive relationships with parents.
    - Scheduling parent/teacher conferences to support parents in understanding their child's progress
    - Encouraging schools to provide meaningful materials and information that promotes student achievement.
    - Providing opportunities for families to participate in district and school-level decision-making as it relates to their child
    - Coordinating and integrating Head Start, state-run preschool programs, and English as a new language instructional programs;
    - Ensuring that schools provide reasonable support for parent involvement as requested by parents.
    - Ensuring that parents are involved in revising the School-Parent Involvement Policy, Home-School Compact, and School-wide Plan.
  - 4. Coordinate with Head Start and other community-based preschools to align our parental involvement strategies through activities to include but not limited to:
    - Kindergarten Round-Up and Kindergarten Countdown
  - 5. MCAS with parents, teachers, and principals will annually review the Title I program and the effectiveness of the Parent Involvement Policy.
    - In collaboration with parents we will work to:
      - Identify and minimize barriers which may limit family participation
      - Identify strategies that lead to more effective and increased family involvement and engagement in decision-making.
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- Collaborate and revise the District and School Parent Involvement Policies annually (section 1112)
    - Assist in developing and recommending suggestions for the district Title I Program. (Section 1116)
    - Collaborate in developing the Parent Involvement Policy.
  - 6. In collaboration with schools we will ensure that parents are involved in revising the school Parent Involvement Policy and Home School Compact annually.
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Michigan City Area Schools

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## Parents' Right to Know & Highly Qualified Teachers and Assistants

At the beginning of each school year, your child's school corporation will provide you (at your request and in a timely manner) information regarding the qualifications of your child's classroom teacher(s), including the following information:

1. Whether your child's teacher has met the State qualification and licensing criteria for the grade level and subject area in which the teacher is providing instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which the State qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher, any other graduate certification for degree held by the teacher, and the field of discipline of the certification for degree.
4. Information on the level of achievement of your child in each of the State academic assessments.
5. Timely notice that your child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who is not highly qualified.
6. Whether the student is provided services by paraprofessionals, and if so, their qualifications.

Remember This:

- The notice and information provided to parents shall be in an understandable and uniform format and provided in a language that parents can understand.
- This information may be obtained at the beginning of the school year.
- The school corporation must provide this information in a timely manner at the parent's request.

A request can be made by contacting the  
District Office for Title I Services

By phone  
219-873-2000



**Michigan City  
Area Schools**  
Opportunity • Excellence • Pride



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making sure every student has a chance to make a difference in the world!

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## Title I School-Wide Designation

All Michigan City Area Schools are Title I served schools and have received School Wide Plan (SWP) designation through the Indiana Department of Education. School faculty, staff and parents developed a plan to meet the ten components of the School Wide Plan at each of the district Title I Schools.

The Components of a School Wide Plan are:

1. A comprehensive needs assessment of the whole school.
  2. Implementation of school wide strategies that:
    - Provide opportunities for all children to meet proficient and advanced levels of student academic achievement.
    - Use effective methods and instructional strategies that are based on scientifically based research that:
      - Strengthens the core academic program,
      - Increases the amount of learning time,
      - Includes strategies for serving underserved populations,
      - Includes strategies to address the needs of all children in the school, but particularly low achieving children and those at risk or not meeting state standards,
      - Addresses how the school will determine if needs of those children have been met,
      - Is consistent with and is designed to implement state and local improvement plans.
  3. Highly qualified teachers in all core content area classes.
  4. High quality and on-going professional development for teachers, principals and paraprofessionals.
  5. Strategies to attract high-quality, highly qualified teachers to this school.
  6. Strategies to increase parental involvement, including:
    - 6a. A description of how the school will provide individual academic assessment results to parents.
    - 6b. Strategies to involve parents in the planning, review and improvement of the school wide plan.
  7. Plans for assisting preschool children in the transition from early childhood programs such as Head Start or state-run preschool programs.
  8. Opportunities and expectations for teachers to be included in the decision making related to the use of academic assessment results leading to the improvement of student achievement.
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9. Activities and programs at the school level to ensure that students having difficulty mastering proficient and advanced levels of academic achievement are provided effective, timely additional assistance.
10. Coordination and integration of federal, state and local funds; and resources such as in-kind services and program components.



## Title I Complaint Policy

### **What is a Complaint?**

A signed written statement that includes: 1) an allegation that a requirement related to Michigan City Area Schools has been violated; and 2) information that supports the allegation.

### **Who May Complain?**

Any parent, teacher, or other concerned individual(s), or organization(s) may file a complaint.

### **All complaints must:**

- Be written or typed;
- Be signed by the person or agency representative filing the complaint and include contact information;
- Specify the requirement of law or regulation being violated regarding the provision of Title I services and the related issue, problem, and/or concern;
- Contain information/evidence supporting the complaint; and,
- State the nature of the corrective action desired.

### **Complaint Procedure**

1. **Receiving Complaints:** Complaints should be formally registered with the Michigan City Area Schools Office of Title I located at 408 S. Carroll Ave, Michigan City, IN 46360
  2. **Investigating Complaints:** Upon receipt of the written complaint, the LEA will investigate the complaint within 10 business days.
  3. **Resolving Complaints:** The LEA will resolve the complaint within 15 business days.
  4. **Appealing Complaints:** If the LEA fails to resolve the complaint or fails to resolve the issue to the satisfaction of the complainant, the complainant can appeal to the Indiana Department of Education's Title I Grants and Support division.
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