



# 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!*

2018–2019

### Title I Parent Handbook

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### Marsh Elementary School

401 E. Homer St.  
Michigan City, IN 46360  
219.873.2102  
Marsha Tappan, Principal  
Amy Maesch, Secretary



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## Parent Involvement Policy

Marsh Elementary School intends to follow the parental policy guidelines in accordance with Title I requirements as listed below. Marsh Elementary School will distribute this policy to parents of students participating in the Title I program and it will be updated periodically.

### **Policy Guidelines**

- Convene an annual meeting each year in August or September.
- Explain the requirements and the rights of the parents to be involved.
- Offer a flexible schedule of meetings (e.g. mornings and evenings).
- Involve parents in an organized, ongoing, and timely way to plan, review and improve programs such as:
  - Parental involvement policy
  - School wide policy

### **Marsh School will provide the parents of participating students with timely information, including:**

- A description and explanation of curriculum to be used.
- The forms of academic assessment used to measure student progress.
- Proficiency levels that students are expected to meet.
- Quarterly parent meetings to involve parents in decision-making regarding educational programs and Title I documents.
- An annual parent conference with classroom teachers, to share grade-level expectations regarding Indiana College and Career Ready Standards.
- Materials and training on how parents can improve their child's achievement through family events or parent workshops that have speakers modeling literacy and math strategies to be used at home.

### **Marsh School will also:**

- Educate school staff on how to build ties between home and school through staff participation in monthly MESH (Marsh Elementary School and Home) meetings with parents and feedback collected from parent surveys.
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- Coordinate and integrate, as appropriate, parent involvement with the school-site preschool program.
- Ensure, to the extent possible, that information sent home is in a language and form parents can understand.
- Develop appropriate roles for community-based organizations and businesses and encourage partnerships with other elementary, middle and high schools.
- Respond to any parent suggestions or concerns as soon as practicably possible.
- Provide such other reasonable support for parental involvement at parents' request.

**Any comments indicating parents' dissatisfaction with the Marsh School Title I program will be collected and submitted along with the Title I Application for Grant to the Indiana Division of Compensatory Education.**

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## Home – School Compact

*Our school family, made up of the principal, students, teachers, staff members, and parents, must work together to help students achieve high academic standards. We will create a welcoming, supportive, and nurturing environment at Marsh School.*

*We, as partners, sign below to show unity in our effort to support student success in school and in life.*

**As a student at Marsh Elementary School, I pledge to:**

- Respect others in our school family
- Come to school on time, ready to learn
- Do my personal best at all times
- Complete my assignments and homework

**As principal of Marsh School, I pledge that our school will:**

- Respect others in our school family
- Foster a safe and supportive climate that promotes learning for all students
- Communicate with parents about school programs, procedures, and activities
- Encourage parents to be active partners and involved in their child's learning
- Provide professional development that improves teaching and learning
- Distribute and Discuss the Compact annually with parents

**As a teacher and/or staff member at Marsh School, I pledge to:**

- Respect others in our school family
- Provide a classroom environment that promotes learning for my students
- Communicate with parents through conferences, phone calls, "Tuesday Folders", written notes or memos, and/or e-mail on an ongoing basis about student progress/concerns
- Have high expectations for all students
- Provide high-quality curriculum and instruction
- Make classroom decisions based on curriculum, Indiana CCR Standards, research, assessment, and best practices

**As a parent/guardian of a student at Marsh Elementary School, I pledge to:**

- Respect others in our school family
- Schedule a time for homework and give needed support to complete assignments
- Read with my child or encourage my child to read every day
- Ensure that my child attends school every day, prepared for learning
- Communicate frequently with the school and/or teacher about my child's progress
- Encourage my child to follow school rules and procedures
- Have high expectations for my child

We understand our roles and responsibilities and will work together to achieve them.

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Principal

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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:

<p><b>MCAS District Title I Office</b>  408 S Carroll Ave  Michigan City, IN 46360  219.873.2000</p> 	<p><b>Marsh Elementary School</b>  401 E. Homer St.  Michigan City, IN 46360  219.873.2102</p> <p>Marsha Tappan, Principal  Amy Maesch, Secretary</p>	<p><b>Parenting Center.com</b>  904 N. Line Street  Loogootee, IN 47553  812-295-8491  webmaster@parentingcenter.com</p>
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## Title I Parent Involvement Policy

The Michigan City Area Schools Board intends to follow the parental policy guidelines in accordance with the *No Child Left Behind Act of 2001* as listed below. Michigan City Area Schools' Board will distribute this policy to parents of students participating in the Title I program.

### **Policy Guidelines**

- Involve parents in jointly developing our district's local plan under section 1112 and in the process of school review and improvement under section 1116;
  - Provide the coordination, technical assistance, and other support necessary to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance;
  - Build the schools' and parents' capacity for strong parental involvement by providing parents with:
    - A description and explanation of curricula to be used;
    - Forms of academic assessment used to measure student progress;
    - Proficiency levels that students are expected to meet;
    - Opportunities for decision-making related to the education of their children;
    - Materials and training on how parents can improve their child's achievement;
    - School staff educated on how to build ties between home and school
    - Coordinated and integrated parent involvement with Head Start and public preschool programs;
    - Information sent home in a language and form parents can understand, to the extent possible;
    - Other reasonable support for parental involvement activities as parents may request.
  - Coordinate and integrate parental involvement strategies under Title I, Part A with parental involvement strategies under other programs, such as Head Start, Parents as Teachers, State-run preschool programs, and English as a new language instructional programs;
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- Conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the schools served with Title I, Part A funds, including:
  - Identifying barriers to greater participation by parents in parental involvement activities, with particular attention to parents who are economically disadvantaged, disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background;
  - Using the findings of the evaluation to design strategies for more effective parental involvement;
  - Revising, if necessary, the LEA's parental involvement policies;
  - Involving parents in the activities of schools served under Title I, Part A. *Section 1118(a)(2), ESEA.*

### **Expectations for Parent Involvement**

The MCAS School Board intends that parents of participating students be provided with frequent and convenient opportunities for full and ongoing participation in the Title I program. This shall include opportunities to jointly develop the Title I program plan and suggest modifications in the process for school review and improvement.

Any comments indicating parents' dissatisfaction with the district Title I program must be collected and submitted along with the Title I Application for Grant to the Indiana Division of Compensatory Education.

The Title I program must be designed to assist students in acquiring the competencies and achieving the goals established by law, as well as the goals and standards established by the MCAS School Board. These goals and standards must be shared with parents in a manner that will enable them to (1) participate in decisions concerning their child's education and (2) monitor and improve the educational achievement of their child.

### **School Policy**

Each school must submit its Title I school parent involvement policy, which must meet all legal requirements. This policy must be developed jointly with and distributed by the school to parents of participating students. The policy must be updated annually.

A copy of each school's parent involvement policy shall be kept on file with the school's Title I program plan in the Central Office.

### **References**

Section 1118 of *No Child Left Behind Act* (NCLB) of 2001  
<<http://www.ed.gov/esea>>

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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







## 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.
  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.
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