

# North Lawrence Community Schools

## Title I Parent Handbook



2017-2018

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North Lawrence Community Schools  
Title I / Curriculum Administration & Staff

Mr. Gary Conner - Superintendent

Mrs. Christy Wintczak - Curriculum K - 6

Ms. Sarah Lee - Curriculum 6 - 12

Mrs. Corbin Dietrich - Director of Business Services

Mrs. Darcy Clark - Title I Coordinator

Mrs. Sharon Huber - Assessment Coordinator

NLCS Mission Statement

"The North Lawrence Community School Corporation, in partnership with families and community, strives to provide the highest quality education and character development in an environment of mutual respect, dignity and trust."

## About Our Title I Program

Title I is a federally funded program to help students succeed in language arts and math. During the 2017-2018 school year, all ten of the North Lawrence Community Schools plus St. Vincent de Paul are eligible for Title I funds.

Each school assessed the needs of their students and developed a Title I Plan as to how their money would be utilized. Instructional assistants were hired and Reading Recovery, Reading Ready and My Sidewalks programs were implemented with Title I funds being spent to support these programs.

Within the NLCS schools, Title I instructional assistants and other Title I support staff work with students in an inclusion program. The inclusion program can consist of assisting in the classroom during whole group instruction, working with small groups, or working individually with students under the direct supervision of the classroom teacher. All ten of our NLCS Schools have SchoolWide status for the 2017-2018 school year.

The Reading Recovery and Reading Ready Programs are early intervention programs for first grade only. The My Sidewalks program works with students through 5<sup>th</sup> grade in most schools.

In each of our school's Title I programs the classroom teacher plans lessons and instructions as well as administers the assessments for our Title I students. The instructional assistants and other Title I support staff assist the classroom teacher and work under their direct supervision daily.

The goals of the Title I program are to:

- Increase student self - esteem
- Develop positive attitudes towards reading
- Increase achievement in language arts and math
- Involve children with parents in reading / math activities at home and school
- Individualize language arts/math instruction according to student needs

### HIGHLY QUALIFIED STAFF

All Title I staff at North Lawrence Community Schools have met and/or exceeded the criteria set by the State of Indiana for highly qualified teachers.

All Title I Para-professionals within the school corporation have met the requirements for being highly qualified through passing the State Para-professional test or having met the needed college credits.

## PARENTS RIGHT TO KNOW

Every Student Succeeds Act (ESSA), the federal law put into place by President Obama, requires that all parents in a Title I school be notified and given the opportunity to request information about the professional qualifications of classroom teachers that are instructing their child and the para-professionals that work with their child.

In September, parents of all students in our Title I schools receive a letter in the mail informing them of their 'right to know'. Parents that have concerns are encouraged to contact the principals at their child's school at any time.

### NORTH LAWRENCE COMMUNITY SCHOOLS TITLE I POLICY GUIDELINES FOR PARENT INVOLVEMENT

#### Philosophy of Parent Participation:

North Lawrence Community School District recognizes that parents are their children's first and most influential teachers. Involvement of parents help children learn more effectively. Research has demonstrated that parental involvement increases the effectiveness of Title I programs.

By working with teachers and para-professionals and by reinforcing and promoting learning objectives in the home, parents can dramatically improve their children's educational achievement. Parent involvement is a key ingredient in successful educational programs.

North Lawrence Community Schools Title I will include these activities in its program:

1. At least one public meeting will be held annually to explain the SchoolWide Title I Program.
  - All parents will be invited.
  - Community members of the North Lawrence Community School District will be encouraged to participate.
  - The purpose of the meeting will be to discuss with parents the activities carried out and programs implemented in the Title I schools. Also discussed will be how Title I funds will supplement and not supplant instruction within the schools. We will request parent input and encourage on-going communication among parents, teachers, and agency officials.
2. Parent suggestions will be solicited in planning, developing, and implementing programs for our Title I schools.
3. Parents will be invited to help with projects implemented in the Title I schools.
4. Information, materials, and suggestions will be provided to help parents promote the education of their children in their homes.
5. Parents will be asked to serve on the committee to revise annually the NLCS Title I Parent Involvement Policy.
6. Copies of this policy will be available at parent / teacher conferences and other meeting throughout the year as well as on the NLCS Title I website.

NORTH LAWRENCE COMMUNITY SCHOOLS  
TITLE I PARENT INVOLVEMENT POLICY  
2017-2018

1. Statement of Purpose

In recognition that the parent is the child's first and most important teacher, and that the parents' continued involvement is essential for the success of the child, the North Lawrence Community School Corporation is committed to building a strong school-parent-student partnership. This commitment to family involvement is critical to our children's success every step along the way to maximize academic and social achievement of every student as measured by state and local standards. Parents are members of all School Improvement Plan Committees and are an integral part of plan development, school review and improvement.

2. Parental Involvement in Developing the Policy

An Advisory Committee consisting of school staff members and parent representatives will meet with the Title I Program Coordinator to develop our school district's Parent Involvement Policy. Our Advisory Committee will be chosen from volunteers in schools from our district. Parents will be welcomed from schools to serve on the committee. After revisions, the policy will be presented to the NLCS School Board for approval. At the beginning of each school year, copies of the NLCS District Parent Involvement Policy as well as each school's parent involvement policy will be mailed to all parents.

All documents referenced in this policy and any other correspondence to parents will be translated as needed. Audio translations will be provided via translators or the Google Translate App as applicable for meetings and presentations. The NLCS corporation and NLCS Title I websites have a built-in translate option.

3. Notification of Participation and Annual Meetings for Title I Parents & Staff

Each school receiving Title I funds shall, by September 15<sup>th</sup> of each school year, notify every Title I family that their child is eligible to receive Title I services. All Title I schools will also:

- Hold an annual Title I meeting in each school by November providing information and discussion about Title I guidelines and the district's current parent involvement policy along with the school's parent involvement policy. Copies of the NLCS Parent Involvement Handbook will also be available. Families will be offered an opportunity to volunteer to serve on either the district-wide or individual school advisory committee (or both).
- Title I Parent/Staff Meetings will be held throughout the school year to educate staff and parents on how to work together to ensure student progress at home and at school.
- Parental Involvement Professional Development workshops for support staff (focused on providing staff with ideas on working with parents to help them understand the State's academic standards and providing them with opportunities to help them improve the achievement of their children) will be held.
- Computer workshops, (Parent/student websites, Microsoft Office, etc.) for staff and parents, will be offered at a variety of NLCS computer labs.
- Specific materials will be provided to parents at literacy workshops to help improve student achievement and foster parental involvement.

4. Home-School Agreement

According to the Title I regulations, each school must share responsibility with parents for high student performance by developing a home-school-student compact jointly with the families of children participating in the Title I program. These agreements outline how staff, parents and students share responsibility for promoting high student achievement. Parents on each school's Advisory Committee will be involved in designing these agreements or compacts. Student's responsibilities may vary by grade level. Parents will receive the compact from their child's school with a checklist of responsibilities that each teacher, parent, and student will have for helping students achieve their goals. A copy of the signed agreement will be kept on file. Title I staff will discuss the compact with families of Title I children.

5. Building Schools' and Parents' Capacity for Strong Parental Involvement

There are many ways in which all parents, including parents of various cultural backgrounds, can become involved with their children's education:

- Workshops
- Parent Portal
- Volunteering in the schools
- Parental involvement activity events
- Parent-Teacher Organization (PTO)
- Monthly Newsletters

Communication between home and school is instrumental in our parent involvement plan. This school district values both the at-home contributions and those which take place at school and in the community. Reading to children at home and talking with them at family meals are as important as volunteering at school and serving on advisory committees.

To access our State's Academic Standards, please go to the IDOE website <http://www.doe.in.gov/standards>. Teachers and principals are always willing to discuss how to help monitor these standards to improve the achievement of their children. Standards are reviewed during Parent/Teacher conferences and parents are counseled on how to monitor their child's progress and improve achievement.

Title I staff is available in computer labs at various times during the school year to assist parents with online registration and to provide technical guidance including, but not limited to:

- Accessing IN Academics Standards
- Locating and using educational websites
- Accessing the Parent Portal
- Free/Reduced Lunch Applications and Meal Magic

Many types of parental involvement are needed in a school-home-community partnership that will help all our children to succeed. Parents may view the NLCS Title I Parent Handbook under the Title I tab at [www.nlcs.k12.in.us](http://www.nlcs.k12.in.us) for additional information.

## 6. Matching Programs to the Needs of Our Community

North Lawrence Community Schools will assess the needs of parents and children so that the NLCS Title I Program can be tailored to meet the needs of the community as well as the school family. Workshops and other programs will be available to match the needs of parents. Title I will also provide appropriate training and materials such as pamphlets, magazines, and brochures so parents can learn about child development and behavioral issues on topics including, but not limited to:

- Homework Help
- Ways Busy Parents Can Stay Involved in their Child's Education
- Helping Your Child Get a Better Education (English/Spanish)

These activities will be coordinated with other community programs such as Hoosier Uplands/Head Start. Parents will be notified about these opportunities through the individual schools. Parents may call the Title I Office at 812-279-3521 or their local school office at any time to express an interest in a particular workshop or to make suggestions.

The district will continue to provide assistance to Title I schools in meeting all Title I requirements. Staff will attend informational meetings at the NLCS Administration Office, attend a two day training at the end of the school year, be present for professionalism and growth mindset workshops and be provided guidance of RtI and engaging parents and families. A workshop is being planned for Title I parents/staff to take advantage of the Bedford Public Library. We will encourage parents to participate in summer and after-school activities. We will encourage Title I parent involvement in the participating NLCS schools who host the Minds in Motion program so that Title I students and parents can practice those strategies at home together.

## 7. Staff-Parent Communication

Communication with parents will include parent conferences, phone calls, home/school agendas and reports at the end of each grading period, and notes home as well as personal contact at school activities. Parents are encouraged to take the initiative in calling their child's teacher when they are concerned about a problem. Staff will receive training on how to improve home school communication and parents will have an opportunity to participate in these training sessions. NLCS staff makes every effort to have all communication in an understandable format that will meet the needs of all Title I parents. NLCS welcomes parents and encourages them to contact the schools and Title I staff at any time. Parents may also call the NLCS Title I Office, 812-279-3521, at any time.

## 8. Evaluation

There will be an annual evaluation of the content and effectiveness of the Title I parental involvement program, and parents will be asked for their input. The evaluation will include an assessment of how parental involvement is increasing and what diverse barriers to parental participation still need to be overcome. The school district will revise its Parental Involvement Policy on the basis of this annual review with the assistance of the Parent Advisory Committee. Any comments indicating parents' dissatisfaction with the Title I Program will be considered and addressed. The NLCS Title I Complaint Procedure is located in the NLCS Title I Handbook.

The policy will be coordinated by Title I staff throughout the district and promoted by building principals and teachers. This parent involvement policy was approved by the NLCS School Board 8-24-17.

## NLCS TITLE I COMPLAINT PROCEDURE

A parent, student, employee, or district stakeholder who has a complaint regarding the use of federal No Child Left Behind (NCLB) funds and is unable to solve the issue, may address the complaint in writing to the district's superintendent.

Disputes addressing the enrollment, transportation (including inter-district disputes), and other barriers to the education of children and youth experiencing homelessness are also addressed under this procedure. Parents, guardians, and unaccompanied youth may initiate the dispute resolution process directly at the school they choose, as well as at the district or district's homeless liaison's office. The parent or guardian or unaccompanied youth shall be provided with a written explanation of the school's decision including the rights of the parent, guardian, or youth to appeal the decision. Students should be provided with all services for which they are eligible while disputes are resolved.

- The superintendent will investigate, within one week, the circumstances of the complaint and render a decision, within two weeks, after receipt of the complaint.
- The superintendent will notify the complainant of the decision in writing.
- The complainant will be allowed one week to react to the decision before it becomes final.
- The complainant will either accept or disagree with the decision and will provide such acknowledgment in writing, addressed to the district superintendent.

If the issue is not resolved with the superintendent, the complaint will be transferred to the district's Board of Education for further review. The parent or guardian or unaccompanied youth shall be provided with a written explanation of the district's decision including the rights of the parent, guardian, or youth to appeal the decision. Unresolved complaints may be forwarded by the stakeholder to the Indiana Department of Education for review.



## INFORMATION / RESOURCE LIST

RESOURCE	HOW IT CAN HELP YOU
NLCS Title I Coordinator Mrs. Darcy Clark	The coordinator can answer questions about the corporation's Title I Program and policies. 812-279-3521
Building Principals	Building principals can provide information about programs, rules, and staffing at your child's school.
Classroom Teachers & Title I Staff	School staff can answer questions and discuss concerns about your child's individual needs.
NLCS Superintendent Mr. Gary Conner	This office can answer questions about NLCS school board policies and budgets.
NLCS Curriculum Directors Mrs. Christy Wintczak / Ms. Sarah Lee	This office aligns curriculum and instruction based on data driven needs assessment. 812-279-3521
Parent-School Compact	This document is given to parents of Title I students at the beginning of each school year. It states the goals and responsibilities of both parents and schools.
NLCS Parental Involvement Policy	This document helps parents understand the role and responsibilities the corporation takes in the Title I Program. A copy of this policy is given to Title I parents at the beginning of the school year and a copy is located in the Title I Handbook.
School Parental Involvement Policy	This document will help parents understand and take part in the school's efforts. A copy of this policy is available to all Title I parents at the beginning of the school year.
Indiana Department of Education website at <a href="http://www.doe.in.gov">www.doe.in.gov</a>	By clicking on the View All Standards link under Academic Standards you can reach the Indiana Academic Standards.

## NLCS TITLE I SCHOOLS PROGRAM

During the 2017-2018 School year, all ten NLCS elementary schools and one non-public school are eligible for federal funds and to participate in the Title I Program. This year, all ten elementary schools have SchoolWide status.

A Schoolwide program is a comprehensive reform strategy designed to upgrade the entire educational program in a Title I school. Its primary goal is to ensure that all students, particularly those who are low-achieving, demonstrate proficient and advanced levels of achievement on State academic achievement standards. The emphasis in SchoolWide program schools is on serving all students, improving all structures that support student learning, and combining all resources, as allowed, to achieve a common goal. SchoolWide programs maximize the impact of Title I.

A Targeted Assistance school uses Title I funds to support programs for eligible children. Title I services are supplemental, i.e., above and beyond what is provided to all students. The administrators and staff who are paid with Title I funds are responsible for making sure that all regulations are met.

All North Lawrence Community Schools Title I funded instructional staff meet the Every Student Succeeds Act (ESSA) requirements.

SchoolWide and Targeted Assistance schools must meet the ESSA requirements for parental involvement and use ongoing assessments to improve instruction, and revise their annual plan. Professional development opportunities are provided for all staff. SchoolWide and Targeted Assistance provide strategies to increase parental involvement such as family literacy services.

### CONTACT INFORMATION

NLCS Title I Office	Mrs. Darcy Clark, Coordinator	812-279-3521
Dollens Elementary	Mrs. Kelli Terrell, Principal	812-275-3885
Fayetteville Elementary	Ms. Rhonda Hackler, Principal	812-279-2376
Heltonville Elementary	Mrs. Christy Wintczak, Principal	812-834-6632
	Ms. Sarah Lee, Principal	
Lincoln Elementary	Ms. Angela Wilson, Principal	812-275-6311
Needmore Elementary	Mrs. Wendy Butterfield, Principal	812-279-2192
Parkview Intermediate	Mrs. Amanda May, Principal	812-275-3301
Parkview Primary	Dr. Theresa Lemons, Principal	812-275-2333
Shawswick Elementary	Mr. Hein Tlustek, Principal	812-279-3115
Springville Elementary	Mrs. John Hudson, Principal	812-279-1388
Stalker Elementary	Mr. Brian Perry, Principal	812-275-4821
St. Vincent de Paul	Mrs. Teresa Underwood, Principal	812-279-2540