



**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!*

2023 - 2024

### Title I Parent Handbook

#### **Lake Hills STEM Magnet School**

201 Ferguson Rd.  
Michigan City, IN 46360  
219.873.2105

Dustin Nelson, Principal  
Tara Stachowiak, Assistant Principal  
Aldora Rowley, Secretary



# Lake Hills STEM Magnet Elementary School

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## Parent Involvement Policy

*Lake Hills STEM Magnet School, a guiding force to optimal learning, will develop empowered, life-long learners and a unique and integrated learning experience through Science, Technology, Engineering and Math, through:*

- *High expectations, clearly defined goals, and respect for all;*
- *Targeted instruction delivered by highly qualified staff;*
- *Programs that promote academic growth, and*
- *Collaboration with families, communities and agencies.*

**1. Lake Hills STEM Magnet School will hold an annual parent meeting early in the school year at a convenient time to explain:**

- Title I participation and requirements
- Parents' right to be involved
- The forms of assessment used to measure academic success and progress, including: EL Benchmark, ILEARN, IREAD, iREADY Reading/Math and Standards-based report cards.
- Description and explanation of curricula to be used, including Indiana College and Career Readiness standards.
- Description of the curricular materials and research-based programs to support differentiation such as Small Group Skills Block, SPIRE/Sound Sensible, EL ELA, IM Math.

**2. The following items will be distributed to parents for review and input:**

- Parent Needs Assessment Survey – early in the school year
- Parent Involvement Policy – early in the school year
- Family Involvement Calendar of Events – early in the school year
- Home School Compacts – at the annual parent meeting
- Parent Notices as they apply to Title I

**3. Lake Hills STEM Magnet School will provide parents of participating Title I students with timely information in a language and format easily understood through:**

- Online Registration packets
- Social Media
- Faculty notes, phone calls, or emails
- Classroom take-home folders
- District and school websites
- School Messenger - BB Connect
- Use of interpreter as needed
- Online Report Cards
- Assessment Reports

**4. Lake Hills STEM Magnet School will foster positive and productive family partnerships through:**

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- Strategies from the school reading plan and school improvement plan
- Providing opportunities for decision-making input related to the education of their children through school and district committees
- Flexible scheduling of events including but not limited to: Title I meetings, Open House, Family STEM Nights, Student Led Conferences, parent workshops
- Discussions with staff to plan promotion of positive family partnerships
- Fostering and encouraging good attendance

**5. The Lake Hills STEM Magnet School Families will in turn foster positive and productive partnership with the school through:**

- Supporting their students' learning by: Ensuring good attendance, monitoring homework completion, supervising television watching and electronic game playing, encouraging positive use of extra curricular time, and encouraging reading at home
- Volunteerism at school
- Participation in school activities
- Communication with school staff
- Being positive advocates for their children

**6. Materials and training will be offered to parents on how they can assist, encourage and improve their child's academic achievement, through:**

- Family Resource Center materials
- Parent workshops with the aid of local agencies
- Standard diagnostic/assessment data and resources
- Take-home kits with skills at the appropriate grade level for their child
- Social Media Outreach

**7. Lake Hills STEM Magnet School will coordinate and integrate parent and community involvement with local agencies, schools, and other public programs:**

- Safe Harbor
- Meridian
- Junior Achievement
- Swanson Center
- LaPorte County Library
- Multiple STEM related local and state organizations

**8. Lake Hills STEM Magnet School will communicate with the district any parent concerns with the Title I program. The Title I Department will receive the comments and will respond to any suggestion or concern as timely and practically as possible.**

## Home – School Compact

It is the goal of Lake Hills Elementary School to develop a strong partnership with our parents with the ultimate goal of improving academic achievement for our students. In order to be successful in school, our children need support from all the adults in their lives. The purpose of this compact is to clearly establish the responsibilities shared by the principal, teachers, parents and students so that we can provide the best education possible. We encourage your full participation in our school's programs and welcome your comments and suggestions. Please feel free to contact your child's teacher, counselor or principal as needed.

### **Principal's Statement:**

As principal, I will encourage positive communication among teachers, parents and students; encourage teachers to provide homework assignments that reinforce classroom instruction; foster a warm, parent-friendly atmosphere; show concern for all students while having high expectations not only for students, but also faculty and staff members; communicate and work with community agencies to support students' learning processes while having respect for the cultural differences of students and families; and provide for quality instruction and a safe learning environment for both staff and students.

### **Teacher Responsibilities:**

- Believe that each student can learn
- Show respect for each child and his or her family
- Help each child grow to his or her fullest potential
- Provide a safe, positive and productive learning environment
- Plan lessons that meet or exceed the requirements of the Indiana College and Career Readiness standards
- Regularly assess my teaching and my students' performance, adjusting lessons as needed
- Model professional behavior and a positive attitude
- Seek to continuously improve my professional competence and skills through ongoing professional development
- Ensure fairness and equity in adherence to school, district and classroom rules
- Maintain open lines of communication with students and parents
- Hold a minimum of one parent contact per student and additional ones if needed or requested by the parent

### **Parent Responsibilities:**

- Recognize that I am my child's first teacher
  - Read and discuss the MCAS Code of Responsible Behavior and the Parent/School Compact with my child
  - Talk with my child regularly about school work and activities
  - Monitor my child's television, electronic gaming and internet time and content
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- Praise my child for progress
- See that my child is on time and attends school regularly
- Support the school in its effort to maintain discipline within a safe learning environment
- Maintain up-to-date personal and emergency contact information with the school
- Attend school student-led conferences and meetings
- Volunteer through Lake Hills Parent Group, classroom or school-wide programs
- Listen to my child read and/or read to my child a minimum of 20 minutes nightly
- Support my child during eLearning days

**Student Responsibilities:**

- Discuss the MCAS Code of Responsible Behavior and the Parent/School Compact with my parent and teacher
- Give my parent all notices and information received by me from the school or my teacher
- Obey school, classroom and bus rules
- Be respectful, responsible and ready to learn
- Attend school regularly and on time
- Come to school prepared with homework and supplies
- Do my best in my work and in my behavior
- Read aloud or silently for at least 20 minutes each day with a parent/guardian
- Have a positive attitude toward learning
- Complete eLearning days assignments

**Principal Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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



## 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:

<b>MCAS District Title I Office</b> 408 S Carroll Ave Michigan City, IN 46360 219.873.2000	<b>Lake Hills STEM Elementary</b> 201 Ferguson Rd Michigan City, IN 46360 Dustin Nelson, Principal Tara Stachowiak, Assistant Principal Aldora Rowley, Secretary	<b>Parenting Center.com</b> 904 N. Line Street Loogootee, IN 47553 812-295-8491 <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



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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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