



★ **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

**Springfield Elementary School**

3054 W. 800 N.

Michigan City, IN 46360

219.873.2117

Lisa Emshwiller, Principal

Christal Bevitori, Secretary

## Springfield Elementary School

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# Parent Involvement Policy

Springfield Elementary School intends to follow the parental policy guidelines in accordance with the No Child Left Behind Act of 2001 as listed below. Springfield 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 within the first semester.
- Explain the requirements and the rights of the parents to be involved.
- Offer a flexible schedule of meetings (e.g. mornings, afternoons, 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

### **Springfield Elementary School will:**


- Provide the parents of participating students with timely information, including:
  - A description and explanation of curricula 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 meeting with classroom teachers, to share grade-level expectations regarding the Indiana Academic Standards.
  - Materials and training on how parents can improve their child's achievement, through events that have teachers modeling literacy and math techniques to be used at home.
  - Education of school staff on how to build ties between home and school through staff participation in the Springfield Parent Teacher Group.
  - To the extent possible, information sent home 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 as soon as practicably possible.
- Provide other reasonable support for parent involvement at parents' request.

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

## Springfield Elementary School

# Home-School Compact

The Springfield Elementary Pledge is an agreement between the home and the school that states commitments needed to provide a learning environment in which all of our children can achieve. Our school staff, students and families are a partnership and will share responsibility for student achievement and meeting high academic standards.

<b>Family Pledge:</b> <i>I agree to carry out the following responsibilities to the best of my abilities:</i>	<b>Student Pledge:</b> <i>I agree to carry out the following responsibilities to the best of my ability:</i>	<b>Staff Pledge:</b> <i>I agree to carry out the following responsibilities to the best of my ability:</i>
<ul style="list-style-type: none"><li>• Provide a quiet place for homework and reading.</li><li>• Encourage positive use of family time. (Limit TV viewing, internet usage, and video gaming.)</li><li>• Ensure that my child reads 20 minutes per day.</li><li>• Make sure that my child attends school regularly, gets 9-11 hours of sleep, appropriate medical attention, and proper nutrition.</li><li>• Communicate, provide suggestions, and cooperate with the school in a positive way. Keep my phone number, email, and address up to date.</li><li>• Attend conferences and parent meetings as often as possible.</li><li>• Frequently monitor my child's progress by checking the communication folder, homework folder, and Parent Access.</li><li>• Have all needed materials for my child at school and at home. Ask for assistance if needed.</li><li>• Respect the school, staff, students, and families.</li><li>• Expect my child to do her/his best.</li></ul>	<ul style="list-style-type: none"><li>• Come to school on time, ready to learn, and work hard.</li><li>• Bring necessary materials, completed assignments, and homework-including the communication and homework folders.</li><li>• Know and follow school and class procedures and rules.</li><li>• Communicate regularly with my parents and teachers about school experiences so they can help me be successful in school.</li><li>• Limit my TV viewing, internet usage, and video gaming.</li><li>• Study and read every day for at least 20 minutes.</li><li>• Respect the school, staff, students, and families.</li></ul> 	<ul style="list-style-type: none"><li>• Provide a safe and supportive learning environment.</li><li>• Teach classes with an interesting and challenging curriculum that promotes student achievement.</li><li>• Motivate my students to learn.</li><li>• Set high expectations and help every child be successful in meeting the Indiana Career and College Readiness Standards.</li><li>• Encourage students and families to read at home daily and complete reading log/take AR quizzes to monitor progress during the month.</li><li>• Communicate frequently and meet with families about student progress.</li><li>• Provide opportunities for parents to volunteer, participate, and observe in my classroom.</li><li>• Participate in professional development opportunities that improve teaching and learning and support the formation of partnerships with families and the community.</li><li>• Actively participate in decision making with parents and school colleagues to make our school accessible to families.</li><li>• Respect the school, students, staff, and families.</li></ul>

Parent/Guardian Signature: \_\_\_\_\_ Student Signature: \_\_\_\_\_

Teacher Signature: \_\_\_\_\_



## 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>Springfield Elementary School</b> 3054 West 800 North Michigan City, IN 46360 219.873.2117 Lisa Emshwiller, Principal Christal Bevitori, 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



**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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## 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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