

Title I Parent Handbook 2016



**Ashland School District
Ashland, NH**

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What is the Title I Program?

Parents, you are partners in helping all students achieve. You have the right to be involved in the design and operation of your school's Title I program, and at the same time, a responsibility to help your children succeed in school.

The Title I program strives to provide an environment that:

- Promotes a positive attitude toward math and reading
- Improves academic success in reading and mathematics
- Builds students' self-esteem and confidence
- Enables parents to help their children succeed

Title I is a federally funded program designed to help students in need of support services in academic areas. Based on economic need in each community, federal funds are disbursed to identified school districts.

Here at Ashland Elementary School, these funds are used for the Title I Reading and Math Program. This program is for students in the Primary and Intermediate Tiers who are slightly below target level and may need extra help. Supplemental instruction is provided in addition to classroom lessons. Title I services are also offered to students during the summer. All Title I students are strongly encouraged to attend the summer reading and math program.

Title I teachers work closely with classroom teachers to ensure smooth progress in reading and math. Various learning materials and methods of instruction are used to meet curricular goals as well as national and state education standards. Title I instruction encompasses the essential components of reading and math including:

- Phonemic awareness
- Phonics
- Vocabulary development
- Fluency and accuracy
- Comprehension
- Number sense and operations
- Geometry
- Measurement
- Algebra
- Problem solving
- Mental math

Frequently Asked Questions

How does my child qualify for Title I?

Students who are struggling in reading and math are referred to Title I based on their NWEA assessment results in targeted areas. Parental permission is needed for entry into the program. Parents are informed of their children's progress and are encouraged to participate in the learning process.

Will my child always be in the program?

No. Title I teachers work closely with the classroom teachers to monitor student progress. When a student's reading or math achievement reaches his or her appropriate learning targets, the student is discharged from the program. The student's continued progress is then closely monitored.

How does Title I benefit my child?

Title I teachers provide more intensive additional instruction to students who need it, through small group and individual instruction. The Title I program has many supplemental supplies and resources for Title I students to use. When Title I students experience success in the program, their self-esteem and motivation increase as well.

In support of parent involvement

- Parents are invited to attend the annual Title I meeting to offer ideas and suggestions and to learn more about the program.
- Parents are encouraged to help develop their children's instructional goals.
- Parents, teachers, and students signify their commitment to the Title I program by signing a written School-Parent Compact.
- Progress reports are posted in students' online portfolios, and formal parent-teacher conferences are held yearly.
- Appointments can always be made to meet with Title I teachers and classroom teachers to review progress and cooperatively plan for continued support.
- Parents are invited to visit the program in which their children are enrolled.
- Parents are provided with information and materials throughout the year that may benefit their children's progress.
- Title I teachers keep records of testing, signed permission forms, and progress reports on each student served.

How Can I Encourage My Child at Home?

Reading Ideas

- Be a reading model for your child - Let your child see you reading.
- Read with your child for at least 15 minutes every day and make it fun!
- Set up a home library.
- Make newspapers, magazines, and books available.
- Show interest in your child's reading - Help him or her select appropriate reading material, but respect your child's reading choices within the bounds of reason.
- Check your child's comprehension of a story by asking questions:
 - Fact questions are questions that can be found in the text such as, "What were the characters' names?" "Where did the story take place?"
 - Sequence questions are, "What came first, second, etc. in the story?"
 - Critical questions are also referred to as "in-your-head" questions that they need to think about such as, "How did you like the story?" "What do you think happened after the story ended?" "Why?" "What does this story remind you of?"
- Encourage your children to ask questions about the reading they are doing.
- Give your child opportunities to read many different kinds of print such as grocery lists, road signs, labels, directions, restaurant menus, maps, etc.
- Encourage word-play activities such as rhyming words, words that begin or end the same, words that mean the same or opposite, words that fit in the same categories, etc.
- Visit the library - Let your child participate in the Summer Reading Program at your local library.
- Make a special effort to praise your children for improvement no matter how small the gain. Acknowledge the fact that learning to read is hard work and encourage them to keep working hard.
- Read aloud to your children each day even if they are able to read themselves. You can select materials which interest them but are written at a higher reading level than they are currently reading.
- Explore educational websites such as:
 - www.rif.org
 - www.abcya.com
 - www.starfall.com
 - www.tumblebooks.com/library/ (user: ashlandes password: books)

How Can I Encourage My Child at Home?

Math Ideas

- Be a model - Let your child see you using math in your everyday life.
- Give books & math games as gifts.
- Formulate math problems from everyday experiences and solve them together.
- Try to make math fun for your child - If you can make math practice into a game, it will be more enjoyable for everyone.
- Practice math facts for 10 minutes daily.
- Practice identifying shapes in everyday experiences.
- Practice telling time on both types of clocks and watches.
- Practice counting by 2's, 3's, 4's, 5's, and 10's.
- Practice counting forward and backward starting at numbers other than one.
- Practice adding 1 more or 2 more, and subtracting 1 less or 2 less in your head - Start out with easy numbers and work up to harder ones.
- Practice adding and subtracting with 10 or more in your head - Again, start out with easy problems and work up to more difficult ones.
- Talk about place value, explaining how ones, tens, hundreds, thousands, and so on are related to one another.
- Practice counting money - Figure how much snacks cost & count back change.
- Use a tape measure, yardstick, meter stick, ruler, or anything that is marked for measuring length to measure items outside - See how far your child can throw a ball, etc. - Make it a game or contest.
- Get out a recipe and have your child help you cook - See if he/she can double a recipe or divide it in half.
- If you are traveling, predict how long it will take to reach your destination.
- Have your child look at a road map and help plot your trip.
- Read with your child, especially directions and word problems.
- Explore educational websites such as:
 - www.thinkingblocks.com
 - www.mathplayground.com
 - www.thatquiz.org
 - www.aaamath.com
 - www.aplusmath.com
 - www.ixl.com
 - www-k6.thinkcentral.com

Are There Materials for Title I Parents to Borrow?

The Title I program has materials for parents to use at home. To borrow any of the materials listed below, see any one of the Title I teachers.

For Parents

CD's and CD player:

We have a set of CD's called, "Ideas on the Go! What Busy Parents Can Do at Home to Help Students." Parents can borrow these informative and interesting CD's, along with a handy CD player, to take home to hear ideas for helping students with reading, vocabulary, writing, math, social studies, and science.

Books:

Would you like to read and learn more about children, learning, and parenting? Our library has a collection of books you can borrow to read at home.

For Students

Playaways:

If you would like your child to listen to recorded books on a Playaway (similar to an ipod or MP3 player), we have a collection of titles that can be loaned out. Listening to books can improve students' reading skills in many ways - and it's fun!

Math and Reading Learning Materials:

Would you like to borrow some books and/or manipulatives to use at home with your child? We have many materials that you can use at home to help your children improve their skills.

Who are the Title I Teachers?

Mrs. Bonnie Gucwa B.S.E., M.B.A., has been an educator 23 years. She was a full-time primary teacher in the Hollis/Brookline, NH School District for 20 years. She then moved to the Lakes Region and began working with students in the Interlakes School District, for two years. She became the full-time Title 1 teacher of reading and math in the Ashland School District in the fall of 2015. Mrs. Gucwa received her teaching degree from Lyndon State College, Vt, and her master's degree in business administration from Rivier College, Nashua, NH. She lives in Moultonborough, NH with her husband.

We can be reached at:

Ashland Elementary School
16 Education Drive
Ashland, NH 03217
Phone: 603-968-7622
Fax: 603-968-3167

Email: bgucwa@aesk8.org

Website: www.aesk8.org

Mrs. Gucwa holds a New Hampshire Educator Certificate as well as Highly Qualified Teacher status. She meets or exceeds the federal requirements listed on the following "Parents' Right to Know" page.

Parents' Right to Know

The "No Child Left Behind" law includes a section concerning "Parents' Right to Know." This part of the law covers information that schools need to share with parents. The following notes explain the rights of parents of Ashland Elementary School students:

- Parents can request information regarding the professional qualifications of their children's classroom teachers concerning:
 - Whether or not the teacher meets state certification for grade levels and subject areas taught.
 - Whether or not the teacher is teaching under emergency or provisional certification.
 - The degree major of the teacher and other graduate degrees.
- Parents can request information as to whether their child is provided services by paraprofessionals and if so, their qualifications.
- Schools shall provide information on the child's achievement on state assessments.
- Timely notice shall be given when a child has been assigned to, or has been taught for four consecutive weeks by, a teacher who is not highly qualified.

Please feel free to contact the school if you have any further questions.

Annual NH State Testing

The Smarter Balance Assessment started to be administered during the 2014-2015 school year. Parents receive information about this assessment and student test results.

School District Report Cards

Beginning in the fall of 2002, the Ashland School District (AES) must report the scores for **the New England Common Assessment Program (NECAP)** to parents. This is the District's **report card**.

The scores will also be broken out into four subgroups: children with disabilities, limited English proficiency, racial minorities, and children from low-income families. This information will tell you if AES has been successful in teaching all groups of children. You will be able to compare the report card from AES to the report cards from other schools in your district and state.

Follow the directions on the next page to access Ashland's **District Report Card** to see how the school did on the most recent NECAP assessment.

Accessing New Hampshire Department of Education District & School Report Cards Online

To access the New Hampshire Department of Education (NHDOE) generated district and school report cards, please follow the directions below.

1. Go to the NHDOE website homepage at:

<http://www.education.nh.gov/>

2. Scroll to the bottom of the page and click on the following icon:



OR...you can go directly to this link: <http://reporting.measuredprogress.org/nhprofile/>

3. You will then see three drop down boxes, one with text: “please select a report year”
4. To access your **DISTRICT*** report card:
 - a. Use the first two drop down menus to select a year and a district (leave the 3rd drop down menu with the automatic text (“select school to view report card”)
 - b. Click on the “View Reports” button
 - c. Click on the yellowish “Report Card” tab towards the middle of the page
 - d. Scroll down and click on the underlined “District Report Card” text.
5. To access your **SCHOOL*** report card:
 - a. Use all three drop down menus to select a year, district, and school
 - b. Click on the “View Reports” button
 - c. Click on the yellowish report card tab towards the middle of the page
 - d. Scroll down on the new page that appears and click on the underlined “School Report Card” text.

*** Note: The Ashland School District consists of one school (Ashland Elementary School), so the District and School reports are the same. You may look at either one to obtain the same report.**

ASHLAND ELEMENTARY SCHOOL

16 Education Drive, Ashland, New Hampshire 03217
Telephone (603) 968-7622

School-Parent Compact for Title I Program

Parents/guardians, teachers, and students are asked to signify their commitment to the Title I program by signing the following school-parent compact. This compact recognizes the responsibilities of each partner in the learning process. Parents should take the time to read and discuss this agreement with their children before signing it.

Parent/Guardian Agreement:

I want my child to succeed. Therefore, I will encourage him/her by doing the following:

1. See that my child is punctual and attends school regularly.
2. Stay aware of what my child is learning.
3. Provide a home environment that supports my child's academic progress.
4. Read to/with my child on a regular basis.
5. Communicate with teachers and support their efforts to help my child.
6. Encourage my child's learning at school, at home, and in the community.

Parent/Guardian's Signature _____ Date _____

Student Agreement:

I understand that my education is important. I know that I am responsible for my own success. Therefore, I will strive to do the following:

1. Come to school on time and be prepared to work.
2. Show respect and cooperate with all adults in the school.
3. Respect teachers, classmates, and myself, and be a cooperative learner.
4. Complete all assignments to the best of my ability.
5. Talk with my family about school.
6. Use my time wisely in school, at home, and in the community.

Student's Signature _____ Date _____

Teacher/Principal Agreement:

We understand the importance of the educational experience for every student. In order to encourage student achievement, we will strive to do the following:

1. Ensure quality educational experiences for all students.
2. Provide a safe and positive learning environment for each student.
3. Communicate with parents regarding their children's progress.
4. Encourage parents to support learning and positive behavior at home.

Teacher's Signature _____ Date _____

Principal's Signature _____ Date _____

Ashland School District

Title I

Parent/Guardian Involvement Policy

This parent involvement policy was developed in cooperation by the administrative team at Title I schools, parents of participating students, and the school district. It will be made available to all parents/guardians of participating students.

District Requirements:

- Annually, Title I Program staff will involve parents in the development of the Title I Plan and Title I Program Evaluation through feedback from surveys and interpersonal communication. The Title I staff will continue to solicit their involvement in school improvement efforts.
- The school district and administration team will build school and parent capacity for strong parental involvement. The team will also provide technical and advisory assistance in development and implementation of the plan and effective parent involvement activities.
- The school district staff will coordinate and integrate Title I parental involvement strategies with other programs.

Title I School Requirements:

- The Title I School will hold an annual meeting in a timely manner to inform participating families about the program, parental rights and responsibilities, and opportunities for partnership between the school and the home in building the students' academic skills. At the initial meeting the staff will...
 - ensure that all parents receive the 'parents right to know' document, regarding teacher qualifications;
 - provide information about the assessments used in determining eligibility and the nature and content of specific programs that will be used to supplement classroom instruction;
 - provide written information about the results of their particular student's assessment and the content of the program in which their child will be participating within one week of the start date for their child's instruction; and
 - follow-up with phone calls to clarify any information needed.
- Parents will be informed of meetings in writing and if possible, invited personally via phone call. If there is a need expressed for childcare or transportation, the Title I program will make arrangements for students (when appropriate) and siblings to be cared for on-site during the meetings free of charge to the parents. If needed, transportation will be made available to parents wishing to attend.
- Additional meetings may be scheduled during the year to provide an opportunity for parents to ask questions and gain information about academic development and strategies to help their students succeed. Meetings will be geared toward meeting the expressed needs of the parents with regard to their students' academic development and skills.
- Parent feedback will be gathered to assess the program's effectiveness and to help inform future decisions about its scope and content.

Date: 3/11/2014

Website Resources for Parent Involvement

www.parentinformationcenter.org Parent Information Center of New Hampshire

www.ncpie.org National Coalition for Parent Involvement in Education

www.pta.org/parentinvolvement National PTA

www.nea.org National Education Association

www.learningforward.org/ National Staff Development Council

www.hfrp.org Harvard Family Research Project/Family Involvement Network of Educators

www.sedl.org Southwest Educational Development Laboratory

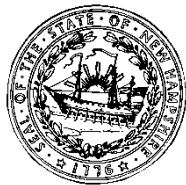
www.ccsso.org Coalition of Chief State School Officers

www.publiceducation.org/ Public Education Network

www.npin.org/ National Parent Information Network

www.nsd.org National Staff Development Council

www.projectappleseed.org Project Appleseed



STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
101 Pleasant Street
Concord, N.H. 03301
FAX 603-271-1953
Citizens Services Line 1-800-339-9900

How to File a Title I Complaint

Complaints must be in writing and be signed and received by the Department of Education within 30 days of a final decision by a local school board regarding the complaint. In the case that a parent is the complainant, the Title I Project Manager of the Local Education Agency shall assist the parent in the complaint process.

The Complaint Must Include:

1. The **Name** and **Contact** Information of the Complainant.
2. **A statement of the alleged violation of federal statute or regulation, the identity of the person or entity that is committing the violation and a description of the applicable program where the violation is occurring.**
3. **Steps** taken at the **Local Level** to resolve this complaint.
4. A **Copy of the final decision** from local **School Board** in regards to the complaint.
5. Signature of Complainant.

Mail Complaint to:

Virginia M. Barry, PH. D., Commissioner
c/o Stephanie Lafreniere, Title I Administrator
New Hampshire Department of Education
101 Pleasant Street
Concord, NH 03301

For more information regarding New Hampshire's Complaint Rules, please refer to the following link: <http://www.gencourt.state.nh.us/rules/ed200.html>

Title I Complaint Form

1. Contact Information:

Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Daytime Phone: _____
Student Information (if applicable): _____
School/District Information (if applicable): _____

2. Program Specific Information:

_____ Title I, Part A _____ Even Start _____ Reading First
_____ Title I, Part D _____ Migrant Education

3. Statement of Violation of Federal Requirement:

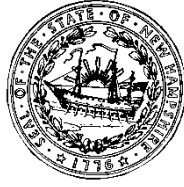
4. Chronology of Events: (Include date and persons involved for each event.)

5. Steps taken at the Local Level to resolve this complaint:

6. School Board Ruling Information:

Date of School Board Meeting: _____
Attach a copy of final decision

7. Signature: _____ Date: _____



STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION

101 Pleasant Street
Concord, N.H. 03301
FAX 603-271-1953
Citizens Services Line 1-800-339-9900

Title I Complaint Process Timeline

Activity Line	Time
Title I Office receives copy of complaint and logs in	Date Stamped
Title I Office issues a receipt of complaint to complainant	2 working days
Title I Office investigates complaint going onsite if necessary If not resolved by Title I Office, a complaint is forwarded to Office of Legislation and Hearings for assignment to a Mediator	10 working days
Mediation is scheduled	15 working days
Resolution is determined by mediator and both parties	15 working days
Written Report Issued to all parties	5 working days
If parties are unable to resolve dispute complainant may, within 30 days of the mediator's report, request State Board Hearing pursuant to RSA 21-N:II,III and in accordance with Ed 200.	
A final decision by State Board may be forwarded to the Secretary of the US Department of Education for review; said review to be at the discretion of the Secretary.	
The NH State Director of Title I, with support from other members of the NH DOE staff will oversee this process and monitor the progress of complaint resolution.	

What is the Title I Summer Program?

When funding allows, the Ashland Elementary School Title I Program offers SUMMER BLAST, a reading and math instructional program, during the summer in order to maintain and improve students' skills. *Below you will see a [sample letter and registration form for the summer program](#). You will receive a current form at the end of the school year.* It is highly recommended that all Title I students attend this fun summertime learning opportunity.

2016 AES Summer B.L.A.S.T. (Bringing Learners And Summer Together)

May , 2016

Dear Parents of Title I Students,

Are you interested in an exciting **FREE summer program** for your child? Are you concerned that your child may not practice his/her reading and math skills this summer in order to maintain progress achieved during the school year? The 2016 AES Summer B.L.A.S.T. (Bringing Learners And Summer Together) is the answer!!!

Ashland Elementary School will be running a four week summer school for Title I students who need additional support and instruction in the areas of literacy and math. The program will run from **July 13th through August 5th** . Students will attend the program **three days a week, three hours a day from 8:30-11:30 on Wednesdays, Thursdays, and Fridays.**

This schedule has been developed to minimize conflicts with the Ashland Park and Rec Summer Camp. We are working with Park and Rec in hopes they will be able to offer transportation between the Summer B.L.A.S.T. and Summer Camp programs.

All Title I students are encouraged to participate in the summer program. If your child cannot attend all four weeks, we will accept students for fewer sessions, but we hope that all students will attend as many classes as possible. The main goal of the program is to maintain and practice reading and math skills learned during the previous school year.

Please complete the enclosed enrollment form and return it to Mrs. Gucwa by May 20th.

If you have any questions, please contact me at 968-7622 or bgucwa@aesk8.org.

Sincerely,

Bonnie Gucwa, Title 1 Reading and Math Teacher

2016 AES Summer B.L.A.S.T.
(Bringing Learners And Summer Together)

Enrollment Form (*sample*)

Student's name: _____

(Please check one)

_____ YES, I want my child to participate in the Title I Summer B.L.A.S.T. Program.

_____ NO, my child will be not be able to participate in the Title I Summer B.L.A.S.T. Program.

(Please check all that apply)

Dates my child will attend:

_____ July 13, 14, 15

_____ July 20, 21, 22

_____ July 27, 28, 29

_____ August 3, 4, 5

Parent's signature: _____ Telephone: _____

Please return this form to Mrs. Gucwa by mailing it in the enclosed SASE or by sending it to school with your child. The enrollment deadline is May 20, 2016.

Be sure to respond whether or not you choose to have your child participate, so we can develop the summer schedule. This is a wonderful opportunity for your young learner!