

ASHLAND
ELEMENTARY
SCHOOL

TITLE I PARENT INVOLVEMENT HANDBOOK



For Parents & Families

Dear Parent(s)/Guardian(s):

Your participation in your student's education is extremely important to us. We believe in maintaining regular, two-way communication between home and school. As such, we distribute information to explain how parents can work with the school to ensure that students achieve their maximum potential. Please take time and carefully read all of the documents included in this Title I Parent Involvement Handbook.

This “Handbook and Resource Guide”

This handbook has been developed to help parents feel more comfortable with the school and to provide an overview of the key elements of Title I Parent Involvement. When parents are informed, it gives them the motivation necessary to participate in the progress of their child/children's education.

Title I Parent Handbook

The parent handbook is provided to acquaint parents with the Title I Schoolwide program at Ashland Elementary School. The Title I program at Ashland Elementary school is developed through the efforts of parents, teachers, administrators, and Title I staff. Programs are planned through a series of steps. A needs assessment is conducted through input from parents, teachers, and staff. The needs assessment determines what change is necessary for all students to meet education standards. Second, teachers, staff, and parents plan how to best meet the needs shown in the assessments. Teachers then receive training on how to best meet the needs and to implement the plan developed. Resources are gathered to implement the plan with a yearly review conducted to examine results and to evaluate needs again.

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Ashland Elementary School Belief Statements

Our Mission at AES:

To prepare today's learner for tomorrow's world.

Regarding students and learning, we believe:

- All students can learn
- Success is earned through achievement.
- Learners progress at different paces and learn in a variety of ways.
- Students need to feel valued, safe and be part of a group.

Regarding teachers and students, we believe:

- Teachers build relationships that engage students in learning.
- Teachers are dedicated/innovative, enthusiastic lifelong learners.

Regarding learning communities, we believe:

- Parents are the students' first teachers.
- Interactive communication fosters community support.
- Community partnerships are essential.
- Our learning community provides a sense of family.



Ashland Elementary School Commitment Statements

Regarding learners and learning, we expect:

- All learners will learn.
- Learners to earn success through their achievements.
- Learners to progress different paces and learn in a variety of ways.
- Learners will demonstrate our core values.

As teachers, we will:

- Continue to be dedicated, enthusiastic lifelong learners.
- Build relationships that engage students in learning.
- Create a learning community where learners feel valued, safe and part of a group.

As a learning community we will:

- Build parent and community partnerships in support of our learners.
- Provide a sense of family among our members.
- Communicate interactively with all stakeholders to foster community support.



Ashland Elementary School Core Values

Our core values provide the foundation upon which members of our learning community build their lives.

HONESTY: Honest people are truthful and sincere.

RESPECT: People who treat others with respect enable members of the community to feel valued. Respectful people treat others as they want to be treated.

INTEGRITY: People with integrity behave ethically and lead by example.

CARING: Caring people demonstrate empathy for others which builds positive relationships.

LOYALTY: Loyal people are supportive, dependable and reliable.

CITIZENSHIP: Citizens care for the community and consider the needs of others as well as their own. They work collaboratively within the community.

RESPONSIBILITY: Responsible individuals are reliable, self-sufficient and take ownership of their actions.

FAIRNESS: Fair people are committed to justice, equal treatment of others and acceptance of diversity.

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 Schoolwide Program, and at the same time, be a part of helping your child 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. The Title I Schoolwide Program allows the school to address the educational needs of ALL children using a variety of strategies for improving the entire school (K-5) so every student achieves high levels of academic proficiency. All staff, resources, and classes are part of the overall Schoolwide program

Here at Ashland Elementary School, these funds are used for the Title I Program. This program is for students in the Primary and Intermediate Tiers who may need extra help in reading and/or math. 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 B.L.A.S.T (reading and math) program.

The Title I teacher/staff works with students in their classrooms working on individual skills to boost their learning in class. The classroom teachers and the Title I teacher/staff work together to provide the needed assistance to students during this period so that all students can reach high academic standards. Various learning materials and a variety of instructional strategies are used to meet curricular goals as well as national and state education standards.

“Every Student Succeeds Act”

In 2015, “No Child Left Behind” law was reauthorized as the “Every Student Succeeds Act”. ESSA establishes a framework for preparing students for life beyond K-12, whether that is attending college or pursuing a career with some revisions. This entails that schools continue to share information with parents. Schools shall provide information on the child's achievement on state assessments.

Annual NH State Testing

Ashland Elementary School conducts the annual state testing beginning in March every school year. The students are administered the Smarter Balance Testing. Parents receive information about this assessment and student test results. This can be used for comparison with state level results. Teachers discuss the data results with parents during parent/teacher conferences and answer any questions parents may have in regards to Smarter Balance Testing.

How to access the district report card and view the status of Ashland Elementary School:

1. Visit the New Hampshire Department of Education online at <http://education.nh.gov>
2. Select NH Profiles and Report Cards from the menu located on the left hand side of the screen.
3. Next, you will be taken to the NH School and District Profile page
4. Select Grafton County from the image of the state.
5. Select Ashland from the list and then under the category of schools located on the right hand side, click Ashland Elementary School.
6. You are now on the Ashland Elementary School district report card. At the top of the page you will see tabs. These tabs are labeled: School, Student, Staff, Test Results, and Accountability. Testing. Click the tab to select more information in regards to these topics.

How Can I Help Title I Succeed?

Parental involvement is one of the most important elements for Title I success. The mission of the Title I Schoolwide program is to promote and encourage parents to become involved in all facets of their children's education and to support Ashland School District's mission to prepare today's learner for tomorrow's world.

As a parent, you are part of the Title I team. You may help your child succeed by:

- Working with your child at home
- Participating in parent involvement activities here at Ashland Elementary School

Ashland Elementary School's Title I program also needs your input to:

- Determine program goals
- Plan and carry out programs
- Evaluate programs

Title I activities are a great time to learn more about Title I, give input and connect with other parents, teachers and administrators.

How Can I Help My Child Succeed?

You know your child best. It's up to you to:

- Share information about your child's interests and abilities with teachers.
- Update your child's teacher and school about changes at home or in your child's health.
- Notice whether your child's needs are being met in school.
- Learn about the Title I program and what it has to offer your child.
- Monitor your child's progress by reviewing tests, report cards, and other assessments.
- Ask teachers for more information on his or her progress toward grade level goals.
- Ask to see progress reports on your child's school to make sure it is reaching goals for improvement.
- Speak up if you have concerns or notice any problems.

- Read newsletters and notices.
- Get to know your child's teachers.
- Attend parent-teacher conferences.
- Request additional meetings with the classroom teacher if you need them.
- Attend school events such as open houses, family activity nights, concerts and plays.
- Visit the classroom during the day. Call to make arrangements in advance.
- Let your child see you read newspapers, magazines or books.
- Visit your public library together. Help your child pick out books to read just for fun.
- Limit TV time and computer games to 1 or 2 hours a day.
- Show an interest in your child's school day. Go through your child's backpack every day. Ask questions and be specific about what the class is studying.
- Ask to see schoolwork, art projects, etc.
Try not to criticize the work or compare it to another child's, just show your interest.
Talk about school in a positive way.
- Praise effort and improvement - no matter how small it may seem to you.
Try not to focus on grades too much.

Keep in Mind ...

You influence your child's education more than any teacher or school.

Your positive involvement can boost your child's achievement!

By taking an active role in Title I, you'll show your child:

- **how important he or she is to you.**
- **how important education is to you.**
- **that you and the school are a team.**

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 every day! ☺
- Create a home library for them, stock their book shelves with books that interest them, or better yet, go to the library. It doesn't have to cost a lot to love to read. Just do it! Set a time every day that you will read to your child.
- Find online games or software that help your child with the first steps to reading.
- Make newspapers, magazines, and books available at home. Also, subscribe to a magazine that your child shows interest in. Be sure to list the child as the recipient of the magazine. Your child will be excited about getting mail each month which can inspire his/her learning.
- 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.
- Listen to audiobooks in the car.
- Cook together. Cooking is great for so many academic skills, especially math, reading, and following directions. Get your kid in the kitchen with you.
- Let them choose a recipe that they love, and help them to read the ingredients and the instructions.
- 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.

- Explore reading websites:
 - www.abcya.com
 - www.storylineonline.net
 - [*www.starfall.com](http://www.starfall.com)
 - www.storynory.com

*Ipad Reading Apps:

- Read Me Stories
- ABC Letter Tracing – Alphabet
- Sight Words List – Vocabulary
- Epic: We use this one at AES and the kids LOVE it! ☺

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 math websites such as:
 - www.dreambox.com
 - www.thinkingblocks.com
 - www.mathplayground.com
 - www.aaamath.com
 - www.aplusmath.com
 - www.ixl.com
 - pbskids.org/games/math

*Ipad Math Apps:

- Cloud Math
- Counting Bills and Coins
- Interactive Telling Time Lite
- Pizza Fractions
- Math Puppy

Are There Materials for Title I Parents to Borrow?

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

Parent Involvement Activities at AES:

Ashland Elementary School Website – www. <http://aesk8.org/>

Open house – Beginning of the year in September

Clif Program/Title I Schoolwide Family Events-Monthly throughout the year

Fischer Cat Reading Challenge Kickoff Event- October 2nd

Annual Town Halloween Parade: October 31st 1:00

Title I Family Training Workshops: November, March, and May

Title I Annual Parent Meeting – November

Spaghetti Family Dinner Night- November

Parent Conference Dates – November 20 (3:00-6:00), March 26 (3:00-6:00)

Scholastic Book Fair – November and May

Ashland Family Holiday Concert - December

Ashland Family Holiday Dinner- December

Winter Recreation Program: January-February every Thursday

Title I Schoolwide Program Meeting – May

Ashland Family Spring Concert-May

Annual Penny Sale- May (Benefit the Ashland Teacher's Association Scholarship Fund)

Annual Muffins for Mom's and Dad's for Donuts Celebration-May 17th, 18th

End of the Year Warrior Awards Assembly – June

Ashland School Board Meetings- 1st Tuesday of every month @ 6:30 PM in the Ashland Elementary School Library/Media Center

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)

Dear Parent(s)/Guardian(s) 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 reading and math. The program will run from **July 13th-August 5th**. Students will attend the program **three days a week, 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.

All Title I students are encouraged to participate in the summer program. The main goal of the program is to maintain and practice reading and math skills learned during the previous school year in fun, learning environment. Please complete the enclosed enrollment form and return it to Mrs. Zeman by May 20th. If you have any questions, please contact me at 968-7622 or dzeman@aesk8.org.

Sincerely,

Mrs. Zeman

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 Number: _____

Please return this form to Mrs. Zeman by mailing it in the enclosed envelope 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!

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.nsdcc.org National Staff Development Council

www.projectappleseed.org Project Appleseed

Notifications:

Ashland Elementary School School Wide Title I Parent/Guardian Involvement Policy

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

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:

- Ashland Elementary School will hold an annual meeting in a timely manner to inform families about the program, parental rights and responsibilities, and opportunities for partnership between the school and the home in building the student's academic skills.
- Parents will be informed of meetings in writing and if possible, invited personally via phone call.
- 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.

- Parent feedback will be gathered to assess the program's effectiveness and to help inform future decisions about its scope and content.
- Participate in conferences with Title I staff and classroom teacher multiple times per year.
- Parent/Teacher discussion will include: Strategies for improvement and what parents can do to help support successful student and help build parents' confidence in their ability to help their children.

At the Title I meeting, the staff will:

- Ensure parents/guardians have a copy of all important Title I important document. These include: Title I School Wide Handbook, Parent School-Student Compact, and Parent Involvement Policy.
- Offer to follow up with phone calls to clarify any information needed.
- Ensure parents/guardians have a recent copy of the monthly newsletter: *Parents Make the Difference*

Ashland Elementary School

School – Parent – Student Compact

The Ashland Elementary School and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

School Responsibilities:

Ashland Elementary School will:

* Provide high quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:

All staff members at Ashland Elementary School will strive to provide the best education possible for each individual student through the use of scientifically based instructional practices. Ongoing, embedded professional development will be implemented to enhance teacher knowledge and maximize student learning.

* Hold parent teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child's achievement. Specifically, those conferences will be held:

Parent-teacher conferences are requested by either party throughout the school year, throughout the year as referrals are made: Individualized Education Plan Meetings are required or reconvened throughout the school year.

* Provide parents with frequent reports on their children's progress. Specifically, the school will provide reports as follows:

Learning Summaries will be distributed to each child/parent every marking period.

* Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:

Parents will be able to schedule a meeting or conference with staff

members during their planning periods and/or during conference days. Parents may also contact the staff member during their planning period to discuss issues. Academic planners and/or notes may be used to express any concerns and/or needs and issues that may arise during the school year.

* Provide parents opportunities to participate in their child's educational activities, as follows:

Parents are encouraged to become an active member of their child's education. Parents are encouraged to help with special events.

* Involve parents in the planning, review, and improvement of the school's parental involvement policy, in an organized, ongoing, and timely way.

* Involve parents in the joint development of any school wide program plan, in an organized, ongoing, and timely way.

* Hold an annual meeting to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements, and the right of parents to be involved in Title I, Part A programs. The school will convene the meeting at a convenient time to parents, and will offer a flexible number of additional parental involvement meetings, such as in the morning or evening, so that as many parents as possible are able to attend. The school will invite to this meeting all parents of children participating in Title I, Part A programs, and will encourage them to attend.

*Provide information to parents of participating students in an understandable and uniform format, including alternative formats upon the request of parents with disabilities, and, to the extent practicable, in a language that parents can understand.

* Provide to parents of participating children information in a timely manner about Title I, Part A programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet.

* On the request of parents, provide opportunities for regular meetings for parents to formulate suggestions, and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible.

* Provide to each parent an individual student report about the performance of their child in the State assessment in at least math/ language arts.

Parent Responsibilities:

We, as parents, will support our children's learning in the following ways:

- Ensure that my child is prepared for school and arrives on time every day
- Limiting late arrivals and early departures
- Ask my child if they have homework and provide a quiet place for him/her to complete it
- Communicate and work with teachers and school staff to support and challenge my child
- Participate in conferences and other school activities
- Encourage my child to read and write every day
- Support my child to meet her/his personal goals

Student Responsibilities:

We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards.

Specifically, we will:

Be Punctual:

- Arrive to school on time with a growth mindset for the day

Be Prepared:

- Come to school every day prepared to do my best
- Come to each class prepared with materials and a positive attitude
- Complete homework and turn it in on time
- Set personal goals for education and behavioral achievement
- Read, write, and practice math facts at least 30 minutes every day outside of school

Be Polite:

- Practice respectful behavior
- Obey school rules and make responsible choices
- Talk to my parents about school

**Ashland Elementary School Signature Page:
Parent, Student, and Teacher**

Parent Print Name

Parent Signature

Student Signature

Date

Date

Date

Teacher Signature

Date

Teacher Signature

Date

Title I Contact Information:

Denise Zeman & Jackie Chapman

16 Education Drive

Ashland, NH 03217

603-968-7622

Website: <http://www.aesk8.org>

Email: dzeman@aes8.org jchapman@aes8.org