

# **Title I Handbook**

## **Ipswich Public School District 22-6**



### **Title I Goal**

**To help every student  
get a high-quality education.**

# What is Title I?

Title I is a federally funded program designed to strengthen core programs in schools. It provides support services to selected students in order to achieve state standards. The Title I program uses scientifically based research to implement instructional programs.

The Title I program supports the goals of the Federal No Child Left Behind (NCLB) Legislation as listed below:

Goal 1: By 2013-2014, all students will reach high standards, at a minimum attaining proficiency or better in reading and math.

Goal 2: By 2013-2014, all students will be proficient in reading by the end of the third grade.

Goal 3: All limited English proficient students will become proficient in English and reach high academic standards, at a minimum attaining proficiency or better in reading and math.

The Title I preschool program is an educational opportunity to help four year olds begin school ready to learn.

# How does a child qualify for Title I services?

The following criteria determines qualification for the Title I program:

1. Formal Assessment Results
2. Teacher Recommendation
  - classroom records
  - informal testing
  - reading and/or math grades
  - daily performance
  - observations
3. Parent Recommendation



## In what areas do Title I teachers work?

Our Title I teaching staff works in the areas of preschool, reading, and math. Title I services are also offered to the Holy Cross School in Ipswich. The Title I Staff includes:

Beckie Mower - preschool at Ipswich Public School  
Bonnie Nehlich - reading, and math at Pembroke Attendance Center  
Nichol Osborne - reading and math at Ipswich Elementary  
Janice Perrion - reading, math, and preschool at Deerfield and Rosette Attendance Centers  
Kaye Wickard - reading and math at Ipswich Public School

## How is the Title I program implemented?

The school and the Title I program are responsible for providing a high quality curriculum and instruction in a supportive and effective learning environment that will enable your child to meet the state's student performance standards.

The Title I staff works with the classroom teacher to ensure smooth progress with reading/math skills. There are many special materials and methods of instruction that serve to motivate the students and supplement the regular reading/math program. The materials are designed to supplement the classroom instruction. This gives the student a greater opportunity to succeed in the classroom, and it provides a more individualized approach to the problem areas that a student may be having.



The Ipswich School's Title I program will make every effort to minimize removing students from regular classroom instruction. The instruction will be given individually or in small groups focusing on a targeted skill.

## **How will the Title I staff communicate with parents?**

Communication between the parents, classroom teachers, and Title I instructors is of vital importance. Parent-teacher conferences and progress reports each quarter will be communicated between these groups for the benefit of your child. Other means of communication will be a Title I newsletter, an open house for parents, parent meetings, and the Title I website.



## **How will the program be evaluated?**

It is the goal of the Ipswich School District to continually strive to improve our program.

1. An annual survey will be sent to each family after their child has participated in the program.
2. An annual survey will be given to staff members.
3. An annual review of the program will be conducted among selected community members, staff members, and Title I families involved in the Title I program.

## **How can parents get involved in the Title I process?**

As a parent you can help support your child's learning at home by monitoring attendance and participating in decisions relating to the education of your child.

1. Become familiar with the South Dakota Content Standards that your child will be expected to meet.
2. Attend parent-teacher conferences to evaluate your child's progress.
3. Attend other Title I events provided by the school.



## **How can parents enhance their child's learning?**

Your child needs extra help outside the classroom, and you can help provide that. There are many ways to help and encourage your child to excel and enjoy reading and math. The most important thing you can do for your child is to get involved. Be a role model for your child and be truly interested in his/her studies.

## **There are many ways to get involved in your child's education and here are a few:**

1. Be a reading partner with your child.
2. Set up a home library.
3. Give books as gifts.
4. Make magazines that interest your child available to them.
5. Read signs, labels, and directions aloud.
6. Be a reading model for your child.
7. Limit TV, video games, and computer time for your child.
8. Have your child count money and tell time.
9. Quiz your child on the alphabet, sight words, numbers, math facts, etc.
10. Let your child help by writing lists and helping with the budget.
11. Agree on a homework time and arrange a quiet place to work.
12. Praise and encourage your child daily.
13. Spend quiet time together to ask questions about your child's day and help with homework.
14. Buy or borrow books, games, and puzzles that enhance your child's thinking and creativity.
15. Most importantly, make learning fun for your child.



# District Parent Involvement Policy

- ◆ It shall be the policy of the Ipswich Public School District 22-6 to provide Title I services to eligible students in accordance with the provisions of the No Child Left Behind Act.
- ◆ The school district shall meet the requirements and comply with all applicable statutory and regulatory provisions under the law.
- ◆ The Ipswich Public School District 22-6 Title I Staff and schools will work jointly to ensure effective involvement of parents. They will support partnerships among schools, parents and the community to improve student achievement.

## SCHOOL PARENT INVOLVEMENT POLICY

### Requirement

Federal regulations require local school districts and schools receiving Title I funding to develop written policies to ensure that parents of the children being served by Title I have an adequate opportunity to participate in design, implementation, review, evaluation, and revision of the program.

### Purpose

In acknowledgement of much reliable research proving that parental involvement raises the academic achievement of students, Ipswich Public School District 22-6 encourages involvement of parents in the Title programs. In order to comply with the mandates of current federal Title I regulations and improve the quality of instructional services provided by Title I, school district activities will include, but not be limited to, the following:

- **Regularly published newsletters** will be used to inform parents of students receiving Title I services about program activities, as well as their rights to consult in the design, implementation, review, evaluation and revision of the Title I project. The newsletter will include parenting tips and suggestions.
- **School-Parent Compacts** will be available at the beginning of each school year and to new families when their children enter a school for the first time. Parents will be involved in the design, review and revision of the school compact that outlines how parents, school staff, and students share the responsibility for improving learning. Each parent, student, staff member and/or administrator will be encouraged to sign the compact.
- A Title I **Open Houses** will be scheduled in the fall at each school site, to provide parents the opportunity to sign all necessary forms, to receive policies, as well as information on school and district expectations and guidelines.

## **SCHOOL PARENT INVOLVEMENT POLICY, cont.**

- Title I teachers will have **scheduled conferences** to meet with parents of program participants on parent/teacher conference days. The student's progress as well as the expectations for the grade level, school curriculum, test information, and any other concerns that the teacher or parent may have will be discussed.
- **Progress reports** will be provided for each parent at the end of each 9 week period.
- **Materials and activities** will be provided for parents to promote the education of their children at home. A Parent Center will provide brochures that are grounded in relevant research and best practices.
- Title I teachers and parents will be encouraged to participate in the **Ipswich Parent Teacher Partnership** organization.
- An **annual parent meeting** for parents of all children eligible to receive Title I services will be held in the spring to explain programs and activities provided with Title I funds.
- A **parent survey** of the Title I program will be given to parents for each child participating in the program. Also parents' suggestions will be solicited at the annual parent meeting for the planning, development, operation, review, evaluation, and revision of the program.
- To ensure parents the opportunity for involvement, **timely notification** on programs, meetings, conferences, and workshops will be provided. To accommodate the needs of parents a varied schedule for meetings and conferences will be considered.
- To assist **non-English speaking** parent, district, and school-related communications will be translated and translators will be available at parent/teacher conferences and/or other times needed, to facilitate communication between the home and school upon request and timely notification of need.
- To assist a **disabled** parent, accommodations will be made upon request and timely notification of need.
- Every effort will be made for **communication** with parents in a language free of educational jargon.

The **Title I website** will contain information for parents, educational sites and activities for students, and policies pertaining to Title programs.

## Ipswich Public School District 22-6 Parents Right to Know Policy



The federal education law, **No Child Left Behind**, requires that all parents in a Title I school be notified and given the opportunity to request information from the principal about the professional qualifications of teachers instructing their child. This information may include:

Whether the teacher has met the state requirements for licensure and certification for the grade levels and subject matter in which the teacher provides instruction.

Whether the teacher is teaching under emergency or other provisional status through which State qualifications or licensing criteria have been waived.

The college major and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.

Whether their child is provided services by paraprofessionals, and if so, their qualifications.

The district will provide notice to parents if their child's teacher is absent for four or more weeks and is being taught by a teacher who is not highly qualified.

## **Complaint Policy for Federal Programs**

A parent, student, employee, or district stakeholder, who has a complaint regarding the use of federal funds for Title programs and is unable to solve the issue, may address the complaint in writing to the district's superintendent.

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

- ◆ The superintendent will investigate, within one week, the circumstances of the complaint and render a decision, within two weeks, after receipt of the complaint.
- ◆ The superintendent will notify the complainant of the decision in writing.
- ◆ The complainant will be allowed one week to react to the decision before it becomes final.
- ◆ The complainant will either accept or disagree with the decision and will provide such acknowledgment in writing, addressed to the district superintendent.
- ◆ If the issue is not resolved with the superintendent, the complaint will be forwarded to the district's Board of Education for further review. The parent or guardian or unaccompanied youth shall be provided with a written explanation of the district's decision including the rights of the parent, guardian, or youth to appeal the decision.

Unresolved complaints may be forwarded by the stakeholder to the South Dakota Department of Education for review. (Consult SD Department of Education Complaint Procedure)

# **Title I Program**

## **IPSWICH PUBLIC SCHOOL DISTRICT 22-6**

**Beverly Myer**, Superintendent

**Matt Pollock**, Elementary Principal

**Janice Perrion & Kaye Wickard**, Title Coordinators

**Beckie Mower**, Ipswich Title Preschool

**Bonnie Nehlich**, Pembroke Title Reading & Math

**Nichol Osborne**, Ipswich Title Reading & Math

**Janice Perrion**, Deerfield & Rosette Title Preschool,  
Reading & Math

**Kaye Wickard**, Ipswich Title Reading and Math

All Ipswich Title staff are highly qualified teachers in accordance with the regulations of the Department of Education in the state of South Dakota.

**Deerfield Attendance Center**

**Ipswich Elementary School**

**Ipswich Jr. High School**

**Pembroke Attendance Center**

**Rosette Attendance Center**

**Holy Cross School**

**Ipswich Public School 22-6**

**PO Box 306**

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**[ipswich.k12.sd.us](http://ipswich.k12.sd.us)**

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