



*Mississinewa Community
School District*

Title I Parent Involvement Policy

Mississinewa Community School District intends to follow the parental policy guidelines in accordance with the *No Child Left Behind Act of 2001* as listed below. Indiana City School Board will distribute this policy to parents of students participating in the Title I program.

Policy Guideline

Mississinewa Community Schools agrees to implement the following requirements for Title I Parent Involvement.

Involve parents in jointly developing our districts local plan under section 1112 and in the process of school review and improvement under section 1116.

- An annual district Title I meeting will be held in the spring of each year. The meeting will consist of parents and school staff members that will review the current Title I programming, parent involvement policies, procedures, curriculum, and resources and its effectiveness in increasing student achievement. The committee will determine the effectiveness of the program and revise the program to improve areas of weakness. The committee will discuss current curriculum initiatives and assess current programming in the schools. The committee will then divide into school groups to review and revise each individual school's plan.

Provide the coordination, technical assistance, and other support necessary to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance.

- Mississinewa Community School District will provide support to the Title I committee as they meet throughout the year to plan and discuss parental involvement activities that will help to increase student achievement in the schools.

Mississinewa Community Schools helps to builds' the schools' and parents' capacity for strong parental involvement by providing parents with:

- Information on Indiana College and Career Readiness Standards from the IDOE website and publications will be shared with parents

- Information on academic assessments used to measure student progress and proficiency levels that students are expected to meet. (NWEA, Skills Navigator, and Stars) These assessments are also discussed at the annual Title I meeting. NWEA reports will be sent home that show reading and performance levels. These reports will indicate whether a student is performing below, at, or above grade level. These reports will include information on how to read the reports and suggestions to help the student achieve academic success.
- Provide access to information through PowerSchool, links on the parent portal of the district/school website.
- Individual schools will provide information at Open House, Title I annual meeting, individual parent teacher conferences, newsletters, teacher emails and contact information, and invitations to events.
- The school district with the assistance of its schools and parents, will educate its teachers, student services personnel, principals, and other staff in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions, and in how to implement and coordinate parent programs and build ties between parents and schools.
- The school district will ensure that information related to the school and parent programs, meetings, and other activities that encourage and support parents to more fully participate in the education of their children as in language that parents understand. This will include providing materials and training to help parents work with their children to improve their academic achievement (e.g., literacy training, technology use).
- Parents will be provided opportunities to provide feedback to the school about programs and services such as curriculum committees, parent-teacher organizations, and school improvement teams.
- Parents will be provided links on the website to resources and games, take-home activities provided by teachers, and through the parent portal on PowerSchool.
- A school staff that is committed to communicating with parents. Teachers provide newsletters, student progress and reading reports to keep parents updated on student progress. Teachers are rated on parent communication as part of their evaluation.
- A shared expectation that parents can request academic, emotional, and social support for the improvement of student achievement. This includes but is not limited to request for conference with teacher and/or principal.
- The school district will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parent of migratory children, including providing information and school reports required under Section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
- Provide other reasonable support for parental involvement activities as parents may request.

Coordinate and integrate parental involvement strategies under Title I, Part A with parental involvement strategies under other programs, such as Special Needs Pre-school.....

- There are four orientation sessions held in March for students wanting to attend preschool. Entering students participate in Brigance Age Level Testing for placement screening. Preschool students and families participate in Family Fridays that occur four times a year.
- Any child that receives early intervening services through First Steps is referred to the Office of Exceptional Education by their 30 month of age. A transition meeting is held with the parents, First Steps Coordinator, and the Director of Special Education to review the child's progress and inform the parent of their rights. It is the obligation of the Local Education Agency, Mississinewa Community Schools, to have evaluated, Case Conferences, and offered Special Education Services to the family prior to the child's third birthday if the child is found eligible for the areas of disability according to Article VII. Services vary dependent on the child's needs and goals along with what the family prefers and can include Special Needs Preschool (half-day), Full Day Preschool, or walk-in services that are included in the child's Individual Education Plan.
- Once a child that is preschool age (3-5) is found eligible for Special Education services and signed permission is granted by the family, the Office of Exceptional Education will invite the family to trainings and case conferences. The family is always contacted via phone or email to schedule case conferences, and notices are also mailed home to families. Various training and information meetings occurs throughout the year including Autism Parent Support Group Meetings and Family Fun Nights. This information is shared with families via newsletters that are handed out by their child's teacher of record, mailed home, advertised within the building and in the community.

Conduct the involvement of parents, annual evaluation of the content and effectiveness of the parental involvement policy in improving academic quality of the schools served with Title I, Part A funds, including –

- Mississinewa School District Title I program will conduct, with the involvement of parents, and annual evaluation of the content and effectiveness of the parental involvement policy to improve the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are

- disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background).
- The school district will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies.
 - The Title I Parent Team will review and update Mississinewa Title I Evaluation/Needs Assessment. Schools may utilize this form for evaluation of the district and the school program. Results will be sent to the district office and the data from the evaluations will be discussed at the annual Title I program evaluation meeting held each spring with parents and school representation and will be included in the planning for the parent policy the following year. Results will also be shared with parents at the fall school meetings, and plans may be updated to include new activities to meet the identified needs.

PARENT NOTIFICATIONS

As required by No Child Left Behind, the following information is to be shared annually with parents. The distribution of this document shall serve as a formal notification to parents regarding these issues.

RIGHT TO REQUEST INFORMATION

Each parent of a student in a Title I school has the right to request information about the professional qualifications of the student's teacher(s) and any teacher assistants who serve the student. The administrative office at the child's school upon request will provide this information. The school will also provide this notice to all parents.

PARENT NOTIFICATION REGARDING NON-HIGHLY QUALIFIED TEACHERS

No Child Left Behind (federal education law) requires us to notify the parent when a teacher who is not qualified teaches your child for four consecutive weeks. If this occurs, your child's school will send home a letter giving you information regarding your child's teacher.

EXPECTATIONS FOR PARENTAL INVOLVEMENT

Mississinewa Community Schools intended that parents of participating students be provided with frequent and convenient opportunities for full and ongoing participation in the Title I program. This shall include opportunities to jointly develop Title I program plan and suggest modifications in the process for school review and improvement.

Any comments indicating parents' dissatisfaction with the district Title I program must be collected and submitted along with the Title I application for Grant to the Indiana Division of Compensatory Education.

The Title I program must be designed to assist the students to acquire the competencies and achieve the goals established by law, as well as the goals and standards established by the Mississinewa School Board. These goals and standards must be shared with parents in a manner that will enable them to (1) participate in decisions concerning their child's education and (2) monitor and improve the educational achievement of their child.

SCHOOL POLICY

Each school must submit its Title I school parent involvement policy, which must meet all legal requirements. This policy must be developed jointly with and distributed by the school to parents of participating students. This policy must be updated annually.

A copy of each school's parent involvement policy shall be kept on file with the school's Title I program plan in the Central Office.

REFERENCES

Section 1118 of *No Child Left Behind Act* (NCLB) of 2001

<<http://www.nochildleftbehind.gov>>



*Mississinewa Community
School District*

Complaint Procedure

Any parent/guardian of a student enrolled in Mississinewa Community Schools Title I Program, or student eighteen (18) years of age or older may file a complaint if they are dissatisfied with the Title I Program.

Any such complaint must be filed in writing within a reasonable period of time after the alleged incident explaining the complainant's dissatisfaction. The complaint must fully state the facts giving rise to the complaint, and the remedy that is being sought.

In implementing and administering this Policy, the parties' rights of confidentiality will be respected and preserved consistent with the school's legal obligations.

Step One:

The complaint shall be submitted to the Title I Director, who shall investigate the circumstances of the complaint. The Title I Director shall make a report of his/her findings of fact and conclusions within ten (10) school days and shall send a copy of the report to the complainant.

Step Two:

If the complaint has not been resolved to the satisfaction of the complainant, he/she may appeal the report of the Title I Director to the Superintendent of Mississinewa Community Schools within five (5) school days of receipt of the report. After investigation and within ten (10) school days of receipt of the appeal, the superintendent shall affirm, reverse or modify the report of the Title I Director in writing and shall send a copy of his/her decision to the complainant and the Title I Director.

Step Three:

If the complaint has not been resolved in Step Two to the satisfaction of the complainant, he/she may appeal to the Board of School Trustees within five (5) school days of receipt of the decision in Step Two. The Board shall conduct an informal hearing to review the Complaint. The Board shall give each party at least five (5) school days notice of its meeting. The meeting shall be scheduled within fifteen (15) days of receipt of the appeal. The Board shall affirm, reverse or modify the report issued under Step Two at the next public Board meeting after the meeting at which the informal hearing takes place.

