

## **TITLE I**

The staff at Primary is committed to providing all children with the opportunity to master the basic skills and meet state standards. With this goal in mind, the district has used Title I funds to meet the needs of our students. These funds are available to our district based on the number of students receiving free and reduced lunch. Currently we use funds to supplement instruction, reduce class size, and provide staff inservice. Each year the district looks at the plan in place to see if there are ways we can make positive adjustments. As a Title I school, we have 10 components that we are responsible for. One of these components is to provide a parent-student-staff compact. This is an agreement between the three parties to ensure that each child is meeting basic goals within the school setting. The compact can be found on page 63 of this handbook. The compact is an effort to create a partnership between the home and the school to enable us to provide your child with a quality education at Primary. If any parents have suggestions that you would like to share, we would love to hear from you. You can contact the principal with your ideas at Primary School.

By law we are required to notify parents each year on a variety of topics and policies. The following are required annual notices. Some of the policies may not be very applicable to primary aged students. If you would like to know more or view any district policy, feel free to visit the Piqua City Schools webpage at [www.piqua.org](http://www.piqua.org) to find a link to all the District's Board policies.

### **PARENT PARTICIPATION IN TITLE I PROGRAMS** (See Board Policy 2261.01):

According to policy, the Superintendent must assure that each Title I participating school develops a specific written plan, with parental involvement and agreement. This will be reviewed and updated annually.

**PARENT INVOLVEMENT PLAN** At Primary, our goal is to support and encourage parent involvement. We believe parents are a child's first and most important teacher. Our goal is to teach, challenge, and help our students grow with the help of parents and the community. Communication is critical if we are going to work together to help your child. Communication about school and district rules, policies and procedures can be found in the Student-Parent which is distributed to every family within the first week of school. Parents will be updated regularly about school activities through classroom newsletters, building newsletters, district calendars, through distribution of flyers and by using the "Instant Connect" phone message system. School newsletters will also be available through the district's web site. Parents will be informed regularly about their child's progress through quarterly progress reports. These progress reports include academic as well as social and behavior information. Parent Teacher Conferences are conducted in Fall and Winter and on an as needed basis. Daily communication is promoted through the use of the "Student Take Home Folder" provided for each student. Parents are invited and encouraged to communicate with teachers through notes, phone calls, personal visits or email. Any time that a concern arises – a parent may ask for a conference or utilize the Intervention Assistance Team process. More information about Parent Involvement Policy 2261.01 can be found on the District's Web page. 58

**PARENTS' RIGHT TO KNOW/ TITLE I** (See Board Policy 2261.02)

In accordance with the requirement of Federal law, for each school receiving Title I funds, the Superintendent shall make sure that all parents of students in that school are notified that they may request, and the Board will provide the following information on the student's classroom teacher(s): J. Whether the teacher(s) have met the State qualification and licensing criteria for the grade levels and subject areas they are teaching. K. Whether the teacher(s) is teaching under any emergency or provisional status in which the State requirements have been waived. L. The undergraduate major of the teacher(s) and the area of study and any certificates for any graduate degrees earned. M. The qualifications of any paraprofessionals providing services to their child(ren). N. In addition, the parents shall be provided: i. Information on the level of achievement of their child(ren) on the required State academic assessments; ii. Timely notice if the student is assigned to a teacher who is not "highly qualified" as required or if the student is taught for more than four (4) weeks by a teacher who is not highly qualified. The notices and information shall be provided in an understandable and uniform format, and to the extent practicable, in a language the parent(s) understand.

**HIGHLY QUALIFIED TEACHERS** The No Child Left Behind Act requires school districts to notify parents of several items each year. The following information is provided to you as required. You should be aware that you have the right to request information regarding the professional qualifications of your child's teachers. Each year we review the qualifications of our teachers to determine whether or not they meet the highly qualified standard set forth in the No Child Left Behind Act. If you would like to know the status of your child's teachers and/or any long-term substitutes they may have, please contact the school office. We are very pleased to notify you that our school building has met the adequate yearly progress standard in the No Child Left Behind Act. Adequate yearly progress is determined by how well our students have done on state tests. You should feel confident knowing that your child's school is making the amount of progress expected by the state and federal government. For more information on school and district accountability you can go to the Ohio Department of Education website at: [www.ode.state.oh.us](http://www.ode.state.oh.us) or you can contact the school office. The Piqua City School district is always striving for excellence; therefore our district has developed a comprehensive continuous improvement plan that addresses student achievement. In turn, each building in our district has developed a yearly action plan that addresses the same areas. District and building improvement plans were developed in collaboration with staff, administrators, Board of Education and community members. If you have questions regarding the continuous improvement planning process, please feel free to call the school. 59

**HIGH QUALITY CURRICULUM** Our classroom curriculum is based on the state learning standards. Parents are encouraged to ask questions to assist with their understanding of these standards. A copy of the State Learning Standards can be found at the Ohio Department of Education's website.

**PARENT INFORMATION MEETINGS**

Parents will have several opportunities to learn about our building programs and activities. Several of these opportunities include: Open House, Parent Advisory Council meetings and Parent Teacher Conferences.

**AVAILABILITY OF MATERIALS AND TRAINING TO HELP PARENTS WORK WITH THEIR**

**CHILDREN** Title I teachers will be available for conferences, meetings, and commenting on progress reports and grade cards as necessary. The staff will utilize community resources to help provide information to parents – this can be done through referrals to the Parent Mentor program and referrals to our school counselor who can help assist families in finding resources. Parents may be invited to an Intervention Assistance Team meeting at which resources are often shared or provided.

**PARENT COMPACT** All parents will be asked to be an active partner in their child's education. Suggestions and expectations for this involvement are outlined in the Parent Compact. The classroom teacher will work with parents and students to monitor completion of the Parent Compact or to offer support to parents.

**PARENT-STUDENT-STAFF COMPACT** Primary School is a Title I school. Our Title I status is based on the number of students that are on free and reduced lunches. As a Title I building, we must work extra hard to meet State and Federal guidelines. This program outlines 10 components that we are responsible for. One such program is to provide a parent-student-staff compact. This is an agreement between the three parties to ensure that each child is meeting basic goals within the school setting. This compact is reviewed annually by parents, students, and teachers. Please read the compact at the end of this handbook and join us in a partnership developed to create a better system for providing your child with a quality education at Primary School. 60

School	Students	Parents
<p><b>Homework:</b> The school will ensure that each student understands his/her homework by practicing the skills at school first. We will make sure that each child takes the homework home each night, when assigned, to be completed. We will be sure to check the homework and provide some form of feedback to the student when homework is returned.</p>	<p><b>Homework:</b> Students will ask the teacher questions about homework if needed before taking it home to complete. Students will be sure to take homework home each night it is assigned and complete it to the best of his/her ability. Students are asked to show their parents completed homework, seek assistance if needed, and ask a parent to check the homework for accuracy. The student will return the homework to school the next day for teacher feedback.</p>	<p><b>Homework:</b> We ask that parents check daily to see if the child has a homework assignment. We encourage parents to help their child with homework assignments as needed, and that the homework is checked for accuracy. We ask that parents help their child be responsible for returning their homework for teacher feedback. We ask for the parent to communicate homework difficulty so we can assist when necessary.</p>
<p><b>Attendance:</b> The school will monitor attendance by following the State's Laws as required. We will communicate to the parent and provide intervention when necessary.</p>	<p><b>Attendance:</b> Students are required to attend school regularly and be on time and prepared to learn.</p>	<p><b>Attendance:</b> Parents will ensure that their child is punctual and attends school regularly. We ask that parents communicate when their child is ill and keep us updated about health concerns so we can support the child at school as well.</p>
<p><b>Conduct:</b> The school will foster discipline that will help the child learn and grow. The school will discipline students with dignity and communicate appropriate disciplinary actions to parents for support.</p>	<p><b>Conduct:</b> Students will follow school rules. Students will be asked to help communicate to parents, when appropriate, regarding disciplinary actions that have taken place.</p>	<p><b>Conduct:</b> Parents are asked to review classroom and school rules with their children. Parents are asked to support the school's discipline plan. We encourage parents to communicate with the school when necessary regarding school rules and disciplinary actions.</p>
<p><b>Communication:</b> The school will communicate student progress through a variety of methods. We will also do our best to communicate school happenings to our students and parents.</p>	<p><b>Communication:</b> Students will take all forms of communication to their parents so they can be informed about their progress and school happenings.</p>	<p><b>Communication:</b> We encourage parents to ask their child about their school day. We ask that you seek information about your child's progress by reading print sent home with your child. We also encourage you to call or visit the school when you have questions or concerns so we can assist you when necessary. We ask that all parents make every attempt to keep the office updated about phone number and address changes in case there is an emergency.</p>
<p><b>Being prepared:</b> We will be prepared to teach each student daily by using up-to-date methods of instruction.</p>	<p><b>Being prepared:</b> We ask that each child come to school well rested and ready to learn with the materials and supplies requested so work can be completed well.</p>	<p><b>Being prepared:</b> We ask that parents send their child(ren) to school well rested and ready to learn with the supplies requested so work can be completed effectively. We ask that parents pay school fees in a timely manner so we can purchase the resources needed to support learning in the classroom.</p>
<p><b>Participation:</b> We will create a learning atmosphere that will encourage students to be active in their education. We will also create school related activities for parents to be involved in.</p>	<p><b>Participation:</b> Students will be expected to participate in classroom and school wide activities to the best of their ability.</p>	<p><b>Participation:</b> Parents are encouraged to participate in school functions such as Open House, Family Nights, parent meetings, RTI meetings, IEP meetings and other special programs. We ask that all parents attend conferences to discuss your child's school progress.</p>
<p><b>Reading:</b> We will provide excellent reading instruction. We will provide reading material that is at an appropriate level for your child to read. We will work hard to find reading material that is interesting to your child.</p>	<p><b>Reading:</b> We encourage all children to use our school library regularly. Students are <i>encouraged</i> to read daily at home and school for learning and leisure.</p>	<p><b>Reading:</b> <i>We encourage</i> parents to support their child's reading at home. We encourage you to read regularly with your child. We encourage parents to involve their children with the school and public library. We encourage parents to engage in discussions about books their children are reading. We also encourage parents to seek assistance from school to help your child learn more about reading.</p>