



# COMPASS CLASSICAL ACADEMY CHARTER SCHOOL

## Title 1A Handbook

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<u>Parent/Guardian</u> means a birth or adoptive parent, legal guardian, or other person having responsibility for, or legal custody of, a child.

## What is Title 1A?

Title 1A is a federal grant program in which federal money is allocated to districts to provide supplementary educational support to students who are struggling academically or are at most risk of falling behind. *That word “supplementary” is key: instruction by Title I-funded staff members must be in addition to core instruction from the classroom teacher.* Title 1A is allocated to schools based on the percentage of students receiving free/reduced lunch. Title 1A funds can be used to hire additional personnel, to purchase educational resources that benefit the students to reach their individual goals, and to promote family involvement.

The Title 1A program strives to provide an environment that:

- Promotes a positive attitude toward learning in the core content areas of math and literacy
- Improves student’s academic success
- Builds self-esteem and confidence for learners both in and out of classrooms
- Support the social/emotional health of students
- Supports parents/guardians in helping their student succeed

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## How is Title 1A Schoolwide different from Title 1A Targeted Assistance?

In Targeted Assistance Schools, the school maintains fewer than 40% of student population is eligible for free or reduced lunch. Students in these schools are eligible for Title I supplemental support if they have met a specific academic criterion, identified by the school, and if parents have given written permission.

A School-wide Title 1A School classification requires that the school maintains more than 40% of student population is eligible for free or reduced lunch. Parental permission is not required for students in a school wide Title 1A setting.

Currently, Compass Classical Academy is classified as “Schoolwide Title 1A” for grades K – 8. That means all students in the school (grades K -8) are considered as Title I students, so Title I staff can provide supplemental help on a very flexible basis.

Why are we not classified as School Wide Title 1A for our high school grades? The reporting is always based on the prior year’s reporting of our Free & Reduced Rates. The threshold for our upper grades (high school) has yet to be met. As a result, no high school students receive Title 1A supplemental assistance. It is vital that all families in the upper levels complete lunch applications for Compass Classical Academy to be deemed as School Wide Title 1A for the high school.

## What does Title 1A look like in our school?

There will be three separate Title 1A support systems that will be implemented during this school year. They are; “**Push-in**”, “**Support**”, and “**Pull-Outs**”. “*Push-in*” will involved a member of the Title 1A Team going into a classroom and teaching a lesson using manipulatives that support the curriculum being taught to that grade level. “*Support*” will involve team

member(s) giving small group academic support within the classroom environment after the primary lesson is taught. “*Pull-Outs*” will involve team members working either individually or with small groups in the Title 1A Resource Room. These supports will be focusing on individual student academic needs, as of that moment in time. These groups will be flexibly based and will vary based on individual academic criterion.

Title 1A funds will be used to serve all children, in grades K through 8, in order to raise academic achievement and social emotional health as well as to provide additional assistance to all students who may experience difficulties in meeting the State’s performance targets.

## **Academic Support and Curriculum**

Academic Support and Curriculum will have established times during the daily schedule set aside for extra reading, math and science support so students are not missing classroom instruction. These supplemental supports are not intended to supplant regular classroom instruction or experience. Tools and resources utilized in the Title 1A Resource Room include, but are not limited to FUNdations Reading, Fountas & Pennell Leveled Literacy Intervention, Singapore Math and a variety of hands-on instructional manipulatives.

## **Parental Involvement Notification Requirements**

The Elementary and Secondary Education Act (ESEA) has the following requirements for notifying parents of the status of the school their children attend and their parental option.

**Parents’ Right-to-Know:** Under Title 1A, parents must be notified at the start of each school year of their right to request information about the professional qualifications of their children’s teachers. Information Compass Classical Academy must provide, if requested, includes:

- 1) The certification and/or licensing status of the teacher
- 2) The degree held by the teacher
- 3) Emergency or provisional status of the teacher, if applicable
- 4) Qualifications of any paraprofessionals serving their child.

Parents must be notified if a teacher who is not “highly qualified” is instructing their child for four (4) or more weeks.

**Limited English Proficient:** Parents must be notified within thirty (30) days of the start of the school year if their child has been identified as limited English proficient and in need of English language instructional services. Notification must be in a language that parents will understand.

**Program Information:** Schools must provide parents of students selected for Title 1A services with information of the following:

- 1) Title 1A programs
- 2) Compass Classical Academy’s school curriculum
- 3) Assessment measures
- 4) Their child’s proficient level

The school must develop jointly with the parents a written school-parent compact defining how the parents and the school will work to improve the student’s academic achievement.

**District-Level and School-Level Parental Involvement Policies:** Compass Classical Academy’s district and school parental involvement policy must be distributed to parents of participating Title 1A children, in an understandable and uniform format, and, to the extent practicable, in a language the parents understand. The entire parental involvement policy must be directly disseminated to parents by means such as mail, e-mail, or backpack. A school may wish to disseminate the policy through a school booklet, such as in the school code handbook. In addition to direct dissemination, the school may also wish to include the parental involvement policy on the school’s Web site. Schools must update these policies and school-parent compact periodically to meet the changing needs of parents and the school. Schools should evaluate the content and effectiveness of the school’s parental involvement activities on an annual basis. Compass Classical Academy has a written parental involvement policy that includes the district, school and parent levels of involvement. A copy of this policy is located in the appendix of this handbook.

**School-Parent Contract:** A school-parent contract, developed jointly between the school and parent is required for all children who participate in Title 1A activities, services, and programs. The compact will become part of the school’s Parent Involvement Policy. The compact is in the appendix of this handbook.

**Title 1A Annual Parent Meeting:** Each school being served under Title 1A, Part A must convene an annual meeting to inform parents of their school's participation in Title 1A, Part A programs, to explain the Title 1A, Part A requirements, how the Title 1A students will be assessed, how the parents will be kept informed, and the right of parents to be involved in those programs. This meeting must be at a time convenient for parents. To keep parents informed, school should invite all parents of children participating in Title 1A, Part A programs and encourage them to attend. Documentation of the meeting including minutes, agenda, and sign-in sheets will be kept as reference and posted to the school website.

## **Assessments**

NH SAS – All students in grades 3 – 8 are required to take the NH State Assessment (NH SAS) once per year in the spring. This assessment has reading, writing and math components for grades 3 – 8 and an additional science component for grades 5 and 8. Score reports for these assessments will be sent home with each student at the end of the school year. If you have any questions regarding these reports, please reach out to the Title 1A Coordinator.

STAR – The STAR Assessment will be given three times per year (fall, winter and spring) to all students to measure student achievement in math and reading. Some students may be monitored more frequently as needed. Parental reports will be sent home with each student after the testing cycle. If you have any questions regarding these reports, please reach out to the Title 1A Coordinator.

Other Assessment – Depending on students' grade level and needs, some other content specific measures may be used, such as IRI and DIBELS for reading fluency assessments. Achievement information from classroom assessments is also used to indicate performance. Teachers and the Title 1A team will meet regularly throughout the year to explore data gathered from these assessments and to make instructional decisions for students.

# How can I support my child at home?

## Getting involved with communication with the school

- Parent/Guardian Involvement Policy
- Home/School Compact
- Parent Survey
- Parent Meetings
- Family Nights

## Math Support

- <https://www.scholastic.com/parents/school-success/learningtoolkit-blog/parent-resources-for-helping-with-mathhomework.html>
- <https://www.youcubed.org/resource/parent-resources>
- <https://www.dreambox.com/parent-resources>
- <http://www.familymathnight.com/resources/learningmath.php>

## Reading Support

- <https://blog.connectionsacademy.com/7-great-online-readingresources-for-parents-and-learning-coaches>
- <https://www.scholastic.com/parents/books-and-reading/readingresources.html>
- <https://www2.ed.gov/parents/read/resources/edpicks.ihtml>
- <http://www.readwritethink.org/parent-afterschool-resources/>
- <https://www.rif.org/literacy-central/parents>

## **APPENDIX:**

### **Involvement Policy:**

Compass Classical Academy  
Title IA  
Parent/Guardian Involvement Policy  
2022-2023

This parent/guardian involvement policy was developed in cooperation by the Compass Classical Academy Title IA team, parents of participating students, and Compass Classical Academy personnel. It will be made available to all parents/guardians of participating students.

#### District Requirements:

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

#### Title I School Requirements:

- As a Title IA School, Compass Classical Academy will hold an annual meeting in a timely manner to inform participating families about the program, parental/guardian rights and responsibilities, and opportunities for partnership between the school and the home in building the student's academic skills. At the initial meeting the staff will...
  - ensure that all parents/guardians 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 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/guardians will be informed of meetings in writing. If there is a need expressed for childcare, the Title IA program will arrange for the students and siblings to be cared for on-site during the meetings free of charge to the parents/guardians.

- Additional meetings may be scheduled during the year to provide an opportunity for parents/guardians 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/guardians about their student's academic development and skills.
- Parent/guardian feedback will be gathered to assess the program's effectiveness and to help inform future decisions about its scope and content.

## **Parent-Student-School Contract:**

### Compass Classical Academy Parent-Student-School Contract 2022-2023

#### **School Responsibilities:**

- Create a welcoming and positive learning environment for students and parents.
- Involve parents in the planning, review, and improvement of the school's parental involvement policy, Title IA Site Plan, and schoolwide improvement plan.
- Hold an annual meeting to inform parents of the school's participation in Title IA criteria, program, and parent involvement and other parent involvement/training activities. These meetings will be held at convenient times, based on input from parents, so that as many parents as possible are able to attend. The school will invite all parents of children participating in Title IA programs (participating students) and will encourage them to attend.
- Provide parents the opportunity to review their child's work and assessments. Inform parents of their child's progress through regular assessment reports and meetings. The school will exercise fairness, objectivity, transparency, and credibility in the assessment reports shared with parents and the reports will be presented in an understandable format, at reasonable intervals, on how the student is progressing academically. For grades 3 through 8, and 11, the parents will receive an individual student report regarding the performance of their child on the state assessment in math, writing and reading. An additional science report will be generated for the state assessment in grades 5, 8 and 11.
- Provide opportunities for parents to participate in decisions about the education of their child.
- Ensure that all certified and classified Title IA staff are highly qualified.
- Communicate to parents all policies, possible changes, and immediate announcements in understandable terms and graphics using contact details provided by parents to communicate key messages.
- Update the information about school policies, expectations, programs, staff, and any other information deemed necessary by the school.

**Parent and Family Responsibilities:**

- Make sure that my child is on time and strives for 100 percent attendance and contact the school if my child is absent.
- Establish a time and place for homework and work with my child to get it handed in the next day.
- Monitor the amount of television and technology my child watches and ensure that my child gets enough sleep each night.
- Attend conferences and Title IA family nights, look at schoolwork, and call the school as needed to monitor my child’s progress.
- Check with my child daily for information sent home from school, read it and respond, if necessary.
- Participate, as appropriate, in decisions relating to my child’s education.
- Participate in math and reading activities for at least 15 minutes, a minimum of four times a week with my child, outside of school time.
- Supply the school with valid and updated contact details, including home and mobile numbers, e-mail addresses, and home locations.
- Refer regularly to established means of communications for any updates about the school.
- Be courteous in their approach to staff when inquiring about their child.
- Attending all meetings, conferences, and reviews related to their child’s progress and learning experience.

**Student Responsibilities:**

- Come to school each day ready to learn and do my best!
- Do my homework every day and ask for help when I need it.
- Read at least 30 minutes every day outside of school time.
- Give my parents (or the adult who is responsible for me) all papers and information sent home with me from the school
- Completed my class work/homework and ask for help when I don’t understand.

Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Student: \_\_\_\_\_ Date: \_\_\_\_\_