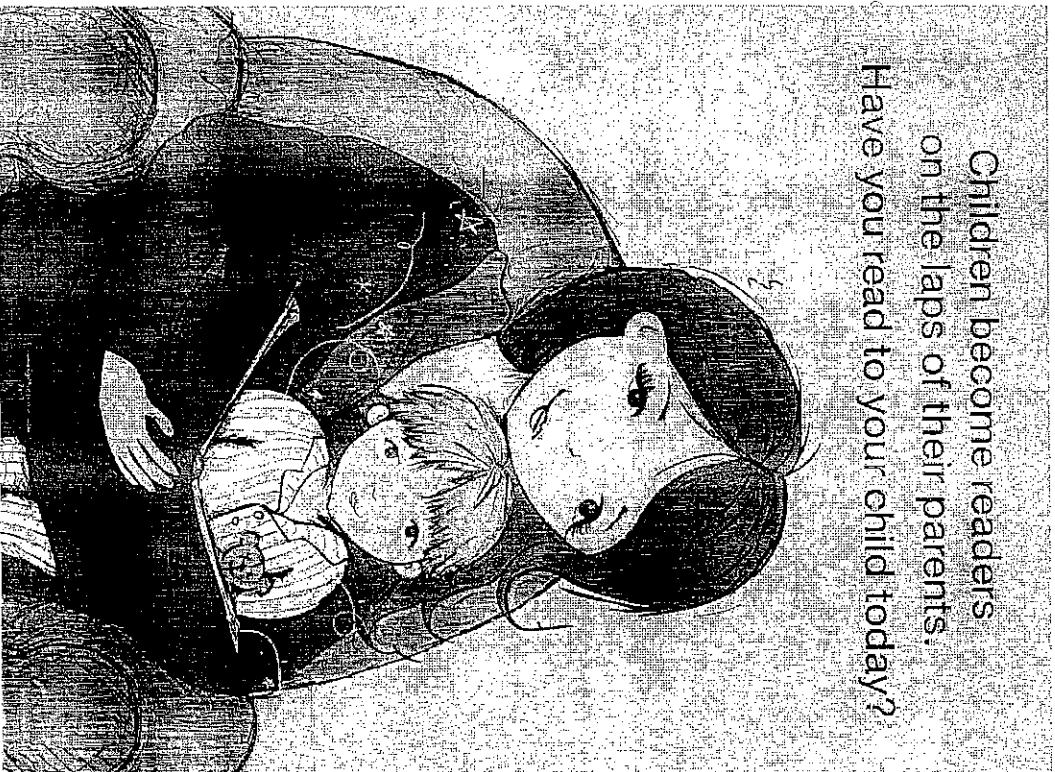


**Richmond R-XVI  
Sunrise Elementary School**

**TITTLE I  
PARENT RESOURCE BOOK  
2017-2018**



**Sunrise Elementary 816-776-3059**  
**2nd grade: klajoie@richmond.k12.mo.us**  
**3rd grade: jscott@richmond.k12.mo.us**  
**Web site: <http://www.richmond.k12.mo.us>**



# WELCOME

Welcome to a new school year and to our Title I Reading family! We have high expectations for every student in our program. Sunrise Elementary staff members believe that engaging parents and families in the educational process is necessary for improving our students' academic successes. We hope this booklet provides you with information you can refer to throughout the year.

## WHAT IS TITLE I?

Title I is a federally funded program that provides students with additional help in reading from highly qualified staff. Its resources are directed toward students who need them most.

*There is no such thing as a child who hates to read; there are only children who have not found the right book.*

~Frank Serafini

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## CALENDAR

### SUNRISE ELEMENTARY TITLE I ACTIVITIES

Below is the "skeleton" of our planned Parent Involvement Activities to put on your calendar. You'll receive more detailed information closer to the event.

#### SEPTEMBER

19, 20—Title I Parent Orientation and Conferences

#### OCTOBER

13—End of First Quarter

19—Parent Teacher Conferences

#### NOVEMBER

2—Title I Family Literacy Night

#### DECEMBER

20—End of Second Quarter

JANUARY: None

#### FEBRUARY

TBA—Title I Family Literacy Night

#### MARCH

9—End of Third Quarter

#### APRIL

TBA—Annual Evaluation of Title I Activities Meeting

## ELIGIBILITY

At second and third grades, a child qualifies for Title I services through a weighted score which is calculated using the total of scores from different assessments as listed below:

### SECOND GRADE

- Observational checklist completed by the classroom teacher
- End of First Grade DIBELS Oral Reading Fluency ; Beginning of this year Nonsense Words/Fluency scores
- Scores from Basic Reading Inventory

### THIRD GRADE

- Observational checklist completed by the classroom teacher
- DIBELS Next Benchmark
- Developmental Reading Assessment (DRA)
- Last year's Spring NWEA Language Arts percentile score

## TITLE I CURRICULUM

- The Title I curriculum has as its guide the Missouri Learning Standards and your child's general classroom instruction.
- Title I serves as **additional** instruction and complements what your child is doing in the classroom.
- Title I does NOT replace your child's classroom reading instruction. Instead, it is a **support** to your child's reading instruction, and helps fill in any gaps and strengthen any weak areas.
- The Title I teacher and your child's classroom teacher work together.

*Once you learn to read, you will be forever free.*

*~Frederick Douglass*

## LEARNING GOALS

- All second and third graders will establish reading goals for themselves in the Title I classroom.
- Title I students will take advantage of the extra support at school to help them reach their reading goals.
- Meet Missouri Learning Standards Benchmarks for the grade level.
- Parents and classroom teachers should be aware of these goals, how the child is working to reach them, the progress he/she is making along the way, and to what level the goals are attained.

## PARENT COMMUNICATION

**Newsletters:** Each month the Title I teachers will send home a newsletter and/or a report regarding your child's progress. If you would like it e-mailed to you, please send your request to the Title I teacher via e-mail.

**E-mail:** E-mail is often used as a primary way of contact. Please provide your most current and up-to-date e-mail address.

**Phone:** To reach us during school hours, call Sunrise (816-776-3059) and leave a message. We'll return your call as soon as possible.

**District Website:** Look for information about upcoming Title I events, and suggestions for fun learning sites for kids as well as helpful sites for parents.

*A book is a gift you can open again and again.*

*~Garrison Keller*

## PARENT INVOLVEMENT OPPORTUNITIES

Title I provides different kinds of opportunities through parent and family activities so parents can be involved with their child's reading success.

1. **Parent Orientation** is a meeting in the fall which provides us the chance to visit with you about your child. We'll discuss your child's eligibility for Title I and the kinds of support we will provide to both you and your child. You'll also get an overview of the Sunrise Title I Reading Program and the plans and policies which guide us.
2. **Family Literacy Night** provides fun literacy activities.
3. **Parent Teacher Conferences** first and third quarter are opportunities to touch base with your child's classroom and Title I teachers to discuss the progress he/she has made toward his or her goals.
4. **Parent participation in Parent Surveys and Evaluations** gives us your opinions and ideas to help us evaluate our services.
5. **The Annual Review of Title I Activities Meeting** in the Spring is a chance to be a part of the design and implementation of the program's local plans and policies.
6. Parents are encouraged to take part in other activities throughout the year, such as Library Book Fair, classroom celebrations, field trips, music programs, etc.

## SPARTA VOLUNTEERS

To ensure the safety of our children, it is required by the Richmond R -XVI School District that all persons wishing to volunteer their time working in a classroom (including parties), or chaperoning a field trip MUST have a background check. There is no charge to submit the application, and it only has to be renewed every 5 years, instead of on a yearly basis. Only one background check is necessary to volunteer at every school in the district.

If you have any questions or concerns, please feel free to contact Julie Hyder, SPARTA Volunteer Coordinator, at 816-776-3059, extension 21. Application forms are available from her. Please fill out the application completely and return it to your child's school. You will be notified when your application has been approved by the State of Missouri.

## PARENT RESOURCE CENTER

Sunrise Elementary has a Title I Parent Resource Center located in the Library. The center has books written especially for parents who work with their child at home. Each book is full of ideas, activities, information and guidance to help you as you help your child continue to develop as a happy and successful reader.

Select a book and check it out for one month by signing your name on the check-out sheet that has the name of your book on it. When you return the book, mark off your name. The process is easy—you do NOT need to check it out through the school librarian. It's a do-it-yourself check-out on the honor system.

*A person who won't read has no advantage over one who can't read.*

~Mark Twain

## 2017-2018 PLANS AND POLICIES

### DISTRICT TITLE I PARENT INVOLVEMENT BOARD POLICY IGBC: "Parent/Family Involvement in Instructional and Other Programs"

The district and parents of children participating in the Title I program will jointly develop and agree upon a written parent involvement policy that will describe how the district will:

1. Involve parents in the joint development of the Title I program plan and in the process of reviewing the implementation of the plan and suggesting improvements.
2. Provide the coordination, technical assistance and other support necessary to assist participating schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance.
3. Build the schools' and parents' capacity for strong parental involvement.
4. Coordinate and integrate Title I parental involvement strategies with those of other educational programs.
5. Conduct, with the involvement of parents, an annual evaluation of the content of the parental involvement policy and its effectiveness in improving the academic quality of the schools served. This will include identifying barriers to greater participation by parents in activities authorized by law, particularly by parents who are economically disadvantaged, have disabilities, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background. The district will use the findings of such evaluation to design strategies for more effective parental involvement and to revise, if necessary, the parental involvement policies.
6. Involve parents in the activities of the schools served.

Each school receiving Title I funds will jointly develop with and distribute to parents of children participating in the Title I program a written parental involvement policy agreed upon by such parents in accordance with the requirements of federal law:

1. The policy must be made available to the local community and updated periodically to meet the changing needs of parents and the school.
2. The policy shall contain a school-parent compact that outlines how parents, the entire school staff and students will share the responsibility of improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children.
3. Each school participating in the Title I program will convene a meeting annually to inform parents about Title I and to involve parents in the planning, review and improvement of Title I programs, including the planning, review and improvement of the school parental involvement policy.

### SUNRISE ELEMENTARY TITLE I PARENT INVOLVEMENT PLAN

The staff of Sunrise Elementary is committed to continually pursuing strong parental involvement in all aspects of the Title I program.

#### Strategies for Parent Communication

All parents of students served by the Title I program will be invited to attend a Title I Parent Orientation meeting at the beginning of each school year in order to:

- Inform them of the school's participation in Title I
- Explain Title I requirements
- Explain their right to be involved
- Involve them in the planning, review, and improvement of Title I programs, including the school's parent involvement plan

- Provide parents:
    - ◆ Timely information about Title I programs
    - ◆ A description and explanation of the curriculum in use
    - ◆ The forms of assessment used to measure student progress
    - ◆ Proficiency levels students are expected to meet
    - ◆ An interpretation of the school's annual performance report
    - ◆ Provide other meetings, as requested by parents
    - ◆ Provide a time for parent comments about the school wide plan
- The Parent Orientation meetings will be offered at various days and times in order to accommodate parents. Title I funds may be used to provide child care, transportation, or phone calls in order to further provide parents the opportunity to attend.

#### Shared Responsibilities for High Student Achievement

The school will develop with parents a school-parent-student compact. The compact will outline how parents, the entire teaching staff, and the students will share the responsibility for improving student achievement and describe how the school and parents will build and develop a partnership to help children achieve the Missouri Learning Standards.

#### Building Capacity for Involvement

- To ensure involvement of parents and to support a partnership with Sunrise Elementary, parents, and the community to improve student academic achievement, the school will:
- Provide parents with help on topics such as:
    - ◆ Understanding the Missouri Learning Standards
    - ◆ Understanding the state and local assessments

- ◆ Understanding how to monitor a child's progress
- ◆ How to work with teachers to improve their child's achievement
- ◆ Provide parents with training and materials necessary to improve their child's achievement through family literacy nights and/or parent workshops
- ◆ Educate, with parental help, all school personnel in valuing parent contributions, communicating and working with parents as equal partners, implementing and coordinating parent programs, and building ties between home and school
- ◆ Encourage and support parents in more fully participating in the education of their child by offering volunteer opportunities
- ◆ Ensure that information related to school and parent programs, meetings, and other activities is sent to the parents in a format and language they can understand.

## **SUNRISE SCHOOL-PARENT-STUDENT COMPACT**

### **SCHOOL RESPONSIBILITIES**

Sunrise Elementary and its staff will:

1. **Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating children to meet the Missouri Learning Standards as follows:**
  - Retain highly qualified principals and teachers
  - Provide instruction, materials, and high-quality professional development
  - Maintain a safe and positive school climate

2. **Hold annual parent-teacher conferences and meetings to:**
  - Discuss the child's progress/grades during the first quarter
  - Discuss this compact as it relates to the child's achievement
  - Examine the child's achievement and any pending options at the end of the third quarter
3. **Provide parents with frequent reports on their child's progress with:**
  - Newsletters and information from the Title I and the classroom teachers
  - Suggestions from the classroom teacher and Title I teachers
  - Quarterly grade cards/reports sent home by the school
4. **Be accessible to parents through:**
  - Phone calls or person-to-person meetings
  - Scheduled consultation before, during, or after school
5. **Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities as follows:**
  - Listen to children read
  - Help with classroom decorations, art projects, etc.
  - Present a program on your culture, a different country, etc.
  - Assist with holiday programs or parties, educational trips, etc.

**\*All volunteers must have a background check. Contact Mrs. Hyder at Sunrise Elementary, 776-3059, extension 21 for more volunteer information.**

## PARENT RESPONSIBILITIES

I, as a parent or guardian, will support my child's learning in the following ways:

1. See that my child is in school and on time every day possible
2. Check that homework is completed
3. Read with my child daily
4. Monitor the amount of my child's use of electronic devices, including television
5. Support my child's classroom/school
6. Be aware of my child's extracurricular time and activities
7. Stay informed about my child's education by reading all communications from the school and responding appropriately

## STUDENT RESPONSIBILITIES

I, as a student, will share the responsibility to improve my academic performance to meet the Missouri Learning Standards and will:

1. Attend school every day possible
2. Be respectful toward others
3. Do my homework every day and ask for help when I need it
4. Read at least 20-30 minutes 5 days a week outside of school time
5. Give all notes and information from my school to my parent/guardian daily

**\*\*For your information, there is a Parental Information and Resource Center available at <http://www.missouri-pirc.org/parent.html>. When you access this site you may want to click on "Links" and/or "Publications" to obtain information about available resources for parents and grandparents.**

**You may access the district web site at <http://www.richmond.k12.mo.us>. For information specifically related to Title I go to "Parent Resources", scroll to "Student Services", and click on "Title I".**

There is a "Parent Resource Center" in the Sunrise Elementary Library which contains books on parenting and how to help your child at home. Parents may check out books for a month simply by signing their name and due date on the Check Out Form provided next to the books. Parents do NOT have to check these books out through the school librarian.

## PARENTS' RIGHT TO KNOW

Our district is required to inform you of certain information that you, according to The No Child Left Behind Act of 2001 (Public Law 107-110), have the right to know.

Upon your request, our district is required to provide to you in a timely manner, the following information:

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.
- What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.

In addition to the information that parents may request, districts must provide to each individual parent:

- Information on the achievement level of the parent's child in each of the state academic assessments as required under this part; and
- Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

*Read, read, read.*

*~William Faulkner*



## NCLB COMPLAINT PROCEDURES

The Federal No Child Left Behind Act of 2001 (NCLB), Title IX Part C, Sec. 9304(a) (3C) requires the Missouri Department of Elementary and Secondary Education (DESE) to adopt procedures for resolving complaints regarding operations of programs authorized under the Act, including Title I, Title II, Title III, Title IV (Part A), Title V, Title VI, and Title VII and Title IX, part C.

Any parent, teacher, or member of the public may file a complaint. A formal complaint must be a written, signed statement that includes: (1) an allegation that a federal statute or regulation applicable to the state educational agency (SEA) or a local education agency (LEA) program has been violated; (2) facts, including documentary evidence that supports the allegation, and (3) the specific requirement, statute, or regulation being violated. The following steps are to be followed by parents/guardians or the public when questions or complaints arise regarding the operation of the school district or federal programs administered by the Department of Elementary and Secondary Education (DESE) that cannot be addressed through other established procedures.

1. Complaints on behalf of individual students should first be addressed to the teacher or employee involved.
2. Unsettled matters from (1) above or problems and questions concerning individual schools should be presented in writing to the principal of the school. The principal will provide a written response to the individual raising the concern within five (5) business days of receiving the complaint or concern.
3. Unsettled matters from (2) above or problems and questions concerning the school district should be presented in writing to the superintendent. The superintendent will provide a written response to the individual voicing the concern within five (5) business days of receiving the complaint or concern.

*Reading is to the mind what exercise is to the body.*

*~Richard Steele*

4. If the matter cannot be settled satisfactorily by the attention of the entire Board, the Board will address each concern or complaint in an appropriate and timely manner.

The decision of the Board shall be final except in the case of complaints concerning the administration of federal programs. In that case the complainant may go to the appropriate section of DESE and from there on to the United States Secretary of Education.

The Board considers it the obligation of the professional and support staff of the district to field the questions of parents/guardians or the public. Accordingly, the district will inform patrons of this complaint procedure and its availability.

Complaints regarding district compliance with nondiscrimination laws will be processed according to policy AC. Employee grievances will be processed in accordance with the established employee grievance procedure or as otherwise required by law. All other grievances for which there is a specific policy or procedure will be addressed pursuant to that policy or procedure.

## LOCAL EDUCATIONAL AGENCY (LEA) PLAN

**What is an LEA Plan?** A school district may receive Title I funds only if the district has a state-approved LEA plan for implementing the Title I program. This plan is to help low-achieving students meet the Missouri Learning Standards. The LEA plan is to be developed in consultation with teachers, principals, administrators, other appropriate school personnel, and parents of children in schools served with Title I funds. Each district is required to review the LEA plan annually and to make any necessary changes in the district's Comprehensive School Improvement Plan (CSIP).

*You may have tangible wealth untold; caskets of jewels and coffers of gold.*

*Richer than I you can never be. I had a mother who read to me.*

*~Strickland Gilliam*

## 2016-17 LEA PLAN SUMMARY

1. The district will coordinate and integrate Title I services with other education services at the district or school level. Title I is used to help support the academic goals within the district. Teachers work with all staff members to ensure that each learner is receiving instruction based on their individual learning needs.
2. Migratory and former migratory children who are eligible to receive services under Title I are selected to receive such services on the same basis as other children receiving Title I services.
3. Title I services are delivered through targeted assistance (Sunrise) and a school wide program (Dear). Students identified as tier 3 receive intensive one-on-one or very small group instruction with a Title I teacher while those identified as tier 2 receive in-class small group instruction with the classroom teacher.
4. The LEA will provide instruction to students at risk of academic failure through push-in (Dear) and pull-out (Sunrise and Dear) instruction.
5. Title I instructional services are used for educational assistance to individual students assessed as needing help in meeting Missouri's Learning Standards. We currently employ 5.5 employees that are all highly qualified. This includes a full-time preschool teacher and 4.5 elementary reading teachers. We have no Title I math.
6. Evidence-based practices supported with Title I funds that will be implemented to strengthen the school's core academic program are Professional Learning Communities and tiered instructional support. Need for tier instructional support is determined via a universal screener (DIBELS Next, or Dynamic Indicators of Basic Early Literacy Skills), DRA reading levels, and teacher input.
7. The district will extend student learning time (if applicable) by providing before and after-school tutoring, summer programs, and other programs such as "Blast-Off" for students entering kindergarten, and first and grades. This was designed to be an introduction to the school year.

8. MAP Communication Arts scores, Developmental Reading Assessment (DRA), Scholastic Reading Inventory (SRI), DIBELS Next, NWEA MAP and text-based assessments including pre-, post-assessments and benchmarks may be used to help in diagnosis, teaching, and learning in the classroom enabling low-achieving children to meet the Missouri Learning Standards; to determine success of children served; and to determine what revisions need to be made.
9. For Targeted Assistance only (Sunrise), the assessments in #8 and the following may make up the multiple criteria used to identify eligible children most in need of services: teachers' objective checklists/academic indicators and developmentally appropriate assessments.

10. NA

11. Preschool services are supported with Title I funds. The research-based preschool curriculum chosen is "Project Construct". Services provided to Title I preschool students are 1/2 day, four days per week, with three-year-olds attending the morning session and four-year-olds the afternoon session. One day per week is used to collaborate with Head Start, Early Childhood Special Education (ECSE), area preschools and the families with children in the program.

12. The LEA has identified effective parental involvement processes and is providing educational activities. Throughout the year parents are invited to workshops based on their interests and family activities such as Book Fair Family Night, Family Literacy Nights, Polar Express Family Night, and Reading Resolutions Family Night, among others. Title I meetings are provided to review data and plan for the upcoming year. This is done in the spring of each school year.

*Reading is important, because if you can read, you can learn anything about everything and everything about anything.*

*~Towrie dePaola*