

Title I
Parent Handbook

2020-2021



Grades K-8

RSU 29

Hammond, Houlton, Littleton, Monticello
Greater Houlton Christian Academy

RSU 29 School District

Superintendent

Mrs. Ellen Halliday

207-532-6555

Title I Coordinator

Mrs. Melanie Blais

207-532-6555

Ext. 2

Questions or concerns?

Dear Parents,

If at any time you have questions and concerns about your child's program, please do not hesitate to contact the Title I coordinator, Mrs. Melanie Blais, 532-6555 Ext. 2 or contact the Title I staff at the building where your child is a student.



Houlton Elementary School
532-2285

Houlton Southside School
532-6027

Houlton Middle School
532-6551

Greater Houlton Christian Academy
532-0736

Please visit our district website at:
www.rsu29.org

or the Department of Education website
at:

www.state.me.us/education

District Website

The district website is available to all parents at www.rsu29.org. It provides useful information to parents including upcoming events and learning links for both reading and math.

Parent Engagement Activities:

A Parent Engagement Activity is held each year. Title I parents are invited to join the Director of Title I and Title I staff to receive an overview of the program. This event is filled with interactive activities designed to help parents and students become acquainted with the Title I staff and to also foster better communication between parents, students and staff. Notices for these meetings are sent home to parents in the weeks leading up to the event.

Contact Information:

If you have any questions, feel free to contact the Title I staff at Houlton Middle School, 207-532-6551 or via email.

Houlton Middle School Title I Staff:

Sarah Smith

sarah.smith@rsu29.org

Molly Cowan

molly.cowan@rsu29.org

Title I staff

Houlton Elementary School **532-2285**

Sally Cole-Reading Intervention specialist
Janet Murakami, Literacy coach
Kathleen Cowperthwaite, Charity Cyr,
Karen Donato, Kim McGary,
Brenda Robertson, Ellen Tidd
and Janna White

Houlton Southside School **532-6027**

Janet Murakami, Literacy coach
Mary Anne Hare, Christine Hunt,
Peggy Martin, Robbie McIntosh,
Peggy Mitchell and Kristie Weston

Houlton Middle School **532-6551**

Sarah Smith
Molly Cowan

The Title I staff may be reached at individual schools or at the district website: www.rsu29.org

Greater Houlton Christian Academy **532-0736** Bonnie Tidd



What is Title I?

The Every Student Succeeds Act, also known as the Elementary & Secondary Education Act, provides funds to assist state and local agencies in meeting the needs of children who are at risk of failing in reading, mathematics and science. Services to assist these children are provided through a program called Title I.

Parents can check the district website: www.rsu29.org for event listings and details.

At year's end, a survey will be distributed to all parents/guardians or Title I students asking for your feedback. This survey is one method in which **YOU** assist the school in planning, reviewing, and improving the Title I program.

Middle School Orientation Night, Middle School Open House and Parent/Teacher/Title Conferences:

During Middle School Orientation Night and Middle School Open House, parents will have the opportunity to meet directly with the Title I staff, familiarize themselves with the Title I program and ask questions.

Parent/Teacher/Title Conferences are held twice per year. Parents are strongly encouraged to attend on both conference dates, where they can meet with their child's Title I teacher to discuss their child's individual progress throughout the program.

Should a parent not be able to attend on the designated conference dates, they may request an alternative meeting date to discuss their child's progress.

are prioritized, as well as showing an interest in the child's school work

- The student's responsibility to prioritize and take pride in their school work and give their best effort
- The importance of maintaining ongoing communication between parents and teachers through annual conferences, reports on student progress, access to staff and opportunities for parents to participate in their child's education program

Parent(s) and or/guardian(s) are requested to sign and return the Student, Parent, Teacher Compact within five school days of receipt.

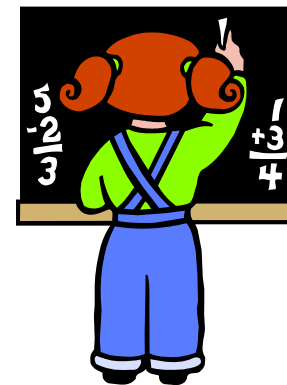
Communication:

Parents are informed of and invited to activities throughout the year that give them a better understanding of what is expected of their child and the type of instruction their child will be receiving. Activities that meet the school's Title I parent involvement requirements include:

- Middle School Orientation
- Middle School Open House
- Parent/Teacher/Title Conferences
- Parent Involvement Activities
- Emails and/or phone calls

How can Title I services help my child?

The Title I program will provide trained staff to work with your child on the skills that need improving. This assistance may occur in the regular classroom setting or in a small group setting.





Which schools provide Title I programming?

Title I services are provided to students in our elementary and middle school. These schools include:

Houlton Elementary School,
Houlton Southside School
Houlton Middle School
Greater Houlton Christian Academy

Title I also serves children who attend private schools.

Houlton Middle School Parent Involvement Policy & Plan

Policy Statement:

The Houlton Middle School, in accordance with RSU 29's board policy, encourages parental involvement in all school activities and programs.

School-Wide Program

The Title I program at Houlton Middle High School operates on a school-wide basis unlike targeted assistance programs. This means that any student in grades 6-8 who needs additional interventions and support may receive it at any time.

The student, parent, teacher compact outlines how parents, school staff and students will share the responsibility for improved student academic achievement, specifically:

- Houlton Middle School's responsibility to provide high-quality curriculum instruction in a safe, nurturing educational environment where a variety of methods are used for learning and assessment.
- The parent's responsibility to support their child in reaching their academic goals, including establishing a safe nurturing home environment where learning is encouraged and academics

If you have any further questions, feel free to contact the Title I staff at Houlton Southside School at 532-6027 or email Title I staff.

MaryAnne Hare
maryanne.hare@rsu29.org

Christine Hunt
christine.hunt@rsu29.org

Peggy Martin
peggy.martin@rsu29.org

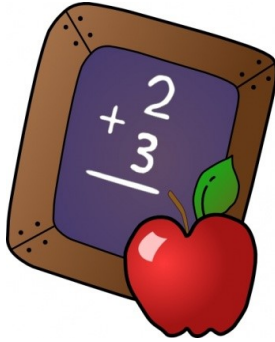
Robbie McIntosh
robbie.mcintosh@rsu29.org

Peggy Mitchell
peggy.mitchell@rsu29.org

Kristie Weston
kristie.weston@rsu29.org

Title I generally offers:

- Tutorial intervention services in small groups or within the regular classroom setting.
- Parent education and involvement
- Additional staff to provide services
- After school learning opportunities at H.S.S. and Houlton Middle School
- Summer learning opportunities
- Professional development for school staff
- Extra instructional materials and supplies



How does the district receive Title I funds?

The federal government provides funding for each state. Maine's Department of Education distributes the funds to each school that qualifies and supervises the implementation of the Title I Program.

Every Trimester Newsletter and/or e-newsletter:

This newsletter and/or e-newsletter will be sent home or emailed to parents on a trimester basis. The purpose of this newsletter will be to inform parents of upcoming activities and give helpful tips in reading and math.

District Website:

The district website is available to all parents at www.rsu29.org. It provides useful information to parents. Listed are upcoming events and learning links for both reading and math.

Parent Engagement Activities:

Every year Title I parents are invited to meet with the director of Title I to receive an overview of the program. Our Title I staff holds a meet and greet evening with activities to become acquainted with the Title I staff and to foster better communication among parents, students, and staff.

Activities that occur to meet the school's Title I parent involvement requirements are:

- Open House and/or Parent/Title Conferences
- Every trimester newsletter and/or e-newsletter
- District Website
- Parent Engagement Activities
- Email or phone calls

At year's end, a survey will be distributed to all parents/guardians of Title I students for their feedback. This survey is one method in which **you** assist the school in planning, reviewing, and improving the Title I program.

Open House and Parent/Teacher/Title Conferences:

During Open House, parents will have the opportunity to meet with the Title I staff and ask questions.

Parents are strongly encouraged to meet with their child's Title I teacher(s) to discuss their child's progress at each Parent/Teacher/Title Conference.

Identifying students for Title I

Houlton Elementary & Houlton Southside Schools conduct data meetings in literacy & math to determine which students need intervention through Title I. The lowest performing students are identified for intervention services. An individualized intervention plan is developed for each student.

Literacy Services

Diagnostic Indicators of Basic Early Literacy Skills (**DIBELS**) has several components including phonics, phonemic awareness, fluency, vocabulary and comprehension. The team will also review **Reading Street Assessments & Developmental Reading Assessments**.

STAR Reading is used in Grades 3-8

Mathematic Services

Grades K-5 **Bridges Math** core program assessments and diagnostic assessments may be administered as needed.

Grades 6-8 **Reveal Math** assessments and **STAR Math** diagnostic assessments are used to assess student achievement.

*Houlton Southside & Houlton Middle School staff also conducts data meetings to review student performance on STAR Math & STAR Reading Assessments.

*Criteria for selection is based on multiple sources such as: teacher referral, assessment results and present academic performance.

*The number of students receiving assistance is determined by the availability of services, with priority being given to those students performing at the lowest percentile. Progress will be screened at least three times a year.



Houlton Southside School Parent Involvement Policy & Plan

Policy Statement:

The Houlton Southside School, in accordance with RSU 29's board policy, encourages parental involvement in all school activities and programs.

Title 1 Permission slip and Student, Parent, and Teacher Compact:

Parent(s) and/or guardian(s) are requested to sign and return the permission slip within 5 school days of receipt. Parents, students, and teachers are asked to sign the compact before or at the first scheduled Parent/Teacher Conference. As a part of our compact, parents are asked to provide home/school connections to ensure their child's success.

Communication:

Parents are informed by letter if their child is eligible for Title 1 services. Parents will also receive periodic reports informing them of their child's progress.

Parents are informed of and invited to activities throughout the year that give them a better understanding of what is expected of their child and the type of instruction their child will be receiving.

If you have any further questions, feel free to contact the Title I staff at Houlton Elementary School, 532-2285 or email the staff.

**Houlton Elementary School
Email Addresses:**

Sally Cole

sally.cole@rsu29.org

Janet Murakami

janet.murakami@rsu29.org

Kathleen Cowperthwaite

kathleen.cowperthwaite@rsu29.org

Charity Cyr

charity.cyr@rsu29.org

Karen Donato

karen.donato@rsu29.org

Kim McGary

kimberly.mcgary@rsu29.org

Brenda Robertson

brenda.robertson@rsu29.org

Ellen Tidd

ellen.tidd@rsu29.org

Janna White

janna.white@rsu29.org

Highly qualified teachers

ESEA (Elementary & Secondary Education Act) requires districts to employ staff that are highly qualified.

- Each year teachers must complete a survey to determine their teaching assignments and if they are highly qualified to teach those classes.
- Staff that are not highly qualified will develop an action plan with specific steps they will take to obtain the highly qualified status within two years.
- Parents will be provided a letter at the beginning of each school year that notifies them of their right to request whether their child(ren's) teacher(s) are qualified or not.
- Parents will also be notified by principals if their child(ren) is being taught by a teacher who is not highly qualified for more than four weeks.

Involving and communicating with parents

- Progress reports/Report cards
- Parent/Teacher Conferences
- Informational letters
- District and individual school websites
- Phone contact/emails
- Home/school/student compact agreements
- Newsletters
- Open house/parent informational meeting
- Parent engagement events
- Parent/Teacher Organization

tivities that occur to meet the school's Title I parent involvement requirements are:

Open House
Parent/Teacher/Title Conferences
Family Fun Night
District Website

At year's end, a survey will be distributed to all parents/guardians of Title I students for their feedback. This survey is one method in which **you** assist the school in planning, reviewing, and improving the Title I program.

Open House and Parent/Teacher/Title Conferences

During Open House, parents will have the opportunity to meet with the Title I staff and ask questions. Parents are strongly encouraged to meet with their child's Title I teacher(s) to discuss their child's progress at each Parent/Teacher/Title Conference.

District Website

The district website is available to all parents at www.rsu29.org. It provides useful information to parents. Listed are upcoming events and learning links for both reading and math.

Houlton Elementary School Parent Involvement Policy & Plan

Policy Statement

The Houlton Elementary School, in accordance with RSU 29's board policy, encourages parental involvement in all school activities and programs.

Title I Permission slip and Student, Parent, and Teacher Compact:

Parent(s) and/or guardian(s) are requested to sign and return the permission slip within 5 school days of receipt. Parents, students, and teachers are asked to sign the compact on or at the first scheduled Parent/Teacher Conference. As a part of our compact, parents are asked to provide home/school connections to ensure their child's success.

Communication

Parents are informed by letter if their child is eligible for Title I services. Parents will also receive periodic reports informing them of their child's progress.

Parents are informed of and invited to activities throughout the year that give them a better understanding of what is expected of their child and the type of instruction their child will be receiving. Ac-

Progress Reports



At the end of each Trimester, a Title I progress report is sent home with each student receiving pull-out intervention.

This report will tell parents about their child's progress. The information is based on performance during intervention (small group pull-out instruction).

This is NOT a report of performance in the classroom.



Maine Adequate Yearly Progress System

The State of Maine introduced the A.Y.P. system so students, parents, taxpayers and others could easily understand how their schools are doing in relation to specific identified criteria.

The goal of this A.Y.P. system is to provide a starting point, with simple, easy-to-understand information for parents. Administrators should also be prepared to explain their school's performance to their communities. No one score or grade tells the whole story of a school.

That's why the A.Y.P. system is based on several factors, including student achievement in reading and math, growth/progress in achievement, student attendance and graduation rates.

We encourage parents and others to dig deeper by visiting the [Education Data Warehouse](#), which contains multi-year, detailed information about each school and provides the ability to compare a school to others using a wide range of measures. After checking the data, [get involved](#) by asking informed questions of your school and district administrators.

To enter the Maine Education Data Warehouse online, go to:

<http://www.maine.gov/doe/dataresources/warehouse.html> or <https://www.maine.gov/doe/testing-Accountability/ESSA>

Parents may also request from their child's principal, a paper version of their child's school results.

