



New Lenox School District 122 Title I Handbook

New Lenox School District 122
102 S. Cedar Road
New Lenox, IL 60451

Table of Contents

PHILOSOPHY & MISSION STATEMENT	3
TITLE I TARGETED ASSISTANCE PROGRAMS	3
TITLE I DISTRICT E- PLAN	3
TITLE I GRANT.....	3
PROGRAM GOALS	4
HOMELESS STUDENTS.....	4
PROFESSIONAL DEVELOPMENT	5
EQUITABLE SHARE FOR PRIVATE SCHOOLS	5
PARENTAL INVOLVEMENT	6
COMMUNICATION AND TEAMWORK.....	6
HIGHLY QUALIFIED PARAPROFESSIONAL REQUIREMENTS.....	6
HIGHLY QUALIFIED TEACHER REQUIREMENTS	6
HIGHLY QUALIFIED TEACHER RESPONSIBILITIES.....	7
HIGHLY QUALIFIED PARAPROFESSIONAL RESPONSIBILITIES	7
TITLE I SCHOOL TEAM RESPONSIBILITIES.....	7
INVENTORY LISTS	8
PARENTAL COMMUNICATION	8
SCHOOL MEETINGS.....	8
SERVICES PROVIDED	8
STEVENS AMENDMENT.....	8

PHILOSOPHY & MISSION STATEMENT

To enable disadvantaged children and youth to meet or exceed high academic state standards, the National Title I Association builds the capacity of state and local educators for leadership, support and advocacy in the design and effective implementation of programs under Title I of the Elementary and Secondary Education Act (ESEA).

TITLE I TARGETED ASSISTANCE PROGRAMS

The New Lenox School District 122 has targeted assistance Title I programs. A targeted assistance school program receives Title I, Part A funds, and provides supplemental educational services to eligible children identified as having the greatest need for special assistance. Educational services are provided to a select group of children identified for failing, or most at risk for failing, to meet the Illinois Learning Standards. Staff uses multiple measures of student academic achievement to determine which students are eligible to participate in the program.

TITLE I DISTRICT PLAN

The New Lenox School District's Title I Plan was developed in consultation with teachers, principals, administrators, parents of children in the schools served under Title I, and other appropriate school personnel, including those involved with other programs defined under the NCLB/ESSA act. The Plan is written and maintained in IWAS. The coordination of services take into account other Title programs, the Individuals with Disabilities Education Act (IDEA), Homeless Assistance Act, and other Acts as appropriate. These plans will remain in effect for the duration of the district's participation in Title I programs. The district periodically reviews and, if necessary, revises its plan. This plan is maintained on the Illinois Interactive Report Card's Rising Star Plan.

TITLE I GRANT

The Title I Grant is written and maintained in IWAS in consultation with ISBE's assigned principal consultant, New Lenox School District's Curriculum Director/Title I Director, Superintendent, business manager, building principals, highly qualified reading and math teachers, Title I paraprofessionals, support staff, and community members, including parents.

PROGRAM GOALS

The goals listed below were developed in collaboration with many stakeholders. The Superintendent, building principals, highly qualified reading and mathematics teachers, paraprofessional aides, parents, and support staff work together to realize the full potential of each of these goals within our school-wide programs.

GOAL 1

95% of District Title I eligible and participating students will demonstrate a total of 15% gain (5% gain for each of three probes assessments in reading fluency and comprehension as measured by Pre(Sept)/Post(May) aimswebPlus assessment).

GOAL 1: Activity

To provide remedial reading services to identified at-risk students in targeted assistance Title I buildings through the use of reading specialists and teachers. In addition, Title I funds will be used to provide additional instructional materials to enhance student achievement for Title I remedial reading students.

GOAL 1: Evaluation

Using the research-based aimswebPlus, students will be assessed 3 times a year in reading fluency and comprehension (procedures). Measurable benchmarks (protocols) will be established upon local and national norms. The goal of increasing reading achievement will be evaluated as successful if 95% of Title I students' demonstrate a total 15% gain (5% for each of three probes assessments) in reading fluency and comprehension as measured by Pre(Sept)/Post(May) aimswebPlus assessments).

GOAL 2

With support of effective instruction enhanced by professional development, 95% of District Title I eligible and participating students will demonstrate a total of 15% gain (5% gain for each of three probes assessments in reading fluency and comprehension as measured by Pre(Sept)/Post(May) aimswebPlus assessment).

GOAL 2: Activity

To send reading specialists and teachers of Title I students to outside workshops related to ELA writing, common core state standards, non-fiction reading in the areas of science and social studies and technology that directly relate to best practices.

GOAL 2: Evaluation

Improvement of teacher performance will be measured by examining each teacher's students' performance using aimswebPlus scientifically based objective system. Students will be assessed 3 times a year in fluency/comprehension (procedures) using aimswebPlus. Measurable benchmarks (protocols) will be established based upon local/national norms. The goal of increasing teacher performance will be successful if students' fluency and reading scores increases a minimum of 5% after each probe.

HOMELESS STUDENTS

New Lenox School District 122 Title I program ensures that all homeless children and youth have equal access to the same free, appropriate public education as provided to other children and youth. The District Title I Grant has a set-aside to provide resources for homeless students. Emily Schissler is NLS 122 Homeless Liaison and can be reached at 815-485-2169.

PROFESSIONAL DEVELOPMENT

The New Lenox School District 122 Title I program significantly elevates the quality of instruction by providing staff in participating schools with substantial opportunities for professional development. Title I professional development directly correlates to the goals of the Title I program and ensuring the realization of each of those goals. An in-house staff development program called New Lenox University has been formed to provide staff with training.

EQUITABLE SHARE FOR PRIVATE SCHOOLS

The New Lenox School District 122 Title I program offers services for private school participants designed to meet their education needs and to supplement the educational services provided by the private school. These services are provided and designed through a consultation between the New Lenox School District's Title I Director and the Private School principals. Title I services and/or benefits must be secular, neutral, and non-ideological.

PARENTAL INVOLVEMENT

The New Lenox School District 122 has established goals, activities, and evaluations to increase the parental involvement within the district. Parental involvement is used to increase literacy and mathematical skills within the home for all our students within the Title I program.

COMMUNICATION AND TEAMWORK

The New Lenox School District 122 Title I program is established around programs that aim at not fragmenting or duplicating a student's educational services. It has been established that each school has a team that works to establish communication and effective team strategies to meet the needs of all Title I students. The Title I teams consist of teachers, principals, administrators, parents of children in the schools served under Title I, and other appropriate school personnel, including those involved with other programs defined under the NCLB/ESSA act.

HIGHLY QUALIFIED PARAPROFESSIONAL REQUIREMENTS

All paraprofessionals hired after the date of enactment of the No Child Left Behind Act of 2001 (January 8, 2002) and working in a program supported with Title I funds shall have

- Completed at least four years of study at an institution of higher education;
- Obtained a bachelor's (or higher) degree; or
- Met a rigorous standard of quality and can demonstrate, through a formal state or local academic assessment
- Knowledge of, and the ability to assist in instructing, reading, writing, and mathematics; or
- Knowledge of, and the ability to assist in instructing, reading readiness, writing readiness, and mathematics readiness, as appropriate.

HIGHLY QUALIFIED TEACHER REQUIREMENTS

A teacher w/ primary responsibility for content in core subjects is HQ if he/she: 1. Holds an elementary or a special K-12 certificate with endorsement for self-contained general elementary education; and has passed the Elementary/Middle Grades test; or 2. Holds an elementary or a special K-12 certificate valid for the subject(s) taught; and has passed the applicable content area test; or 3. Holds a valid early childhood primary grades certificate; and has passed the Early Childhood test (applicable only through Grade 3); or 4. Holds a valid elementary, early childhood or special K-12 certificate for subject(s) taught; qualifies with 100 points under the Illinois HOUSSE (if applicable).

A teacher w/primary responsibility for content in core subjects, is HQ if he/she holds a valid elementary, special K-12 or secondary certificate for subject(s) taught and: 1. Has passed the Elementary/Middle Grades test; or 2. For each core subject area of teaching responsibility: →has passed the content-area test specific to subject taught, or →has completed a major or coursework equivalent to a major, or →holds a MA or higher in a field relevant to area of assignment, or →holds certification from the National Board for Professional Teaching Standards (NBPTS) or an IL Master Cert., or →qualifies with 100 pts. under IL HOUSSE, if applicable.

All New Lenox School District 122 teachers and paraprofessionals are highly qualified.

HIGHLY QUALIFIED TEACHER RESPONSIBILITIES

New Lenox School District 122's teachers have the following responsibilities:

1. Hold caseload of all Title I students
2. Assist students in the classroom with supplementary instruction beyond the classroom instruction
3. Pre-teach or re-teach vocabulary words or mathematical concepts covered
4. Evaluate the progress of all Title I students and design and prepare student progress reports
5. Prescribe the lessons that the students will work on during Title I time
6. Perform all student selection requirements for Title I participation
7. Schedule parent meetings and communicate student progress
8. Communicate with all major stakeholders in the school and keep written documentation

HIGHLY QUALIFIED PARAPROFESSIONAL RESPONSIBILITIES

New Lenox School District 122's paraprofessionals have the following responsibilities:

1. Carry out lessons/activities, instructional support, and evaluate the achievement of students as directed and prepared by the teacher
2. Work in close and frequent proximity with the teacher
3. Provide one-on-one tutoring if such tutoring is scheduled at a time when a student would not otherwise receive instruction from a teacher
4. Assist with classroom management, such as, organizing instructional materials
5. Provide instructional assistance in a computer laboratory
6. Conduct parental involvement activities
7. Act as a translator
8. Provide instructional support services under the direct supervision of a highly qualified teacher

TITLE I SCHOOL TEAM RESPONSIBILITIES

New Lenox School District 122 has Title I school teams at each school. The following are responsibilities and goals of the Title I teams:

1. Plan, monitor, and evaluate the Title I professional development plan
2. Coordinate educational events/activities for families
3. Identify, plan, and monitor resources available for homeless students
4. Ensure equitable share to all private schools
5. Evaluate, revise, and implement all activities outlined in the Title I E-Plan
6. Communicate all goals outlined in the Title I Plan
7. Implement all activities outlined in the Title I Plan
8. Benchmark and evaluate the goals outlined in the Title I Plan

INVENTORY LISTS

It is the responsibility of all Title I staff members to request inventory through the Curriculum Department. All purchase will be made and recorded in this department. All materials, equipment, supplies, and other assets are inventoried.

PARENTAL COMMUNICATION

It is the responsibility of all Title I staff members to promote two-way parent communication. This can be done through emails, calls, newsletters, websites, and parent meetings. A combination of all of these forms of communication is recommended.

SCHOOL MEETINGS

It is the responsibility of all Title I staff members to attend, participate, and engage in all school meetings. Meetings include content area meetings, grade level meetings, professional development meetings, committee meetings, team meetings, problem-solving meetings, student program planning meetings, and other meetings as directed by the building principal.

SERVICES PROVIDED

The New Lenox School District 122 targeted-assistance programs have been organized and implemented to provide the greatest impact to the student population at risk within each designated school. The services vary at each school and can vary year-to-year depending on funding. The list below is a non-exhaustive list to help identify the services that our Title I programs offer.

1. Reading Specialist Support
2. Access to Technology
3. Assistance to Students in Mathematics and Reading
4. Differentiated Instruction
5. Parental Involvement Workshops
6. Professional Development
7. Research-Based Instruction
8. Recruitment and Retention of Highly Qualified Staff Members

STEVENS AMENDMENT

The New Lenox School District 122 abides by the Stevens Amendment in compliance with Public Law 100, 463, Section 8136. The total cost of the program and dollar amount of federal funds used for programs is published on the website. Items purchased with Title I funds will be labeled accordingly.

COMPLIANCE SIGNATURE FORM

New Lenox School District 122
102 S. Cedar Road
New Lenox, IL 60451
815-485-2169

REQUIREMENT: All Title I staff/team members should sign this form at the beginning of each school year. The signature form should be submitted to the Curriculum Department.

CERTIFICATION: This letter is to document and certify that you have read and will comply with the entire Title I handbook, Title I Grant, Title I District Plan, and all board policy as it relates to the Title I programs. In addition, you are certifying that you fully understand all policy and mandates as it relates to this program.

Please sign your name within the box listed below.

SIGNATURE OF TITLE I STAFF/TEAM MEMBER

SIGNATURE OF CURRICULUM/TITLE I DIRECTOR

DATE OF SUBMISSION TO TITLE I DIRECTOR

Dr. Margaret Manville, Superintendent
Dr. Marianne Cucci, Director of Curriculum and Instruction