

Please sign and return this page of the CSPS Title I Parent and Family Engagement Policy to your child’s teacher. If you have any questions about reading services, please contact Michelle Vest, Reading Specialist or Mary Motley, Reading Specialist at (804) 769-3434. If you have any questions about math services, please contact Rachel Ball, Principal at (804) 769-3434.

As a parent or guardian of a Title I student at Cool Spring Primary School,

I, _____ have reviewed the Title I Parent and
Parent's / Guardian's Name
Family Engagement Policy.

Signature

Date

Cool Spring Primary School Parent and Family Engagement Policy

Cool Spring Primary School jointly developed this parental and family engagement policy in consultation with school personnel, community members, and parents and adopted it on October 31, 2009. A list of committee members responsible for the writing of this policy can be found in Appendix A. This policy was distributed to parents of participating children and to the extent practicable, provided in a language the parents can understand. This policy shall be made available to the local community by the King William County School Division's Web page and a copy will also be available in the main office of the school. If the Title I plan is not satisfactory to the parents of participating children, the King William County School Division will submit any parent comments with the application when the plan is submitted to the state. This parent involvement plan will be updated annually to meet the changing needs of parents and the school.

This policy was revised on September 28, 2017 by the reading specialists at Cool Spring Primary School, the building principal and the Assistant Superintendent of Instruction.

Part 1. POLICY INVOLVEMENT

Cool Spring Primary School in conjunction with the King William County Public Schools Division will:

- (1) Convene at an annual meeting in November to notify all parents of their school's participation in Title I and to explain the requirements of Title I, and the right of the parents to be involved.
- (2) Offer a flexible number of meetings for the Title I Committee.
- (3) Involve parents in the planning, review, and improvement of the school's Title I program, including the planning, review, and improvement of the school's parental and family engagement policy.
- (4) Provide parents of participating children:
 - (A) information about Title I programs will be provided to participating families of qualifying students upon entering the program. Information shared will include:
 - a. a description and explanation of the curriculum in use at the school
 - b. the forms of academic assessment used to measure student progress
 - i. proficiency levels students are expected to meet according to the PALS, Phonological Awareness Literacy Screening, student summary report in reading
 - ii. proficient levels students are expected to meet according to the MAP (Measures of Academic Progress) student progress report in math
 - (B) if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the

education of their children, and respond to any such suggestions as soon as practicably possible.

- (5) The parents of participating children will have an opportunity to express comments and concerns about the Title I Parent and Family Engagement policy during the annual review of the plan. All comments will be taken into consideration and addressed by the LEA, Local Educational Agency.

Part 2. SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT

SCHOOL-PARENT COMPACT

Cool Spring Primary School and the parents of the students participating in activities, services, and programs funded by Title I, Part A, of the Elementary and Secondary Education Act (ESEA) and the participating children, agree that this compact outlines how the parents, the school staff, and students will share the responsibility for improved student academic achievement. Also, the means by which the school and parents will build and develop a partnership that will help children achieve the state's high standards.

REQUIRED SCHOOL-PARENT COMPACT PROVISIONS

School Responsibilities

Cool Spring Primary School will provide:

1. Early and targeted intervention for students who need additional assistance such as, but not limited to, coaching, one-on-one or small group instruction and STAT, Student Teacher Assistant Team, referrals.
2. Small group math and reading tutoring
3. Ongoing professional development for Title I Instructors to ensure that instruction is provided with fidelity.
4. Opportunities to discuss the Title I program and its initiatives will be provided throughout the year during Title I meetings, family nights, and/or parent-teacher conferences.
5. Parents with opportunities to discuss their children's progress. Contact between Title I Instructors and participating families will be provided in the following ways:
 - a. Phone calls as necessary
 - b. Emails as necessary
 - c. Parent-Teacher conferences
6. Parents' reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:
 - a. Open House

- b. Title I Night
 - c. One Book, One School
 - d. Parent/Teacher Conference Days
 - e. Upon request: Before and After School and Planning Time
 - f. **Title I Meetings will be held on the following days:**
 - i. **Monday, October 16, 2017- CSPS Libray at 3:30**
 - ii. **Tuesday, November 7, 2017 - CSPS 2:00-7:00 Parent-Teacher Conferences**
 - iii. **Thursday, November 16, 2017 - CSPS 6:00-7:30 Title I Family Night**
 - iv. **Thursday, February 22, 2018 - CSPS 6:00-7:30 One Book One School**
7. Parents opportunities to volunteer and participate in their child's class, and to observe classroom activities.

Title I Instructor Responsibilities

The *Title I Instructors* will provide:

- 1. A positive attitude about learning while working with students.
- 2. High quality curriculum and instruction in a supportive and effective environment.
- 3. A home learning environment for the students by providing appropriate take home learning activities.
- 4. Parent meetings with due consideration to parent/family needs.
- 5. Progress monitoring of students
 - a. in reading: using concept of word assessments (Kindergarten), Leveled Literacy running records (1st and 2nd Grade), Observational Survey of Early Literacy Achievement (Reading Recovery) and running records (Reading Recovery.)
 - b. in math: using MAP assessments three times a year
- 6. Parent contact (phone, written, in person) as necessary.
- 7. On-going professional development through coaching and support.

Parent Responsibilities

As a *parent of a Title I student* at Cool Spring Primary will support our children's learning in the following ways:

- 1. Monitoring attendance.
- 2. Provide a quiet study time at home and encourage good study habits.
- 3. Limit my child's TV viewing and help select worthwhile programs.
- 4. Be a positive role model for my child.
- 5. Express high expectations and offer praise and encouragement for my child.
- 6. Involve my child in problem-solving situations.
- 7. Take my child to the public library.
- 8. See to it that my child attends school regularly with paper, pencils, books, and homework.
- 9. Encourage my child to read by reading to him/her and by reading myself.
- 10. Establish a daily family routine.
- 11. Find out how my child is doing in school by communicating with the school.

12. Volunteer in my child's classroom.
13. Participate in decisions relating to my child's education.
14. Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.
15. Serving, to the extent possible, on policy advisory groups.

Student Responsibilities

As a ***Title I Student*** at Cool Spring Primary School, I will:

1. Attend school regularly prepared to work with paper, pencils, books and homework.
2. Discuss with my parents/guardians what I am learning in school.
3. Limit my television viewing, use of electronics and use time wisely.
4. Visit the public library or school library at least once a week.
5. Read with an adult or older sibling often.
6. Complete homework assignments to the best of my ability.
7. Show a positive attitude about learning.
8. Show respect for your parents, teachers, and others.

Part 3. BUILDING CAPACITY FOR INVOLVEMENT

To ensure effective involvement of parents and to support a partnership among the school, parents, and the community, Cool Spring Primary School and King William County School Division assisted under this part:

- (1) Shall provide assistance to parents of children served by Cool Spring Primary School and the King William County School Division, as appropriate, in understanding such topics as the state's academic content standards and state student academic achievement standards, state and local academic assessments through the Program of Studies published annually; also monitor a child's progress and work with educators to improve the achievement of students through interim reports, report cards and weekly folders and phone/email messages as necessary.
- (2) Shall provide materials and training to help parents work with their children to improve individual achievement, such as literacy training and using technology, as appropriate, to foster parental involvement through designated PTA meetings, programs for parents regarding literacy training and the use of technology and through offering resources on the KWCPs Home Page and the CSPS Home Page.
- (3) Shall educate staff in the value and utility of contributions of parents and how to communicate and work with parents as equal partners.
- (4) Shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and in a language that parents can understand.
- (5) Shall provide such other reasonable support for parental involvement activities

under this section as parents may request.

- (6) May provide necessary literacy training from funds received under this part if the local educational agency has exhausted all other reasonably available sources of funding for such training.
- (7) May arrange school meetings at a variety of times.
- (8) May adopt and implement model approaches to improving parent and family engagement.

Part 4. ACCESSIBILITY

Cool Spring Primary School shall provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, in a format that is practicable and in a language that parents can understand. Our facility is ADA certified; therefore, parents who are physically impaired are able to participate in the building activities.