



Coldwater Exempted Village Schools Title I Parent Handbook 2023-2024

Title I Parent Handbook

This parent handbook is provided to familiarize you with the Title I program at Coldwater Exempted Village Schools. The Title I program is developed through the efforts of parents, teachers, administrators, and Title I staff. In this handbook you will find the following: ***Staff members, an overview of the program, multi-criterion on how students are selected, school-parent engagement district policy, school-parent engagement plan, parent rights notice, school-parent compact, and parent resources.***

Title I: Staff

Title I teacher: Sara Smith

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Title I: An Overview

Title I is a federally funded education program that works to give all qualified students a chance to achieve proficiency on Ohio's challenging academic achievement standards. Its purpose is to prevent failure by ensuring that more children experience success in school. Sometimes children need assistance to meet the standards Ohio has set for all children. This includes children who:

- Have trouble reading words
- Read below their grade level
- Have trouble understanding what they read
- Have trouble with reading fluency which impacts the student's comprehension

Classes for the program take place during the regular school day and will meet 4 to 5 times each week for 20 to 30 minutes each time. During the class, your child will review reading skills appropriate for their grade level. The regular classroom teacher and the Title I teacher will work closely together to reinforce the skills covered in the regular classroom. This program is a remediation tool, and the goal is to strengthen your child's reading skills.

Participation in the Title 1 program is based upon parent/guardian approval. You do have the right to refuse assistance for your child.

Title I: Student Multi-Criterion Selection

The program is planned through a series of steps.

Kindergarten: In the middle of the school year, all Coldwater students participated in the Acadience reading assessment, which is an universal screener designed to provide information about each student's current basic reading performance. This information, along with recommendations from his/her classroom teacher, indicates that your child would benefit from some small group review. The tool to provide this intervention at Coldwater is the Title I program.

Grades 1-3: At the beginning of the school year, all Coldwater students participated in the Acadience reading assessment, which is an universal screener designed to provide information about each student's current basic reading performance. This information along with a pre-reading screener and regular classroom teacher recommendations and prior experience in Title I services indicates that your child would benefit from small group review.

Title I: School-Parent Engagement Policy

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TITLE I PROGRAMS

The Title I program is based on an annual assessment of educational needs. This assessment includes identification of educationally deprived children in the public and private schools in this District. Title I services are provided to all eligible, educationally deprived students.

The Board believes parent and family involvement is a vital part of the Title I program. The Superintendent/designee jointly develops with and distributes to parents of children participating in Title I programs within the District a written parent and family involvement policy and guidelines. The written parent and family involvement policy includes a School-Parent Compact jointly developed by the school and the parents. The requirements of the policy, compact and guidelines are consistent with Federal and State law.

Parent and family involvement includes, but is not limited to, parent and family contribution to the design and implementation of programs under this title, development of support and improvement plans, participation by parents and family members in school activities and programs, and training and materials that build parents' and family members' capacity to improve their children's learning in both the home and the school. To build a partnership between home and school, the District:

1. informs the parents and family members of the program, the reasons for their children's participation and the specific instructional objectives;
2. trains parents and family members to work with their children to attain instructional objectives;
3. trains teachers and other staff involved in programs under this title to work effectively with the parents and family members of participating students;
4. develops partnerships by consulting with parents and family members regularly;
5. provides opportunities for parents and family members to be involved in the design, operation and evaluation of the program and
6. provides opportunities for the full participation of parents and family members who lack literacy skills or whose native language is not English. Title I funds are used only to augment, not to replace, state and local funds. The Board uses these funds to provide equivalent or comparable educational services in all schools receiving Title I assistance.

File: IGBJ

PARENT AND FAMILY INVOLVEMENT IN EDUCATION

(Version 1)

The Board believes that parent and family involvement is an important part of the educational program. Current research indicates that a home-school partnership and greater involvement on the part of parents and families in the education of their children generally result in higher achievement scores, improved student behavior and reduced absenteeism. All parents, family members and foster caregivers are encouraged to take an active role in the education of their children or foster children.

The Board directs the administration to develop along with parents, family members and foster caregivers the necessary regulations to ensure that this policy is followed and that parent and family involvement is encouraged. The regulations are to:

1. encourage strong home-school partnerships;
2. provide for consistent and effective communication between parents and family members or foster caregivers and school officials;
3. offer parents and family members or foster caregivers ways to assist and encourage their children or foster children to do their best and
4. offer ways parents and family members or foster caregivers can support classroom learning activities.

In addition, building administrators/designees of schools receiving Title I funds will jointly develop with and distribute to parents of children participating in Title I programs a written parent and family involvement policy and guidelines. The requirements of the policy and guidelines are consistent with Federal and State law.

Board Policy: Section I: Instruction: Policy: IGBJ & IGBL, pages 53-55 found on [CEVS District Information Website](#)

Title I: School-Parent Engagement Plan

School-Parent & Family Engagement Plan Coldwater Exempted Village Schools School Years 2020-2025

In support of strengthening student academic achievement, Coldwater Exempted Village Elementary School receives Title I, Part A funds and must jointly develop with, agree upon with, and distribute to parents and family members of participating children a written parent and family engagement policy that contains information required by section 1116(b) and (c) of the Every Student Succeeds Act (ESSA). The policy establishes the school's expectations for parent and family engagement and describes how the school will implement a number of specific parent and family engagement activities, and it is incorporated into the school's plan submitted to the district.

Coldwater Exempted Village Elementary School agrees to implement the following requirements as outlined by Section 1116:

- Involve parents, in an organized, ongoing and timely way, in the planning, review and improvement of programs under Title I, Part A, including the planning, review and improvement of the school parent and family engagement policy and the joint development of the targeted assistance or schoolwide program plan.
- Update the school parent and family engagement policy periodically to meet the changing needs of parents and the school, distribute it to the parents of participating children and make the parent and family engagement policy available to the local community.
- Provide full opportunities, to the extent practicable, for the participation of parents with limited English proficiency, parents with disabilities and parents of migratory children, including providing information and school reports required under Section 1111 of ESSA in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language parents understand.

- If the school program plan under Section 1114(b) of ESSA is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the local educational agency.
- Be governed by the following statutory definition of parent and family engagement and carry out programs, activities and procedures in accordance with this definition:
 - Parent and family engagement means the participation of parents in regular, two-way and meaningful communication involving student academic learning and other school activities, including ensuring:
 - Parents play an integral role in assisting their children’s learning;
 - Parents are encouraged to be actively involved in their children’s education at school;
 - Parents are full partners in their children’s education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their children; and
 - Other activities are carried out, such as those described in Section 1116 of ESSA.

The school parent and family engagement policy includes a description of how the school will implement or accomplish each of the following components:

- Jointly Developed

Coldwater Exempted Village Elementary will take the following actions to involve parents in an organized, ongoing and timely manner in the planning, review and improvement of Title I programs, including opportunities for regular meetings, if requested by parents, 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.

*Parents/Guardians will be afforded the opportunity to provide timely and relevant feedback in regard to the planning, review, and improvement of Title I programs in the following manner: 1. Opportunities to complete parent/guardian surveys pertinent to the Title I program; 2. Direct feedback to the teacher(s)/principal during Parent/Teacher conferences; 3. Attendance at the school’s Title I Parent/Guardian meeting.

- Annual Title I Meeting

Coldwater Exempted Village Elementary will take the following actions to conduct an annual meeting, at a convenient time, and encourage and invite all parents of participating children to attend to inform them about the school’s Title I program, the nature of the Title I program, parents’ requirements, the school parent and family engagement policy, the schoolwide plan, and the school-parent compact.

* As prescribed in the federal requirements for implementation and participation in Title I programs, Coldwater Exempted Village Elementary will conduct an annual Title I Engagement Meeting during the first nine weeks of school to inform and engage parents in the support of childhood literacy. Coldwater Exempted Village Elementary recognizes and values the input,

cooperation, and collaborative nature of parents in the ongoing efforts to enhance student access and opportunity to Title I initiatives.

- Communications

Coldwater Exempted Village Elementary will take the following actions to provide parents of participating children the following:

- Timely information about the Title I programs;
- Flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds, transportation, child care or home visits, as such services relate to parent and family engagement; and
- Information related to the school and parent programs, meetings and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language the parents can understand.

* Recognizing the importance of timely and effective communication to diverse groups of stakeholders, Coldwater Exempted Village Elementary shall make Title I information readily available using the following formats: 1. Information shall be provided in the native language of the parent/guardian; 2. Interpreters shall be available to assist families in understanding the content of such communication; 3. Various mediums, including print, verbal, and technology-driven formats, will be utilized to reach such stakeholders in a format that is most appropriate for them; 4. Parent/Guardian may seek direct support in understanding the nature of Title I programming by contacting Mike Etzler, building principal, at 419-678-2613 or via email at etzler.mike@coldwatercavs.org

- School-Parent Compact

Coldwater Exempted Village Elementary will take the following actions to jointly develop with parents of participating children a school-parent compact that outlines how parents, the entire school staff and students will share the responsibility for improved student academic achievement and how the school and parents will build and develop a partnership to help children achieve the state's high standards.

* Annually, the School-Parent Compact shall be made available to parents/guardians for suggested feedback, modification, and/or revisions to the current agreement. The input of the family will drive the annual document.

- Coordination of Services

Coldwater Exempted Village Elementary will, to the extent feasible and appropriate, coordinate and integrate parent and family engagement programs and activities with other federal, state, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children by:

* Coldwater Exempted Village Elementary shall partner with various community-based agencies and organizations to more fully support parents/guardians in the education of their child(ren). The school shall engage with local preschools, provide opportunities for students/parents to visit Coldwater Exempted Village Elementary School and learn of educational opportunities including the Title I program. Also, Wright State Lake Campus has students in the education program who are willing to tutor Title I students (fee) if students are struggling.

- Building Capacity of Parents

Coldwater Exempted Village Elementary will build the parents' capacity for strong parent and family engagement to ensure effective involvement of parents and to support a partnership among the school and the community to improve student academic achievement through the following:

- Provide parents with a description and explanation of the curriculum in use at the school, the forms of academic assessments used to measure student progress and the achievement levels of the challenging state academic standards;
- Provide materials and training to help parents work with their children to improve their children's achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parent and family engagement; and
- Provide assistance to parents of participating children, as appropriate, in understanding topics such as the following:
 - The challenging Ohio Academic Learning Standards;
 - The state and local academic assessments, including alternate assessments;
 - The requirements of Title I, Part A;
 - How to monitor their children's progress; and
 - How to work with educators to improve the achievement of their children.

* Coldwater Exempted Village Elementary provides resources that support parents in aiding and assisting their children in realizing their full potential. Such resources shall include access to the Ohio Academic Content Standards, various educational websites, and pamphlets/hard copies of pertinent educational supports, newsletters posted on Google Classroom and our school website.

- Building Capacity of School Staff

Coldwater Exempted Village Elementary will provide training to educate teachers, specialized instructional support personnel, principals and other school leaders, and other staff, with the assistance of parents, in the value and utility of contributions of parents and in how to reach out to, communicate with and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school by:

* The faculty and staff of Coldwater Exempted Village Elementary School shall be provided the opportunity for professional development in ways to appropriately engage with students and/or parents/guardians to build capacity, student self-efficacy and enhance the self-esteem of such

children. The school has implemented the Purposeful People Program that supports social-emotional and character development to support learning for the whole child in a safe and caring environment.

Title I: Parent Rights Notice

As a parent of a student at Coldwater Exempted Village Schools, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal Law allows you to ask for certain information about your classroom teachers, and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- ❖ Whether the Ohio State Department of Education has licensed or qualified the teacher for the grades and subjects he or she teaches.
- ❖ Whether the Ohio State Department of Education decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- ❖ The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- ❖ Whether any teachers' aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

If you would like any of this information, please call our Central Office at (419) 678-2611.

Title I: Parent-School Compact

The Coldwater Exempted Village Schools and the parents of the students participating in activities, services, and programs funded by Title 1, agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement. This also includes the means by which the school and parents will build and develop a partnership that will help children achieve Ohio's high standards.

This school-parent/home compact is in effect during the current school year.

Commitment from the school

Coldwater Exempted Village Schools will offer to do the following:

- Provide a high-quality education, taught by Highly Qualified Teachers, in an effective learning environment that enables our students to meet state standards.
- Hold parent-teacher conferences (at least once a year), during which the student's growth will be discussed.
- Provide parents with frequent reports on their child's progress.
- Provide parents reasonable access to staff.

- Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002).

Commitment from the parent/guardian

As a parent/guardian who has responsibility for a Coldwater Exempted Village Schools student, I will attempt to attend parent-teacher conferences to discuss my student's academic progress. I will read each progress report and talk about academic progress with my child. I understand that I will have reasonable access to my student's teachers along with opportunities to participate in my child's class.

As a parent/guardian, I agree to support the learning of my child.

Below are some examples of how to assist my child:

- Establish a time & place for homework & monitor for completion
- Participate in conferences
- Read discuss progress reports
- Monitor my child's attendance
- Encourage my child's efforts in schoolwork and promote positive use of my child's extracurricular time.
- Help my child in reading skills

Title I: Parent Resources

From the U.S. Department of Education

General Homework Tips for Parents

- **Make sure your child has a quiet, well-lit place to do homework.**
Avoid having your child do homework with the television on or in places with other distractions, such as people coming and going.
- **Make sure the materials your child needs, such as paper, pencils and a dictionary, are available.**
Ask your child if special materials will be needed for some projects and get them in advance.
- **Help your child with time management.**
Establish a set time each day for doing homework. Don't let your child leave homework until just before bedtime. Think about using a weekend morning or afternoon for working on big projects, especially if the project involves getting together with classmates.
- **Be positive about homework.**
Tell your child how important school is. The attitude you express about homework will be the attitude your child acquires.
- **When your child does homework, you do homework.**
Show your child that the skills they are learning are related to things you do as an adult. If your child is reading, you read too. If your child is doing math, balance your checkbook.
- **When your child asks for help, provide guidance, not answers.**
Giving answers means your child will not learn the material. Too much help teaches your child that when the going gets rough, someone will do the work for him or her.

- **When the teacher asks that you play a role in homework, do it.**
Cooperate with the teacher. It shows your child that the school and home are a team. Follow the directions given by the teacher.
- **If homework is meant to be done by your child alone, stay away.**
Too much parent involvement can prevent homework from having some positive effects. Homework is a great way for kids to develop independent, lifelong learning skills.
- **Stay informed.**
Talk with your child's teacher. Make sure you know the purpose of homework and what your child's class rules are.
- **Help your child figure out what is hard homework and what is easy homework.**
Have your child do the hard work first. This will mean he will be most alert when facing the biggest challenges. Easy material will seem to go fast when fatigue begins to set in.
- **Watch your child for signs of failure and frustration.**
Let your child take a short break if she is having trouble keeping her mind on an assignment.
- **Reward progress in homework.**
If your child has been successful in homework completion and is working hard, celebrate that success with a special event (e.g., pizza, a walk, a trip to the park) to reinforce the positive effort.

Ohio State Academic Content Standards

[English Language Arts K-12](#)

Ohio Statewide Family Engagement Center

<https://ohiofamiliesengage.osu.edu/for-families/>

Title Support Google Classroom

<https://classroom.google.com/c/Njk0MzIxNjM4NjRa?cjc=gdor6fc>

Handouts and other resources are posted on the Google Classroom link above.