

Kingston K-14 School District

Home of the Cougars



10047 Diamond Road Cadet, Missouri 63630-9729

Mr. Alex McCaul, Superintendent
573.438.4982



Business Office Ext. 4 Fax 573.438.8813
Elementary (3-5) Ext. 2 Fax 573.438.8814
Counselor's Office Fax 573.438.4021

Primary Building (K-2) Ext. 1 Fax 573.438.4664
Jr. High / High School Ext. 3 Fax 573.438.1212
Special Services Fax 573.438.5264

March 27, 2019

Dear Parents/Guardians,

Attached to this letter is a copy of the proposed Title I Building Policy for the Elementary School for the 2019-2020 school year. This proposed plan outlines the steps Kingston Elementary will take to help promote parent involvement and engagement in the school.

Before finalizing this policy, we would like your feedback and ask that you take a few minutes to review it. The last page of this packet is a feedback form. Please complete the form and return it to school. We welcome any questions or comments you may have about this policy and encourage you to use this opportunity to share any thoughts you may have regarding the programs and services you feel would benefit our students and families. While we cannot guarantee that we can meet your specific requests, we will do our best to research your suggestions and make every attempt to put in place those that will help us carry out our mission and vision of helping kids be successful.

Please return your feedback form by Friday, March 29. If you have questions, please do not hesitate to contact me (438-4982, ext. 805, boyer.maria@k-14.org) or your building administrator. Thank you for your help and support in this matter.

Sincerely,
Dr. Maria Boyer
Director of Curriculum

Kingston K-14 Elementary School
Title I Parent and Family Engagement Policy

Kingston K-14 Elementary School has developed and agreed upon this parent involvement policy in consultation with teachers, principals, program administrators, and parents/guardians of participating children.

We welcome the participation of parents/guardians in support of student learning and recognize that parental involvement increases the opportunities for student success. It is the goal of Kingston Elementary School to foster and maintain ongoing communications with parents/guardians concerning their opportunities for involvement, their children's eligibility for special programs, their children's educational progress, the professional qualifications of their children's teachers, and the status of the children's schools. Kingston Elementary School will provide this information in an understandable, uniform format and when necessary, provide alternative formats in a language that parents/guardians can understand.

Communications with parents/guardians shall, at all times, respect the privacy of students and their families. To the extent practicable, Kingston Elementary School shall provide full opportunities for the participation of parents/guardians with limited English proficiency, parents/guardians with disabilities, and parents/guardians of migratory children. This process will include providing information and school reports in a format and language parents/guardians understand.

Kingston Elementary School will consult with parents/guardians, teachers, principals, and federally funded program administrators during the process of developing and revising the district's consolidated application for federal funds and during the process of school policy review and improvement. The process of school review will include the timely publication and dissemination of the annual progress report results to parents/guardians, teachers, principals, and the school community. It is the intent of Kingston Elementary School that parents/guardians of participating children understand the process by which schools are identified for improvement, corrective action, or restructuring, and that parents/guardians of children attending such schools are provided promptly with information about the options available to them if applicable.

When needed, Kingston Elementary School will publish and disseminate to parents/guardians and to the public, information regarding any actions taken by the district to address the problems that led to the identification of a school for improvement, corrective action, or restructuring.

At the beginning of each school year, Kingston Elementary School will provide information to the parents/guardians about the professional qualifications of the classroom teachers and paraprofessionals working with their children.

In order to build the capacity of schools and parents/guardians for strong parental performance, Kingston K-14 Elementary School will:

- Assist parents in understanding their students' benchmark scores, state standards, local assessments, teach them how to monitor their child's progress and work with educators to improve the achievement of their children;
- Provide materials and training to help parents/guardians to work with their children to improve their children's achievement during Family Literacy Nights, and provide literacy training and technology training, as appropriate, to foster parental involvement;
- Educate our staff on how to reach out to, communicate with, and work with parents/guardians to build ties between parents/guardians and schools;
- Ensure that information we send home is in a language and format that parents/guardians can understand; and
- Provide such other reasonable support for parental involvement activities as parents/guardians may request; and to the extent feasible and appropriate, Kingston K-14 Elementary School coordinates and integrates parent involvement programs and activities with public preschools and other local programs and conducts other activities, such as a parent resource center, that encourage and support parents/guardians in more fully participating in the education of their children.

To ensure the effectiveness of this parent involvement policy, Kingston K-14 Elementary School will conduct an annual evaluation. We will use this annual evaluation to improve the academic quality of our school and identify barriers to greater participation by parents/guardians in activities. This evaluation will focus particular attention on parents/guardians who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background. Kingston K-14 Elementary School will use the findings of this evaluation to design

strategies for more effective parental involvement and to revise, if necessary, the parental involvement policies described herein.

Kingston K-14 Elementary School will involve parents/guardians/families in the following ways:

- Convene an annual meeting, at a convenient time, to which all parents/guardians of participating children shall be invited and encouraged to attend, to inform parents/guardians of their school's participation under Title I and to explain the requirements of Title I, and the right of the parents/guardians to be involved.
- Offer a flexible number of meetings, such as meetings in the morning or evening, and when able to, may provide with funds provided under Title I, transportation, child care, or home visits, as such services relate to parental involvement.
- Carry out capacity-building activities for parents/guardians.
- Involve parents/guardians, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Title I, including the planning, review, and improvement of the school parental policy and the joint development of the school wide program plan under Title I.
- Provide parents/guardians of participating children timely information about programs under Title I.
- A description and explanation of our curriculum and assessments used to measure student success. We will also describe how we measure student proficiency and what levels students need to meet for each grade level; and
- If requested by parents/guardians, 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; and
- If the school-wide program plan is not satisfactory to the parents/guardians of participating children, submit any parent comments on the plan when the school makes the plan available to the district.

As a component of the school-level parental involvement policy, each school served under this policy jointly develops a school-parent compact that outlines how parent, the entire school staff, and students share the responsibility for improved student academic achievement and the means by which the school and parents/guardians will build and develop a partnership to help children achieve the State's high standards. These compacts are available in the school office and shall:

- Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under this policy to meet the State's student academic achievement standards, and the ways in which each parent will be responsible for supporting their children learning, such as monitoring attendance, homework completion, and television watching; volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time; and
- Address the importance of communication between teachers and parents/guardians on an ongoing basis through, at a minimum – parent-teacher conferences, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement;
- Frequent reports to parents/guardians on their children's progress;
- Outline reasonable access to staff,
- Describe opportunities to volunteer.



Feedback form
Elementary Parent Involvement Policy

Please check here to verify that you have reviewed the Elementary School Building Policy. _____

Do you have any suggestions, feedback, or questions you would like to share with our planning team?

____ Yes

____ No

If you marked yes on the previous questions, please share your suggestions, feedback, or questions below.

Your name: _____

(This is for contact purposes only--in case we need clarification or to answer your question. Your name will not be tied to your comments when shared with the planning team.)

Please return this form to school by Friday, March 29. Thank you!