

**TITLE I PROCEDURE 1 –  
MOUNTAIN HOME JUNIOR HIGH SCHOOL (MHJH)-PARENTAL & FAMILY  
INVOLVEMENT**

**STATEMENT OF PURPOSE**

Mountain Home Junior High School will involve parents and family in regular, two-way meaningful communication addressing student achievement and ensuring:

- Parents play an integral role in assisting with their child’s academic and social emotional growth.
- Parents and family are full partners in their child’s education and are included, as appropriate, in decision-making, and on advisory committees to assist in the education of their child.

**PART I. GENERAL EXPECTATIONS**

Mountain Home Junior High School (MHJH) agrees to implement the following statutory requirements:

- Consistent with section 1118, MHJH will work to ensure that the required school level parental involvement policies meet the requirements of section 1118 of the ESEA and that of the ESSA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA and that of the ESSA.
- MHJH will notify parents of the procedure in an understandable and uniform format and, to the extent practicable, in a language the parents can understand. The procedure will be made available to the local community and updated periodically to meet the changing needs of parents and the school.
- In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, MHJH will provide full opportunities 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 the ESEA and that of the ESSA in an understandable and uniform format and including alternative formats upon request and, to the extent practicable, in language parents understand.
- If MHJH’s schoolwide program plan for Title I, Part A, developed under section 1114(b) of the ESEA and that of the ESSA, is not satisfactory to the parents of participating children, our school will submit any parent comments with the plan when MHJH School submits the plan to District Administration, Mountain Home

School District No. 193.

- MHJH will involve the parents of children served in Title I, Part A schools in decisions about how the one (1%) percent of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than ninety-five (95%) percent of the one (1%) percent reserved goes directly to the schools.
- MHJH will build its own and the parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement.
- MHJH will provide other reasonable support for parental involvement activities under section 1118 of the ESEA and that of the ESSA, as the parents may request.
- MHJH will be governed by the following statutory definition of parental involvement, and will carry out programs, activities, and procedures in accordance with this definition.
- Parental and family involvement/engagement means the participation of parents and families in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:
  - A) That parents & family play an integral role in assisting their child's learning;
  - B) That parents & family are encouraged to be actively involved in their child's education at school;
  - C) That parents & family are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;
  - D) The carrying out of other activities, such as those described in section 1118 of the ESEA and that of the ESSA.

**PART II DESCRIPTION OF HOW SCHOOLS WILL IMPLEMENT REQUIRED SCHOOL PARENTAL INVOLVEMENT POLICY COMPONENTS**

1. MHJH will take the following actions to involve parents in the joint development of its school Parental Involvement Plan under section 1118 of the ESEA and that of the ESSA:
  - We invite parents to be members of our MHJH Leadership Team to assist in the planning of events such as Parent/Teacher Conferences, Open Houses, school dances,

- registration, fundraisers, and community involvement events such as our Annual Veteran's Day Observance.
2. MHJH will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA and that of the ESSA:
    - We invite parents to be members of our MHJH Leadership Team to assist in the planning of events such as Parent/Teacher Conferences, Open Houses, school dances, registration, fundraisers, and community involvement events such as our Annual Veteran's Day Observance.
  
  3. MHJH will hold an annual meeting to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements and the rights of parents to be involved in Title I, Part A programs. Our school will convene the meeting at a time convenient for parents and will offer a flexible number of additional parental involvement meetings, such as in the morning or evening, so that as many parents as possible are able to attend. Our school will invite all of our parents of children participating in Title I, Part A programs to this meeting, and will encourage them to attend, by:
    - We also host an Open House the evening of the first day of school. Parents are invited to come with their students to tour the building and meet with teachers in their classrooms.
      - ~ From their student's teachers, they learn about curriculum, classroom expectations, and receive helpful ways that they can assist their students with their learning and their school work.
      - ~ From building administration and office staff, they learn how we communicate with them through monthly newsletters, Blackboard messages, email, PowerSchool, and our school website.
    - We host an Open House at the end of each school year for our incoming 6<sup>th</sup> grade class and invite parents to attend with their students.
      - ~ During this time, parents receive school information about registration, course offerings, expectations, extra-curricular activities, etc. Information is presented by building administrators, school registrar, counselor, and teachers.
  
  4. MHJH will provide parents of participating children information in a timely manner about Title I, Part A programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet by:

- We host an Open House the evening of the first day of school. Our parents are invited to come with their students to tour the building and meet with teachers in their classrooms.
    - ~ From their student's teachers, they learn about curriculum, classroom expectations, and receive helpful ways that they can assist their students with their learning and their school work.
    - ~ From building administration and office staff, they learn how we communicate with them through monthly newsletters, Blackboard messages, email, PowerSchool, and our school website.
    - ~ Involve families with their children in learning activities at home, including homework and other curriculum-related activities and decisions.
  - We schedule two Parent-Teacher Conferences each year, one in the fall and one in the winter.
    - ~ During conferences, our parents and teachers meet to discuss students' progress and receive ideas on how to support their students' learning. Teachers and parents can also request additional conferences throughout the year.
  - Throughout the year, our parents receive information on student progress in State testing (ISATs). In addition, teachers offer extra help through tutoring and by making themselves available before and after school. This information can be found on our website.
5. MHJH, at the request of our parents, will provide opportunities for regular meetings for parents to formulate suggestions and to participate, as appropriate, in decisions about the education of their children. Our school will respond to any such suggestions as soon as practicably possible by:
- Our Parent and Teachers Together (PTT) group meets with our Leadership teacher and administrators at the beginning of each year to build a calendar of activities and meetings.
    - ~ Include families as participants in school decisions, governance, and advocacy through PTT and Leadership Team.
    - ~ Information from these meetings is shared during our monthly Leadership Team meetings. Teacher Leaders, in turn, share information with their teaching teams.
    - ~ Information from the meetings can also be found in our monthly newsletter, calendar, and will be posted on our website.

6. MHJH will provide each parent an individual student report about the performance of their child on the State Assessment in at least math, language arts, and reading by:
  - Providing the Idaho Standards Achievement Test (ISAT) and all other school assessment data is provided for parents in a timely manner. Assessment description, expected outcomes, and scores are included in this information.
  
7. MHJH will take the following actions to 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) by:
  - Our school administration will notify parents of students who are assigned to or taught by a teacher who is not considered highly qualified via a letter and an email message.
  
8. MHJH will provide assistance to parents of children served by the school, as appropriate, in understanding topics by undertaking the actions described as follows:
  - We will provide Idaho Standards Achievement Test (ISAT) and all other school assessment data is provided for our parents in a timely manner. Assessment description, expected outcomes, and scores are included in this information.
  - We schedule two Parent-Teacher Conferences each year, one in the fall and one in the winter.
    - ~ During conferences, parents and teachers meet to discuss their student's progress and receive ideas on how to support their student's learning. Teachers and parents can also request additional conferences throughout the year.
    - ~ To keep our parents aware of their student's progress, quarter and semester grades are made available to parents at conferences.
      - \* Grade reports are emailed home to those who don't attend.
  - Our parents are also given a PowerSchool username and password to access grades and attendance.
  
9. MHJH will provide materials and training to help our parents work with their children to improve their children's academic achievement, such as literacy training and using technology, as appropriate, to foster parental involvement, by:
  - Our school staff is available to assist any parent with resources and technology they can use at home, specifically the use of PowerSchool.

10. MHJH will, with the assistance of its parents, educate its teachers, pupil services personnel, principals, and other staff in how to reach out to, communicate with, and work with parents as equal partners in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:
  - We provide parents with the District’s Parent Input Form during Parent-Teacher Conferences requesting information about communication with administration, teachers, and other school personnel, school safety, school partnership, etc.
    - ~ The data from the Parent Input Forms is reviewed with staff and our parents and goals are created to address any concerns.
  - We reach out and communicate with our parents through our database and PowerSchool.
  - All of our parents, when enrolling their children, are required to complete and have on file with our school an updated demographics information sheet.
11. MHJH will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities. We will also conduct other activities, such as parent resource centers that encourage and support our parents in more fully participating in the education of their children, by:
  - Inviting parents to conferences, open houses, future Advancement Via Individual Determination (AVID), and Positive Behavioral Interventions and Supports (PBIS) nights.
  - Information is shared with other community programs, when requested.
12. MHJH will take the following actions to ensure that information related to our school and our parent programs, meetings, and other activities is sent to our 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:
  - Our school administration and teachers communicate with our parents in person, through email, phone calls, monthly newsletters, and calendars.
  - We provide Spanish-speaking staff members at both fall and winter conferences and throughout the school day to translate as needed.

**PART III. SCHOOLWIDE TITLE I PARENT & FAMILY INVOLVEMENT PLAN**

MHJH's plan for the involvement of Schoolwide Title I parents and families in the education of their students will be developed, reviewed yearly, and revised as appropriate, to include the following (Section 1118(e) of the ESEA and that of the ESSA):

- Involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training;
- We provide parents with the District's Parent Input Form during Parent-Teacher Conferences requesting information about communication with administration, teachers, and other school personnel, school safety, school partnership, etc.
  - ~ The data from the Parent Input Forms is reviewed with staff and our parents and goals are created to address any concerns.
- Providing necessary literacy training for our parents from Title I, Part A funds, if the school district has exhausted all other reasonably available sources of funding for that training;
- Paying reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions;
- Hosting the annual MHJH Open House.
- Training parents to enhance the involvement of other parents;
- Arranging school meetings at a variety of times, or conducting in-home conferences between our teachers or other educators who work directly with participating children, arrange meetings with our parents who are unable to attend conferences at school in order to maximize parental involvement and participation in their children's education;
- Building administration and teachers communicate with our parents either in-person, through email, phone calls, monthly calendars, and newsletters
  - ~ MHJH can provide Spanish-speaking staff members for both the fall and winter Parent-Teacher Conferences and throughout the school day to translate for parents as needed.
- An explanation of the Schoolwide Title I Program posted and placed in Parent/Student Handbook.
- Adopting and implementing model approaches to improving parental involvement;

- Establishing a School Parent Advisory Council to provide advice on all matters related to parental involvement in Title I, Part A programs;
- Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities.
- Assist families with parenting and child-rearing skills, understanding child and adolescent development, and setting home conditions that support children as students at each age and grade level. Assist school in understanding families.
- Coordinate community resources and services for students, families, and the school with businesses, agencies and other groups, and provide services to the community.
- Attend and participate in the parent and community STEAM night and use Title I Funds to help pay for the dinner that is provided.

**PART IV. EVALUATION**

An annual evaluation of the content and effectiveness of the MHJH Title I Parental Involvement Plan will be conducted by the superintendent or designee. The information gathered will serve as a guide in revision of the School Continuous Improvement Plan. MHJH will distribute this procedure to all parents of participating Title I children.

**PART V. AGREEMENT** (attach any additional signature sheets)

The MHJH Parental Involvement Procedure has been developed jointly with, and agreed on by the members of our MHJH Title 1 Committee, our Leadership Team, our PTT Group, and our parent representative(s) of children participating in Title I, Part A programs.

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Representative: Title I Committee/Leadership Team

\_\_\_\_\_  
Date



**LEGAL REFERENCE:**

Legal requirements of Sections 1111, 1112, 1116, 1118(a)(2)(b)(d)(e) of the ESEA  
Adapted from U.S. Department of Education Template

**ADOPTED:** June 19, 2012  
Reviewed: February 17, 2015  
Revised: June 19, 2018

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Reviewed: February 18, 2014  
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