



30 1. MHJH will hold annual and regular meetings to inform parents and families of the  
31 school's participation in Title I, Part A programs, and to explain the Title I, Part A  
32 requirements and the rights of to be engaged in Title I, Part A programs.

33  
34 MHJH will arrange school meetings at a variety of times, or conduct in-home  
35 conferences between our teachers or other educators, who work directly with  
36 participating children, arrange meetings with our parents and families who are  
37 unable to attend conferences at school in order to maximize parent and family  
38 engagement and participation in their children's education.

39  
40 MHJH will provide parents and families of participating children information in a  
41 timely manner about Title I, Part A programs that includes a description and  
42 explanation of the school's curriculum, the forms of academic assessment used to  
43 measure children's progress, and the proficiency levels students are expected to meet.

44  
45 Our school will convene the meetings at a time convenient for parents and families  
46 and will offer a flexible number of additional parent and family engagement  
47 meetings, such as in the morning or evening, so that as many parents and families as  
48 possible are able to attend. Our school will invite all of our parents and families of  
49 children participating in Title I, Part A programs to this meeting, and will encourage  
50 them to attend, by:

51  
52 A. We host an annual Open House the evening of the first day of school. Parents and  
53 families are invited to come with their students to tour the building and meet with  
54 teachers in their classrooms.

55  
56 ~ From their student's teachers, they learn about curriculum, classroom  
57 expectations, and receive helpful ways that they can assist their students with  
58 their learning and their school work.

59

60 ~ From building administration and office staff, they learn how we communicate  
61 with them through monthly newsletters, Blackboard messages, email,  
62 PowerSchool, and our school website.

63  
64 B. We host an annual Open House at the end of each school year for our incoming  
65 6<sup>th</sup> grade class and invite parents and families to attend with their students.

66  
67 ~ During this time, parents and families receive school information about  
68 registration, course offerings, expectations, extra-curricular activities, etc.  
69 Information is presented by building administrators, school registrar,  
70 counselor, and teachers.

71  
72 C. We schedule two Parent-Teacher Conferences each year, one in the fall and one  
73 in the winter.

74  
75 ~ During conferences, our parents and families and teachers meet to discuss  
76 students' progress and receive ideas on how to support their students'  
77 learning. Teachers and parents and families can also request additional  
78 conferences throughout the year.

79  
80 ~ To keep our parents and families aware of their student's progress, quarter  
81 and semester grades are made available to parents and families at conferences.

82  
83 \* Grade reports are emailed home to those who don't attend.

84  
85 ~ Our parents are also given a PowerSchool username and password to access  
86 grades and attendance.

87  
88 D. Throughout the year, our parents and families receive information on student  
89 progress in State testing (ISATs). In addition, teachers offer extra help through

90 tutoring and by making themselves available before and after school. This  
91 information can be found on our website.

- 92
- 93 2. **MHJH will take the following actions to engage parents and families in the joint**  
94 **development and in the process of school review and improvement of its school**  
95 **Parent and Family Engagement ~~Involvement~~ Plan under sections 1116 and 1118 of**  
96 **the ESEA and that of the ESSA.**

97

98 **We, at the request of our parents, will provide opportunities for regular meetings**  
99 **for parents and families to formulate suggestions and to participate, as**  
100 **appropriate, in decisions about the education of their children. Our school will**  
101 **respond to any such suggestions as soon as practicably possible.**

102

103 **A. We invite parents and families to be members of our MHJH Leadership Team to assist**  
104 **in the planning of events such as Parent/Teacher Conferences, Open Houses, school**  
105 **dances, registration, fundraisers, and community involvement events such as our**  
106 **Annual Veteran’s Day Observance.**

107

108 **B. Our Parent and Teachers Together (PTT) group meets with our Leadership**  
109 **teacher and administrators at the beginning of each year to build a calendar of**  
110 **activities and meetings.**

111

112 ~ **Include families as participants in school decisions, governance, and advocacy**  
113 **through PTT and Leadership Team.**

114

115 ~ **Information from these meetings is shared during our monthly Leadership**  
116 **Team meetings. Teacher Leaders, in turn, share information with their**  
117 **teaching teams.**

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119 ~ **Information from the meetings can also be found in our monthly newsletter,**  
120 **calendar, and will be posted on our website.**

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~ **An explanation of the Schoolwide Title I Program posted and placed in Parent/Student Handbook.**

**C. Establish a School Parent Advisory Council to provide advice on all matters related to parent and family engagement in Title I, Part A programs.**

3. 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:

A. Providing the Idaho Standards Achievement Test (ISAT) and all other school assessment data is provided for parents and families in a timely manner. Assessment description, expected outcomes, and scores are included in this information.

4. 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:

A. Our school administration will notify parents and families of students who are assigned to or taught by a teacher who is not considered highly qualified via a letter and an email message.

5. MHJH will provide assistance to parents and families of children served by the school, as appropriate, in understanding topics by undertaking the actions described as follows:

A. We will provide Idaho Standards Achievement Test (ISAT) and all other school assessment data is provided for our parents and families in a timely manner. Assessment description, expected outcomes, and scores are included in this information.

151 B. We schedule two Parent-Teacher Conferences each year, one in the fall and one  
152 in the winter.

153  
154 ~ During conferences, parents, families, and teachers meet to discuss their  
155 student’s progress and receive ideas on how to support their student’s  
156 learning. Teachers, parents, and families can also request additional  
157 conferences throughout the year.

158  
159 ~ To keep our parents and families aware of their student’s progress, quarter  
160 and semester grades are made available to parents and families at conferences.

161  
162 \* Grade reports are emailed home to those who don’t attend.

163  
164 C. Our parents are also given a PowerSchool username and password to access  
165 grades and attendance.

166  
167 6. MHJH will provide materials and training to help our parents and families work with  
168 their children to improve their children’s academic achievement, such as literacy training  
169 and using technology, as appropriate, to foster parent **and family engagement**  
170 involvement, by:

171  
172 ~ Our school staff is available to assist any parent **and family** with resources and  
173 technology they can use at home, specifically the use of PowerSchool.

174  
175 A. Providing necessary literacy training for our parents and families from Title I,  
176 Part A funds, if the school district has exhausted all other reasonably available  
177 sources of funding for that training;

178  
179 B. MHJH will, to the extent feasible and appropriate, coordinate and integrate  
180 parent and family engagement programs and activities. We will also conduct  
181 other activities, such as parent and family resource centers that encourage and

182 support our parents and families in more fully participating in the education of  
183 their children, by:

184  
185 ~ Inviting parents and families to conferences, open houses, future Advancement  
186 Via Individual Determination (AVID), and Positive Behavioral Interventions  
187 and Supports (PBIS) nights.

188  
189 ~ Information is shared with other community programs, when requested.

190  
191 ~ Paying reasonable and necessary expenses associated with parent and family  
192 engagement activities, including transportation and child care costs, to enable  
193 parents and families to participate in school-related meetings and training  
194 sessions.

195  
196 **C. We will engage families with their children in learning activities at home,**  
197 **including homework and other curriculum-related activities and decisions.**

198  
199 7. MHJH will, with the assistance of its parents and families, educate its teachers, pupil  
200 services personnel, principals, and other staff in how to reach out to, communicate with,  
201 and work with parents and families as equal partners in the value and utility of  
202 contributions of parents and families, and in how to implement and coordinate parent **and**  
203 **family** programs and build ties between parents, families, and schools, by:

204  
205 **A. We will engage parents and families in the development of training for teachers,**  
206 **principals, and other educators to improve the effectiveness of that training;**

207  
208 ~ Training parents and families to enhance the engagement of other parents and  
209 families.

210  
211 **B. We provide parents and families with the District’s Parent Input Form during Parent-**  
212 **Teacher Conferences requesting information about communication with**

213 administration, teachers, and other school personnel, school safety, school partnership,  
214 etc.

215  
216 ~ The data from the Parent Input Forms is reviewed with staff and our parents and  
217 families and goals are created to address any concerns.

218  
219 C. We reach out and communicate with our parents and families through our database and  
220 PowerSchool.

221  
222 ~ All of our parents and families, when enrolling their children, are required to  
223 complete and have on file with our school an updated demographics information  
224 sheet.

225  
226 8. MHJH will take the following actions to ensure that information related to our school  
227 and our parent programs, meetings, and other activities is sent to our parents and families  
228 of participating children in an understandable and uniform format, including alternative  
229 formats upon request, and, to the extent practicable, in a language the parents and  
230 families can understand:

231  
232 A. Our school administration and teachers communicate with our parents and families in  
233 person, through email, phone calls, monthly newsletters, and calendars.

234  
235 B. We provide Spanish-speaking staff members for both the fall and winter Parent-  
236 Teacher Conferences and throughout the school day to translate for parents and families  
237 as needed.

238  
239 C. Developing appropriate roles for community-based organizations and businesses,  
240 including faith-based organizations, in parent **and family engagement involvement**  
241 activities.

242



243 D. Assist **parents and** families with parenting and child-rearing skills, understanding  
244 child and adolescent development, and setting home conditions that support children  
245 as students at each age and grade level. Assist school in understanding families.

246  
247 E. Coordinate community resources and services for students, **parents and** families, and  
248 the school with businesses, agencies and other groups, and provide services to the  
249 community.

250  
251 F. Attend and participate in the parent, **family**, and community STEAM night and use  
252 Title I Funds to help pay for the dinner that is provided.

253  
254 **PART IV. EVALUATION**

255  
256 An annual evaluation of the content and effectiveness of the MHJH Title I Parent **and Family**  
257 **Engagement Involvement** Plan will be conducted by the superintendent or designee. The  
258 information gathered will serve as a guide in revision of the School Continuous Improvement Plan.  
259 MHJH will distribute this procedure to all parents and families of participating Title I children.

260  
261 **PART V. AGREEMENT** (attach any additional signature sheets)

262  
263 The MHJH Parent **Engagement Involvement** Procedure has been developed jointly with, and  
264 agreed on by the members of our MHJH Title 1 Committee, our Leadership Team, our PTT Group,  
265 and our parent representative(s) of children participating in Title I, Part A programs.

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271 Principal Date

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Parent Representative: Title I Committee/Leadership Team	Date
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**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

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