

1 **TITLE I PROCEDURE 2 –**
2 **HACKER MIDDLE SCHOOL (HMS) – PARENT & FAMILY ENGAGEMENT**

3
4 **STATEMENT OF PURPOSE**

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6 **HMS is committed to the goal of offering a quality education to each student while meeting**
7 **individual needs. We believe that all students can achieve academic success and grow to be**
8 **productive citizens. Partnerships with parents, families, and the community will assist our**
9 **school in meeting these goals. An effective school is a result of families and the school working**
10 **together to promote high student achievements.**

11
12 Hacker Middle School (HMS) will **engage** ~~involve~~ parents and families in regular, two-way
13 meaningful communication addressing student achievement and ensuring:

- 14
15 • Parents **and families** play an integral role in assisting with their child’s academic and
16 social emotional growth.
17
18 • Parents and families are full partners in their child’s education and are included, as
19 appropriate, in decision-making and on advisory committees to assist in the education
20 of their child.

21
22 **SCHOOLWIDE PARENT AND FAMILY ENGAGEMENT PLAN**

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24 **Hacker Middle School (HMS) agrees to implement the following statutory requirement for**
25 **our Schoolwide Plan for the engagement of Schoolwide Title I parents and families in the**
26 **education of their students will be developed, reviewed yearly, and revised as appropriate,**
27 **to include the following (Section 1118(e) of the ESEA and that of the ESSA):**

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

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

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

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

50
51 A. Our school hosts an Open House prior to the start of the school year and a parent
52 and family night each year, inviting all of our families to attend with their students.

53
54 ~ During this time, school information, such as expectations, curriculum, goals,
55 assessment data, etc., is shared with parents and families through presentations
56 by the administrator and classroom teachers.

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58 * During this time, parents are encouraged to bring their children and families
59 to the events.

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~ **Building administration and teachers communicate with parents and families, in-person, through email, phone calls, monthly calendars, and newsletters.**

B. We have two scheduled Parent-Teacher conferences, one in the fall and one in the winter.

~ **During this time, parents, families, and teachers meet to discuss students’ progress both academically and social/emotionally. Teachers, parents, and families can also request additional conferences throughout the year.**

~ **Hacker Middle School has Spanish-speaking staff members available at both the fall and winter Parent-Teacher Conferences and throughout the school day to translate for parents and families as needed.**

C. Information, such as academic progress, Idaho Standards Achievement Test (ISAT), progress monitoring data, and Enrichment programs is also shared with parents and families throughout the year.

2. HMS will take the following actions to **engage involve parents and families in the joint development and** in the process of school review and improvement **of its school Parent and Family Engagement Plan** under section 1116 and 1118 of the ESEA and that of the ESSA:

We, at the request of our parents, will provide opportunities for regular meetings for parents and families 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:

A. We invite at least two parents (one per grade) to be a member of the Hacker Middle School Site Team to assist in reviewing practices and procedures of the school including, reviewing and revising the Hacker Middle School Parent & Family Engagement policy, school-wide

91 improvement plan, to review yearly data from various surveys, and **adopting and**
92 **implementing model approaches to improving parent and family engagement.**

93
94 B. **Our school has a Parent and Teachers Together (PTT) group that meets monthly to**
95 **continually plan and organize events to support the students and staff of the school.**

96
97 ~ **All parents and families are invited to attend the meetings or to provide input**
98 **through email, letter, or one on one meeting with the administrator.**

99
100 ~ **Parents and families are invited through monthly newsletters, monthly calendars,**
101 **monthly Home & School Connection letters, Blackboard, email or text messages,**
102 **and events posted on our school and district webpage and Facebook page.**

103
104 ~ **Any information shared with the administrator is taken to the PTT meeting to be**
105 **discussed.**

106
107 ~ **All information from PTT meetings are shared with parents and families through**
108 **monthly newsletters, monthly calendars, reminder notes, emails, and events**
109 **posted on our school and district webpage and Facebook page.**

110
111 ~ **All communication sent home is in both English and Spanish.**

112
113 C. **Establishing a School Parent Advisory Council to provide advice on all matters**
114 **related to parent and family engagement in Title I, Part A programs.**

115
116 3. Hacker Middle School will provide each parent an individual student report about the
117 performance of their child on the State Assessment in at least math, language arts and reading
118 by:

120 A. We will provide Idaho Standards Achievement Test (ISAT), and other all school
121 assessment data, within three weeks of obtaining all of the scores for the Mountain Home
122 School District. Assessment descriptions, expected outcomes, and student scores are
123 included in this information.

124
125 4. Hacker Middle School will take the following actions to provide each parent timely notice
126 when their child has been assigned or has been taught for four (4) or more consecutive weeks
127 by a teacher who is not highly qualified within the meaning of the term in section 200.56 of
128 the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002) by:

129
130 A. Our school’s administration will notify our parents of students who are assigned or taught
131 by a teacher, who is not considered highly qualified, through a letter and an email.

132
133 5. Hacker Middle School will provide assistance to parents **and families** of children served by
134 the school, as appropriate, in understanding topics by undertaking the actions described as
135 follows:

136
137 A. Our school will provide Idaho Standards Achievement Test (ISAT), and other school
138 assessment data, within three weeks of obtaining all of the scores for the Mountain Home
139 School District. Assessment descriptions, expected outcomes, and student scores are
140 included in this information.

141
142 B. Parent-Teacher conferences are scheduled in the fall and winter.

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144 ~ During this time, teachers schedule conferences with each parent to discuss their
145 child’s progress.

146
147 * Translators are also available for parents **and families** during this time.

148

149 ~ **Parents are notified when** midterms and quarterly grades are **available** ~~sent home~~
150 ~~throughout the year~~, to ensure parents **and families** are aware of their student's
151 progress.

152
153 C. Parents are given a username and password to access grades and attendance through
154 Power School.

155
156 6. Hacker Middle School will provide materials and training to help our parents **and families**
157 work with their children to improve their children's academic achievement, such as literacy
158 training and using technology, as appropriate, to foster parent **and family engagement**
159 ~~involvement~~, by:

160
161 A. We send home Newsletters and communicate with our parents **and families** about
162 resources and technology they can use at home.

163
164 B. We post online resources on our website, as well as, provide individually specific
165 resources to students, **parents**, and families.

166
167 C. **Providing necessary literacy training for our parents and families from Title I, Part**
168 **A funds, if the school district has exhausted all other reasonably available sources of**
169 **funding for that training;**

170
171 D. **Hacker Middle School will, to the extent feasible and appropriate, coordinate and**
172 **integrate parent and family engagement programs and activities. We will also**
173 **conduct other activities, such as parent and family resource centers, that encourage**
174 **and support parents and families in more fully participating in the education of their**
175 **children, by:**

176
177 ~ **Inviting parents and families to conferences, open houses, future Advancement**
178 **Via Individual Determination (AVID), and Positive Behavioral Interventions**
179 **and Supports (PBIS) nights.**

- 180
- 181 ~ **Information is shared with other community programs, when requested.**
- 182
- 183 ~ **Paying reasonable and necessary expenses associated with parent and family**
- 184 **engagement activities, including transportation and child care costs, to enable**
- 185 **parents and families to participate in school-related meetings and training**
- 186 **sessions;**
- 187
- 188 7. Hacker Middle School will, with the assistance of its parents **and families**, educate its
- 189 teachers, pupil services personnel, principals, and other staff in how to reach out to,
- 190 communicate with, and work with our parents **and families** as equal partners in the value and
- 191 utility of contributions of parents **and families**, and in how to implement and coordinate parent
- 192 **and family** programs and build ties between parents, **families**, and schools, by:
- 193
- 194 A. **Engaging parents and families in the development of training for teachers,**
- 195 **principals, and other educators to improve the effectiveness of that training.**
- 196
- 197 ~ **Training parents and families to enhance the engagement of other parents and**
- 198 **families.**
- 199
- 200 B. Our school sends home a parent survey at the end of each school year, requesting
- 201 information about communication with administration, teachers, and other school
- 202 personnel, school safety, school partnership, etc.
- 203
- 204 ~ The data from the yearly parent survey is reviewed with staff and our parents **and**
- 205 **families** at the beginning of each year and goals are created to address any concerns.
- 206
- 207 8. Hacker Middle School will take the following actions to ensure that information related to our
- 208 school and our parent **and family** programs, meetings, and other activities is sent to parents
- 209 **and families** of participating children in an understandable and uniform format, including

210 alternative formats upon request, and, to the extent practicable, in a language the parents **and**
211 **families** can understand:

212
213 A. Our school administration and teachers communicate with our parents in-person, through
214 email, phone calls, monthly calendars, Facebook, school website, and newsletters.

215
216 B. Developing appropriate roles for community-based organizations and businesses,
217 including faith-based organizations, in parent **and family engagement involvement**
218 activities.

219
220 C. Assist **parents and** families with parenting and child-rearing skills, understanding child
221 and adolescent development, and setting home conditions that support children as students
222 at each age and grade level. Assist school in understanding **parents and** families.

223

224 **PART IV. EVALUATION**

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

230

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

232

233 This Hacker Middle School Parent **and Family Engagement Involvement** Procedure has been
234 developed jointly with and agreed on by the members of our Hacker Middle School Title I
235 Committee, Hacker Middle School Site Team, and by our parents **and families** of children
236 participating in Title I programs. Hacker Middle School will distribute this policy to all parents
237 and families of participating Title I children.

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241 _____
242 Principal _____ Date _____
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246 _____
247 Parent Representative: Title I Committee _____ Date _____
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251 **LEGAL REFERENCE:**

252 Legal requirements of Sections 1111, 1112, 1116, 1118(a)(2)(b)(d)(e) of the ESEA (Every Student
253 Succeeds Act)

254 Adapted from U.S. Department of Education Template

255
256 **ADOPTED:** June 19, 2012 Reviewed: February 19, 2013 Reviewed: February 18, 2014
257 Reviewed: February 17, 2015 Revised: July 19, 2016 Reviewed: April 18, 2017
258 Revised: June 19, 2018 Reviewed:
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