

1 TITLE I PROCEDURE 3 –

2 EAST ELEMENTARY SCHOOL PARENT & FAMILY ENGAGEMENT

3
4 STATEMENT OF PURPOSE

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

11
12 East Elementary School will **engage** ~~involve~~ parents and families in regular, two-way meaningful
13 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**

23
24 East Elementary School agrees to implement the following statutory requirement for our
25 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. East Elementary will hold an annual and regular meeting to inform parents and
30 families of the school’s participation in Title I, Part A programs, and to explain the
31 Title I, Part A requirements and the rights of parents and families to be engaged in
32 Title I, Part A programs.

33
34 Our school 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 unable
37 to attend conferences at school in order to maximize parent and family and
38 participation in their children’s education.

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

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

51
52 A. We host an Open House prior to the start of the school year, inviting all of our
53 parents and families to attend with their students.

54
55 ~ During this time, school information such as expectations, curriculum, goals,
56 assessment data, etc., is shared with parents and families through presentations
57 by the building administrator and classroom teachers.
58

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

61
62 ~ Building administration and teachers communicate with our parents and
63 families either in-person, through email, phone calls, monthly calendars, and
64 newsletters.

65
66 B. We also host a Parent and Family Participation Night sharing educational ideas
67 with our parents and families that can be completed at home to assist students in
68 academic areas.

69
70 ~ Parents and families are invited through monthly newsletters, monthly
71 calendars, monthly Home & School Connection Letters, reminder notes,
72 emails, and events posted on our school webpage and Facebook page.

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

76
77 ~ During this time, our parents, families, and teachers meet to discuss students'
78 progress both academically and socially/emotionally. Teachers, parents, and
79 families can also request additional conferences throughout the year.

80
81 * Parent surveys are done at parent/teacher conferences.

82
83 ~ Information, such as academic progress, Idaho Standards Achievement Test
84 (ISAT), the Idaho Reading Indicator (IRI), and Primary Math Assessment
85 (PMA), progress monitoring data, Extended Day Reading program, and
86 Enrichment programs is also shared with parents and families throughout the
87 year.

88

89 ~ East Elementary has Spanish-speaking staff members available at both the fall
90 and spring Parent Teacher Conferences and throughout the school day to
91 translate for parents and families as needed.

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

97
98 We, at the request of our parents, will provide opportunities for regular meetings for
99 parents and families to formulate suggestions and to participate, as appropriate, in
100 decisions about the education of their children. Our school will respond to any such
101 suggestions as soon as practicably possible by:

102
103 A. Our school invites two or three parents to be members on our East Elementary Leadership
104 Team to assist with planning events such as **parent and family engagement** ~~involvement~~
105 nights, **parent and family engagement** ~~involvement~~ activities during the school day,
106 reviewing and revising the East Elementary School Parent & Family **Engagement**
107 ~~Involvement~~ Procedure, and to review yearly data from parent surveys, **and adopting and**
108 **implementing model approaches to improving parent and family.**

109
110 B. Our Parent and Teachers Together (PTT) group meets at the beginning of each school
111 year to build a calendar of activities and meetings.

112
113 ~ All of our parents and families are invited to attend the meetings or to provide
114 input through email, letter, or a one on one meeting with the administrator.

115
116 ~ Any information shared with the administrator is taken to the PTT meeting to be
117 discussed.

118

119 ~ All information from our PTT meetings is shared with parents and families
120 through monthly newsletters, monthly calendars, reminder notes, emails, and
121 events posted on our school webpage and Facebook page.
122

123 C. Establishing a School Parent Advisory Council to provide advice on all matters
124 related to parent and family engagement in Title I, Part A programs.
125

126 3. East Elementary School will provide each parent an individual student report about the
127 performance of their child on the State assessment in at least math, language arts and reading
128 by:
129

130 A. Our school will provide Idaho Standards Achievement Test (ISAT), the Idaho Reading
131 Indicator (IRI), and other all school assessment data, within three weeks of obtaining all of
132 the scores for the Mountain Home School District. Assessment descriptions, expected
133 outcomes, and student scores are included in this information.
134

135 4. East Elementary School will take the following actions to provide each parent timely notice
136 when their child has been assigned or has been taught for four (4) or more consecutive weeks
137 by a teacher who is not highly qualified within the meaning of the term in section 200.56 of
138 the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002) by:
139

140 A. We will notify our parents of students who are assigned or taught by a teacher, who is not
141 considered highly qualified, through a letter and an email.
142

143 5. East Elementary School will provide assistance to parents **and families** of children served by
144 the school, as appropriate, in understanding topics by undertaking the actions described as
145 follows:
146

147 A. We will provide Idaho Standards Achievement Test (ISAT), the Idaho Reading Indicator
148 (IRI), and other all school assessment data, within three weeks of obtaining all of the scores

149 for the Mountain Home School District. Assessment descriptions, expected outcomes, and
150 student scores are included in this information.

151

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

153

154 ~ During this time, teachers schedule conferences with each parent to discuss their
155 child's progress.

156

157 ~ Translators are also available for parents **and families** during this time.

158

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

162

163 C. Parents are given a username and password to access grades and attendance through
164 Power School.

165

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

170

171 A. Our staff sends home monthly Home & School Connections Newsletters, hosts **parent and**
172 family participation events, and communicates with parents **and families** about resources
173 and technology they can use at home.

174

175 B. Literacy plans are created for Kindergarten through 3rd grade students struggling in
176 Reading, scoring a **"2" or "3"** ~~"1" or "2"~~ on the Idaho Reading Indicator (IRI).

177

178 ~ Within the Literacy plan, teachers suggest at-home supports for the parents **and**
179 **families** and students.

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

D. East Elementary School will, to the extent feasible and appropriate, coordinate and integrate parent and family programs and activities. We will also conduct other activities, such as parent and family resource centers that encourage and support parents and families in more fully participating in the education of their children, by:

~ Our school staff participates in yearly meetings with the Head Start staff parents, discussing Kindergarten expectations, standards, at-home activities, etc.

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

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

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

A. Engaging parents and families in the development of training for teachers, principals, and other educators to improve the effectiveness of that training.

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

211 B. We send home a parent survey at the end of each school year, requesting information
212 about communication with administration, teachers, and other school personnel, school
213 safety, school partnership, etc.

214
215 ~ **The data from the yearly parent survey is reviewed with staff and parents and**
216 **families at the beginning of each year and goals are created to address any**
217 **concerns**, and the data from the parent survey will be used as input when the
218 Leadership Team meets to address the information gathered by the survey.

219
220 8. East Elementary School will take the following actions to ensure that information related to
221 the school and parent **and family** programs, meetings, and other activities is sent to our
222 parents **and families** of participating children in an understandable and uniform format,
223 including alternative formats upon request, and, to the extent practicable, in a language the
224 parents **and families** can understand:

225
226 A. Building administration and teachers communicate with our parents **and families** either in-
227 person, through email, phone calls, monthly calendars, and newsletters.

228
229 B. Developing appropriate roles for community-based organizations and businesses,
230 including faith-based organizations, in parent **and family engagement involvement**
231 activities.

232
233 C. Assist **parents and** families with parenting and child-rearing skills, understanding child
234 and adolescent development, and setting home conditions that support children as students
235 at each age and grade level. Assist school in understanding **parents and** families.

236
237 **PART IV. EVALUATION**

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239 An annual evaluation of the content and effectiveness of the East Elementary School Title I Parent
240 **and Family Engagement Involvement** Plan will be conducted by the superintendent or designee.
241 The information gathered will serve as a guide in revision of East Elementary School Continuous

242 Improvement Plan. East Elementary will distribute this procedure to all parents **and families** of
243 participating Title I children.

244

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

246

247 East Elementary School Parent **and Family Engagement** ~~Involvement~~ Procedure has been
248 developed jointly with and agreed on by the members of our East Elementary Title I Committee
249 and our Leadership Team and our parent representative(s) of children participating in Title I
250 programs. East Elementary will distribute this procedure to all parents **and families** of
251 participating Title I children.

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Principal Date

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261 Parent Representative: Title I Committee/Leadership Team Date

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265 **LEGAL REFERENCE:**

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

268 Adapted from U.S. Department of Education Template

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271 **ADOPTED:** June 20, 2000 (originally as policy) Reviewed: January 2004 Revised: May 2006

272 Revised: November 2006 Revised: May 2007 Revised: September 2007

273	Revised: May 2008	Revised: September 2008	Revised: May 2009
274	Reviewed: October 20, 2009		
275	ADOPTED: November 16, 2010 (as procedure)		
276	Reviewed: February 18, 2013	Revised: February 17, 2015	Revised: July 19, 2016
277	Reviewed: April 18, 2017	Revised: June 19, 2018	Reviewed:
278			
279			

REVIEW