

**TITLE I PROCEDURE 4 –
NORTH ELEMENTARY SCHOOL PARENTAL & FAMILY INVOLVEMENT**

STATEMENT OF PURPOSE

North Elementary 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

North Elementary School agrees to implement the following statutory requirements:

- Consistent with section 1118, the North Elementary school will work to ensure that the required school level parental involvement procedures 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.
- North Elementary School 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, North Elementary School 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 North Elementary 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 North Elementary School submits the plan to District Administration, Mountain Home School District No. 193.

- North Elementary School 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.
- North Elementary School 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.
- North Elementary School 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.
- North Elementary School 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 family 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. North Elementary School 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:
 - Our school invites one to two parents to join our North Elementary Go To Team to assist with planning events, such as family involvement nights, family involvement activities during the school day, and reviewing and revising the North Elementary School Parent & Family Engagement policy.

2. North Elementary School 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:
 - North Elementary invites one to two parents to join our North Elementary Go To Team to assist with planning events, such as family involvement nights, family involvement activities during the school day, and reviewing and revising the North Elementary School Parent & Family Engagement policy.

3. North Elementary School 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 parents of children participating in Title I, Part A programs to this meeting, and will encourage them to attend, by:
 - North Elementary hosts an Open House at the beginning of the school year, inviting our families to attend with their students.
 - ~ During this time, school information, such as expectations, curriculum, goals, assessment data, etc., is shared with families by the administrator and classroom teachers.
 - Our school also hosts a Family Participation Night and a Dr. Seuss Night in the spring sharing educational ideas with families that can be completed at home to assist students in academic areas.
 - ~ Families are invited through monthly newsletters and calendars, reminder notes, emails, texts, posters on school entry doors, and events are posted on our school webpage and Facebook page.
 - North Elementary also sends home monthly Home & School Connection letters to give families ideas to help practice skills at home.
 - Parents are given a Student Handbook, with school information, on the first day of school or upon registering.

4. North Elementary School 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 at the beginning of the school year, inviting all of our families to attend with their students.
 - ~ During this time, school information, such as expectations, curriculum, goals, assessment data, etc., is shared with families by the administrator and classroom teachers.
 - We have two scheduled Parent-Teacher conferences, one in the fall and one in the winter.
 - ~ During this time, our parents and teachers meet to discuss students' progress academically, socially, and emotionally. Teachers and parents can also request additional conferences throughout the year.
 - Information, such as academic progress, Idaho Standards Achievement Test (ISAT), the Idaho Reading Indicator (IRI), Primary Math Assessment (PMA), progress monitoring data, Extended Day Reading program, and Enrichment programs is also shared with parents throughout the year.
 - Building administration and teachers communicate with our parents either in-person, through email, phone calls, monthly calendars, newsletters, and DoJo Messaging.
5. North Elementary, 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:
- We have a Parent Group that meets monthly to discuss information shared by the administrator, teachers, and fellow parents.
 - ~ All of our parents are invited to attend the meetings and provide input. Information is also provided through monthly newsletters, calendars, texts, emails, and posted on our school webpage and Facebook page.
 - ~ Any information shared with the administrator is taken to our parent group meetings or staff meetings to be discussed.
6. North Elementary School 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:
- We will provide Idaho Standards Achievement Test (ISAT), the Idaho Reading Indicator (IRI), and other all school assessment data, within a month of obtaining all of the scores for the Mountain Home School District. Assessment descriptions, expected outcomes, and student scores are included in this information.

7. North Elementary School 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’s building administration will notify parents of students who are assigned or taught by a teacher, who is not considered highly qualified, through a letter and an email.

8. North Elementary School will provide assistance to parents of children served by the school, as appropriate, in understanding topics by undertaking the actions described as follows:
 - Our school will provide Idaho Standards Achievement Test (ISAT), the Idaho Reading Indicator (IRI), and other all school assessment data, within a month of obtaining all of the scores for the Mountain Home School District. Assessment descriptions, expected outcomes, and student scores are included in this information.
 - Parent-Teacher conferences are scheduled in the fall and winter.
 - ~ During this time, teachers are available to meet with each parent to discuss their child’s progress.
 - ~ Translators are also available for parents during this time.
 - Midterms and quarterly grades are sent home throughout the year, to ensure parents are aware of their student’s progress.
 - Parents are given a username and password to access grades and attendance through Power School at their will.

9. North Elementary School 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 sends home monthly Home & School Connections newsletters, hosts Family Participation events, and communicates with parents about resources and technology they can use at home.
 - Literacy plans are created for Kindergarten through 3rd grade students struggling in Reading, scoring a “1” or “2” on the Idaho Reading Indicator (IRI).

- ~ Within the Literacy plan, teachers suggest at-home supports for the parents and students.
 - ~ Teachers also give parents suggestions to help their child at Parent Teacher conferences and/or during any meetings where appropriate.
10. North Elementary School 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 hand out parent input forms at each conference, requesting information about communication with building administration, teachers, and other school personnel.
 - The data from the parent input forms are reviewed with staff. Parents are also requested to share any concerns or give input at each parent group meeting.
11. North Elementary School will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, and Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool, and other programs. Our school will also conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by:
- Our 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.
12. North Elementary School 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 either in-person, through email, phone calls, monthly calendars, and newsletters.
 - Communication sent home is in both English and Spanish when possible.
 - North Elementary has Spanish-speaking staff members available at both the fall and winter Parent/Teacher conferences and throughout the school day to translate for parents as needed.

PART III. SCHOOLWIDE TITLE I PARENT & FAMILY INVOLVEMENT PLAN

North Elementary School’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;
- Build the school’s and parents’ capacity for parent involvement by:
 - ~ Providing parents with information on state standards, assessments, requirements of Title I, monitoring their child’s progress, and working with educators. Information will be provided during an annual meeting, through quarterly progress notices, at parent-teacher conferences, in the North Elementary Newsletter, and on the school website.
 - ~ Providing materials, resources, and training to help parents work with their children to improve academic achievement. Resources will be provided in classroom newsletters and/or communications, Parent Group monthly meetings that discuss current activities with the cooperation of a teacher liaison.
 - ~ Parent Contact Logs are maintained by the individual teachers.
 - ~ Communicating regularly with parents in clear and understandable terms. This will include opportunities for parents to participate in decision-making roles, volunteer opportunities, classroom newsletters, annual parent input forms, parent-school compacts, and parent-teacher conferences. Parent-teacher meeting will be scheduled at any time, as requested by parents.
 - ~ Coordinating parent involvement activities with other initiatives such as after-school programs, etc.
- Providing necessary literacy training for 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;
- Training parents to enhance the involvement of other parents;
- Arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators who work directly with participating children,

arrange meetings with parents who are unable to attend conferences at school in order to maximize parental involvement and participation in their children’s education;

- 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.

PART IV. EVALUATION

An annual evaluation of the content and effectiveness of the 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. North Elementary will distribute this procedure to all parents of participating Title I children.

PART V. AGREEMENT

North Elementary School Parental Involvement Procedure has been developed jointly with and agreed on by the members of our North Elementary Title I Committee, our Go To Team, and our parent representative(s) of children participating in Title I, Part A programs.

Principal

Date

Parent Representative: Title I Committee/Leadership/Go To Team

Date



LEGAL REFERENCE:

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

Adapted from U.S. Department of Education Template

ADOPTED: June 20, 2000 (originally as policy)

ADOPTED: November 16, 2010 (as procedure)

Revised: February 17, 2015

Revised: June 19, 2018

Revised: June 19, 2012

Revised: July 19, 2016

Reviewed: February 19, 2013

Reviewed: April 18, 2017