

1 **TITLE I PROCEDURE 4 –**  
2 **NORTH ELEMENTARY SCHOOL PARENT & FAMILY ENGAGEMENT**  
3

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

11  
12 North Elementary School will engage 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 North 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 education  
26 of their students will be developed, reviewed yearly, and revised as appropriate, to include the  
27 following (Section 1118(e) of the ESEA and that of the ESSA):  
28

29 1. North 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~~ **Meetings will**  
31 explain the Title I, Part A requirements and the rights of parents and families to be  
32 engaged in 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 teachers or other educators who work directly with participating~~  
36 ~~children, arrange meetings with our parents who are unable to attend conferences at~~  
37 ~~school~~ in order to maximize parental involvement and participation in their children’s  
38 education.

39  
40 \* **Conferences between teachers or other educators who work directly**  
41 **with participating children.**

42  
43 \* **Arrange meetings with our parents and families who are unable to**  
44 **attend conferences at school.**

45 North Elementary School will provide parents and families information in a timely  
46 manner about Title I, Part A programs that includes a description and explanation of the  
47 school’s curriculum, the forms of academic assessment used to measure children’s  
48 progress, and the proficiency levels students are expected to meet by the end of the year.

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

55  
56 A. North Elementary hosts an Open House at the beginning of the school year, inviting  
57 our parents and families to attend with their students.  
58

59 ~ During this time, school information, such as expectations, curriculum, goals,  
60 assessment data, etc., is shared with parents and families by the administrator  
61 and classroom teachers.

62  
63 \* Parents **and families** are given a Student Handbook, with school  
64 information, on the first day of school or upon registering.

65  
66 ~ Building administration and teachers communicate with our parents and  
67 families either in-person, through email, phone calls, monthly calendars,  
68 newsletters, and DoJo Messaging.

69  
70 B. Our school also hosts a Parent and Family Participation Night **in the fall** and a Dr.  
71 Seuss Night in the spring sharing educational ideas with parents and families **that**  
72 **can be completed at home** to assist students in academic areas.

73  
74 ~ Parents and families are invited through monthly newsletters and calendars,  
75 reminder notes, emails, texts, posters on school entry doors, **Blackboard**  
76 **messages, electronic message board,** and events are posted on our school  
77 webpage and Facebook page.

78  
79 C. We have two scheduled Parent-Teacher conferences, one in the fall and one in the  
80 winter.

81  
82 ~ During this time, our parents and teachers meet to discuss students' progress  
83 academically, socially, and emotionally. Teachers and parents can also request  
84 additional conferences throughout the year.

85  
86 ~ Information, such as academic progress, Idaho Standards Achievement Test  
87 (ISAT), the Idaho Reading Indicator (IRI), Primary Math Assessment (PMA),

88 progress monitoring data, Extended Day Reading program, and Enrichment  
89 programs is also shared with parents and families throughout the year.

90  
91 \* ~~Information will be provided during an annual meeting, through quarterly~~  
92 ~~progress notices, at parent teacher conferences, in the North Elementary~~  
93 ~~Newsletter, and on the school website.~~

94  
95 ~ North Elementary has Spanish-speaking staff members available at both the fall  
96 and winter Parent/Teacher conferences and throughout the school day to  
97 translate for parents and families as needed.

98  
99 \* Communication sent home is in both English and Spanish when possible.

100  
101 2. North Elementary School will take the following actions to engage parents and families  
102 in the joint development and in the process of school review and improvement of its  
103 school Parent and Family Engagement Plan under section 1116 and 1118 of the ESEA  
104 and that of the ESSA:

105  
106 North Elementary, at the request of our parents, will provide opportunities for regular  
107 meetings for parents and families to formulate suggestions and to participate, as  
108 appropriate, in decisions about the education of their children. Our school will respond  
109 to any such suggestions as soon as ~~practicably~~ possible by:

110  
111 A. Our school invites one to two parents to join our North Elementary Go To Team to  
112 assist with planning events, such as parent and family engagement nights, parent and  
113 family engagement activities during the school day, and reviewing and revising the  
114 North Elementary School Parent & Family Engagement policy, and adopting and  
115 implementing model approaches to improving parent and family engagement.

116

117 ~ Coordinating parent and family engagement activities with other initiatives **such as**  
118 **after school programs, etc.**

119  
120 B. We have a Parent Group that meets **throughout the year** **monthly** to discuss  
121 information shared by the administrator, teachers, and fellow parents and families.

122  
123 ~ All of our parents and families are invited to attend the meetings and provide input.  
124 Information is also provided through monthly newsletters, calendars, texts, emails,  
125 **Blackboard messages, electronic message board**, and posted on our school  
126 webpage and Facebook page.

127  
128 ~ Any information shared with the administrator is taken to our parent group meetings  
129 or staff meetings to be discussed.

130  
131 C. Establishing a School Parent Advisory Council to provide advice on all matters related  
132 to parent and family engagement in Title I, Part A programs.

133  
134 3. North Elementary School will provide each parent an individual student report about the  
135 performance of their child on the State Assessment in at least math, language arts and  
136 reading by:

137  
138 A. We will provide Idaho Standards Achievement Test (ISAT), the Idaho Reading  
139 Indicator (IRI), and other all school assessment data, within a month of obtaining all of  
140 the scores for the Mountain Home School District. Assessment descriptions, expected  
141 outcomes, and student scores are included in this information.

142  
143 4. North Elementary School will take the following actions to provide each parent timely  
144 notice when their child has been assigned or has been taught for four (4) or more  
145 consecutive weeks by a teacher who is not highly qualified within the meaning of the term

146 in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002)  
147 by:

148  
149 A. Our school’s building administration will notify parents of students who are assigned  
150 or taught by a teacher, who is not considered highly qualified, through a letter and an  
151 email.

152  
153 5. North Elementary School will provide assistance to parents and families of children  
154 served by the school, as appropriate, in understanding topics by undertaking the actions  
155 described as follows:

156  
157 A. Our school will provide Idaho Standards Achievement Test (ISAT), the Idaho Reading  
158 Indicator (IRI), and other all school assessment data, within a month of obtaining all of  
159 the scores for the Mountain Home School District. Assessment descriptions, expected  
160 outcomes, and student scores are included in this information.

161  
162 B. Parent-Teacher conferences are scheduled in the fall and winter.

163  
164 ~ During this time, teachers are available to meet with each parent to discuss their  
165 child’s progress.

166  
167 ~ Translators are also available for parents and families during this time.

168  
169 ~ ~~Midterms and quarterly grades are sent home throughout the year, to ensure parents  
170 are aware of their student’s progress.~~

171  
172 ~ **Parents are notified when midterms and quarterly grades are available, to  
173 ensure parents and families are aware of their student’s progress.**

174  
175 C. Parents are given a username and password to access grades and attendance through

176 Power School at their will.

177

178 6. North Elementary School will provide materials, resources, and training to help our  
179 parents and families work with their children to improve their children’s academic  
180 achievement, such as literacy training and using technology, as appropriate, to foster  
181 parent and family engagement. Resources will be provided in classroom newsletters  
182 and/or communications, Parent Group monthly meetings that discuss current activities  
183 with the cooperation of a teacher liaison:

184

185 A. Our school staff sends home monthly Home & School Connections newsletters, hosts  
186 Parent and Family Participation events, and communicates with parents and families  
187 about resources and technology they can use at home.

188

189 B. Literacy plans are created for Kindergarten through 3<sup>rd</sup> grade students struggling in  
190 Reading, scoring a “2” or “3” on the Idaho Reading Indicator (IRI).

191

192 ~ Within the Literacy plan, teachers suggest at-home supports for the parents,  
193 families, and students.

194

195 ~ Teachers also give parents and families suggestions to help their child at Parent  
196 Teacher conferences and/or during any meetings where appropriate.

197

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

201

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

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- ~ 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.

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

7. North Elementary School will, with the assistance of its parents and families, educate its teachers, **student 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.

B. 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 and families are also requested to share any concerns or give input at each parent group meeting.



235 8. North Elementary School will take the following actions to ensure that information  
236 related to our school and our parent and family programs, meetings, and other activities  
237 is sent to our parents and families of participating children in an understandable and  
238 uniform format, including alternative formats upon request, and to the extent practicable,  
239 in a language the parents and families can understand:

240  
241 A. Our school administration and teachers communicate with our parents and families  
242 either, through email, phone calls, **Blackboard messages, texts, electronic message**  
243 **board**, Dojo messaging, monthly calendars, and newsletters.

244  
245 ~ Parent Contact Logs are maintained by the individual teachers.

246  
247 B. Developing appropriate roles for community-based organizations and businesses,  
248 **including faith-based organizations**, in parent and family engagement activities.

249

250 **PART IV. EVALUATION**

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252 An annual evaluation of the content and effectiveness of the Title I Parent and Family Engagement  
253 Plan will be conducted by the superintendent or designee. The information gathered will serve as  
254 a guide in revision of the School Continuous Improvement Plan. **North Elementary will distribute**  
255 **this procedure to all parents of participating Title I children.**

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257 **PART V. AGREEMENT**

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

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

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**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

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2017

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