

**TITLE I PROCEDURE 5 –
WEST ELEMENTARY SCHOOL PARENTAL & FAMILY INVOLVEMENT**

STATEMENT OF PURPOSE

West 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

West Elementary School agrees to implement the following statutory requirements:

- Consistent with section 1118, West 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.
- West 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, West 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 West 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 West Elementary School submits the plan to District Administration, Mountain Home School District No. 193.

- West 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.
- West 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.
- West 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.
- West 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.

Parent and family involvement/engagement means the participation of parents and families 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 PROCEDURE COMPONENTS

1. West 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 two to three parents to be members on our West Elementary Leadership team to assist with planning events, such as family involvement activities nights, family involvement activities during the school day, reviewing and revising the

West Elementary School Parent & Family Involvement Building Procedure, and to review yearly data from parent surveys.

- Parent surveys are sent home at the end of each school year in both English and Spanish.
2. West 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:
- Our school invites two to three parents to be members on our West Elementary School Leadership Team to assist with planning events, such as family involvement nights, family involvement activities during the school day, reviewing and revising the West Elementary School Parent & Family Involvement Building Procedure, and to review yearly data from parent surveys.
 - Parent surveys are sent home at the end of each school year in both English and Spanish.
3. West 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 of our parents of children participating in Title I, Part A programs to this meeting, and will encourage them to attend, by:
- Our school hosts an Open House prior to the starting 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 through presentations by the building administrator and classroom teachers.
 - Our school also hosts a Family Participation Night in the spring sharing educational ideas with our families that can be completed at home to assist students in academic areas.
 - ~ Families are invited through monthly newsletters, monthly calendars, monthly Home & School Connection Letters, reminder notes, emails, and events posted on our school webpage and Facebook page.
 - All communication sent home is in both English and Spanish.
4. West 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 prior to the starting 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 through presentations by the building administrator and classroom teachers.
 - We schedule two Parent-Teacher Conferences each year, one in the fall and one in the winter.
 - ~ During this time, our parents and teachers meet to discuss students' progress both academically and socially/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), STAR Early Literacy, 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, and newsletters.
 - All communication sent home is in both English and Spanish.
 - West Elementary has Spanish-speaking staff members available at both the fall and spring Parent Teacher Conferences and throughout the school day to translate for parents as needed.
5. West 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:
- Our Parent and Teachers Together (PTT) group meets at the beginning of each school year to build a calendar of activities and meetings.
 - ~ All of our parents are invited to attend the meetings or to provide input through email, letter, or a one on one meeting with the administrator.
 - ~ Any information shared with the administrator is taken to the PTT meeting to be discussed.

- All information from our PTT meetings is shared with parents through monthly newsletters, monthly calendars, reminder notes, emails, and events posted on our school webpage and Facebook page.
 - All communication sent home is in both English and Spanish.
6. West Elementary 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:
- Providing the Idaho Standards Achievement Test (ISAT), the Idaho Reading Indicator (IRI), and other all school assessment data, within three weeks 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. West Elementary 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 administration will notify our parents of students who are assigned or taught by a teacher who is not considered highly qualified, through a letter and an email.
 - All communication sent home is in both English and Spanish.
8. West Elementary 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 three weeks of obtaining all of the scores for the Mountain Home School District. Assessment descriptions, expected outcomes, and student scores are included in this information.
 - We schedule two Parent-Teacher Conferences each year, one in the fall and winter.
 - ~ During this time, teachers schedule conferences 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.

9. West 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.
10. West 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 our 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:
 - Our school sends home a parent survey at the end of each school year, requesting information about communication with administration, teachers, and other school personnel, school safety, school partnership, etc.
 - The data from the yearly parent survey is reviewed with staff and our parents at the beginning of each year and goals are created to address any concerns.
11. West 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 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.
12. West Elementary School will take the following actions to ensure that information related to the 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.
- All communication sent home is in both English and Spanish.
- West 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

West 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;
- Sending home a parent survey at the end of each school year, requesting information about communication with administration, teachers, and other school personnel, school safety, school partnership, etc.
 - ~ The data from the yearly parent survey is reviewed with staff and parents at the beginning of each year and goals are created to address any concerns.
- Providing necessary literacy training for our 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;
- Hosting the annual Open House, multiple Family Night Activities/Events, and multiple Family Day Activities/Events each year.
 - ~ During this time, parents are encouraged to bring their children and families to the events.
- Training parents to enhance the involvement of other parents;
- Arranging school meetings at a variety of times, or conducting in-home conferences between our teachers or other educators who work directly with participating children, arrange meetings with our parents who are unable to attend conferences at school in order to maximize parental involvement and participation in their children’s education;

- Building administration and teachers communicate with our parents either in-person, through email, phone calls, monthly calendars, and newsletters.
 - ~ All communication sent home is in both English and Spanish.
 - ~ West 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.
 - ~ Conferences are arranged with our parents to ensure they are available to attend.
- 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.
- Assist families with parenting and child-rearing skills, understanding child and adolescent development, and setting home conditions that support children as students at each age and grade level. Assist school in understanding families.

PART IV. EVALUATION

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

PART V. AGREEMENT (attach any additional signature sheets)

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

Principal

Date

Parent Representative: Title I Committee/Leadership 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)

Revised: May 2006

Reviewed: October 20, 2009

ADOPTED: November 16, 2010 (as procedure)

Revised: June 19, 2012

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Revised: April 18, 2017

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