

29 1. West Elementary will hold an annual **and regular** meeting to inform parents and families
30 of the 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 programs.

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

38
39 West Elementary will provide parents and families of participating children information in
40 a timely manner about Title I, Part A programs that includes a description and explanation
41 of the school’s curriculum, the forms of academic assessment used to measure children’s
42 progress, and the proficiency levels students are expected to meet by:

43
44 Our school will convene the meeting at a time convenient for parents and families and will
45 offer a flexible number of additional parent and family engagement meetings, such as in
46 the morning or evening, so that as many parents and families as possible are able to attend.
47 Our school will invite all of our parents and families of children participating in Title I, Part
48 A programs to this meeting, and will encourage them to attend, by:

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50 A. **Hosting** an Open House prior to the starting of the school year, multiple Parent and
51 Family Night Activities/Events, and multiple Parent and Family Day Activities/Events
52 each year, inviting all of our parents and families to attend with their students.

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

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

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

B. ~~Hosting a Parent and Family Participation Night in the spring sharing educational ideas with our parents and families that can be completed at home to assist students in academic areas.~~

~ Parents and 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.

C. Scheduling 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 may also request additional conferences throughout the year.

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

~ 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 and families as needed.

2. West Elementary School will take the following actions to engage parents and families in the joint development and in the process of school review and improvement of its school

90 Parent and Family Engagement Plan under sections 1116 and 1118 of the ESEA and that
91 of the ESSA:

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

97
98 A. **Our school Inviting** two to three parents to be members on our West Elementary
99 Leadership team to assist with planning events, such as parent and family engagement
100 activities/nights, parent and family engagement activities during the school day, reviewing
101 and revising the West Elementary School Parent & Family Engagement Building
102 Procedure, **and** to review yearly data from parent surveys, and adopting and implementing
103 model approaches to improving parent and family engagement.

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105 B. **Inviting all of our** parents to **participate in our** Parent and Teachers Together (PTT)
106 group, which meets at the beginning of each school year to build a calendar of activities
107 and meetings.

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

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112 ~ Any information shared with the administrator is taken to the PTT to be discussed.

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114 ~ All information from our PTT is shared with parents and families through monthly
115 newsletters, monthly calendars, reminder notes, emails, and events posted on our school
116 webpage and Facebook page.

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118 ~ All communication sent home is in both English and Spanish.

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

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123 3. West Elementary will provide each parent an individual student report about the performance
124 of their child on the State Assessment in at least math, language arts, and reading by:

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126 A. Providing the Idaho Standards Achievement Test (ISAT), the Idaho Reading Indicator
127 (IRI), and other all school assessment data, within three weeks of obtaining all of the scores
128 for the Mountain Home School District. Assessment descriptions, expected outcomes, and
129 student scores are included in this information.

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131 4. ~~West Elementary will take the~~ Following actions to provide each parent timely notice when
132 their child has been assigned or has been taught for four (4) or more consecutive weeks by a
133 teacher who is not highly qualified within the meaning of the term in section 200.56 of the
134 Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002) by:

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136 A. ~~Our school's administration will notify our parents of students who are assigned or taught~~
137 ~~by a teacher who is not considered highly qualified, through a letter and an email.~~

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139 5. West Elementary will provide assistance to parents and families of children served by the
140 school, as appropriate, in understanding topics by undertaking the actions described as
141 follows:

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

147

148 B. We schedule two Parent-Teacher Conferences each year, one in the fall and winter.

149

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

152
153 * Translators are also available for parents and families during this time.

154
155 ~ ~~Parents are notified when~~ Midterms and quarterly grades are **available** ~~sent home~~
156 ~~throughout the year,~~ to ensure parents and families are aware of their student’s progress.

157
158 C. Parents are given a username and password to access grades and attendance through Power
159 School **Parent Portal**.

160
161 6. West Elementary School will provide materials and training to help our parents and families
162 work with their children to improve their children’s academic achievement such as literacy
163 training **and using technology**, as appropriate, to foster parent and family engagement, by:

164
165 A. **Our school staff** Sending home monthly Home & School Connections Newsletters, hosting
166 parent and family participation events, and communicating with parents and families about
167 resources and technology they can use at home.

168
169 B. Literacy plans are created for Kindergarten through 3rd grade students struggling in
170 Reading, scoring a “2” or “3” on the Idaho Reading Indicator (IRI).

171
172 ~ Within the Literacy plan, teachers suggest at-home supports for the parents, families,
173 and students.

174
175 C. Providing necessary literacy training for our parents and families from Title I, Part A funds,
176 if the school district has exhausted all other reasonably available sources of funding for that
177 training.

178
179 D. West Elementary School will, to the extent feasible and appropriate, coordinate and
180 integrate parent and family engagement programs and activities. We will also conduct other

181 activities, such as parent and family resource centers that encourage and support parents
182 and families in more fully participating in the education of their children, by:

183
184 ~ **Our school staff** Participating in yearly meetings with the Head Start staff parents,
185 discussing Kindergarten expectations, standards, at-home activities, etc.

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187 ~ **Sharing information** with other community programs, when requested.

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

192
193 7. West Elementary School will, with the assistance of its parents and families, educate its
194 teachers, pupil services personnel, principals, and other staff in how to reach out to,
195 communicate with, and work with our parents and families as equal partners in the value and
196 utility of contributions of parents and families, and in how to implement and coordinate parent
197 and family programs and build ties between parents, families, and schools, by:

198
199 **A. Engaging parents and families in the development of training for teachers, principals, and**
200 **other educators to improve the effectiveness of that training.**

201
202 ~ **Training parents and families to enhance the engagement of other parents and families.**

203
204 B. **Our school** **The Mountain Home School District** sends home a parent survey **at each**
205 **conference** **in both English and Spanish** **at the end of each school year**, requesting
206 information about communication with administration, teachers, and other school
207 personnel, school safety, school partnership, etc.

208
209 ~ **The data from the yearly parent survey is reviewed with staff and our parents and**
210 **families at the beginning of each year and goals are created to address any concerns.**

211

212 8. West Elementary School will take the following actions to ensure that information related to
213 the our school and our parent and family programs, meetings, and other activities is sent to
214 our parents and families of participating children in an understandable and uniform format,
215 including alternative formats upon request, and to the extent practicable, in a language the
216 parents and families can understand.

217
218 A. Our school administration and teachers communicate with our parents and families either
219 in-person, through email, Class Dojo, phone calls, monthly calendars, newsletters, our
220 website, and social media.

221
222 ~~B. Developing appropriate roles for community based organizations and businesses,~~
223 ~~including faith based organizations, in parent and family engagement activities.~~

224
225 ~~C. Assist parents and families with parenting and child rearing skills, understanding child and~~
226 ~~adolescent development, and setting home conditions that support children as students at~~
227 ~~each age and grade level. Assist school in understanding parents and families.~~

228
229 **PART IV. EVALUATION**

230
231 An annual evaluation of the content and effectiveness of the West Elementary School Title I Parent
232 and Family Engagement Plan will be conducted by the superintendent or designee. The
233 information gathered will serve as a guide in revision of the School Continuous Improvement Plan.
234 West Elementary will distribute this procedure to all parents and families of participating Title I
235 children.

236
237 **PART V. AGREEMENT** (attach any additional signature sheets)

238
239 West Elementary School Parent and Family Engagement Procedure has been developed jointly
240 with and agreed on by the members of our West Elementary Title I Committee, our Leadership
241 Team and our parent representative(s) of children participating in Title I, Part A programs.

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245 Principal _____ Date _____

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249 Parent Representative: Title I Committee/Leadership Team _____ Date _____

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253 **LEGAL REFERENCE:**

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

256 Adapted from U.S. Department of Education Template

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259 ADOPTED: June 20, 2000 (originally as policy)	Revised: May 2006	Reviewed: October 20, 2009
260 ADOPTED: November 16, 2010 (as procedure)	Revised: June 19, 2012	Reviewed: February 19, 2013
261 Revised: February 18, 2014	Revised: Feb 17, 2015	Reviewed: July 19, 2016
262 Revised: April 18, 2017	Revised: June 19, 2018	Revised: