

**TITLE I PROCEDURE PLAN 1 –  
MOUNTAIN HOME JUNIOR HIGH SCHOOL (MHJH) – PARENT & FAMILY  
ENGAGEMENT**

**PART I. GENERAL EXPECTATIONS**

Mountain Home Junior High School is committed to the goal of offering a quality education to each student while meeting individual needs. We believe that all students can achieve academic success and grow to be productive citizens. Partnerships with parents and families and the community will assist our school in meeting these goals. An effective school is a result of families and the school working together to promote high student achievements.

Mountain Home Junior High School will engage parents and families in regular, two-way meaningful communication addressing student achievement and ensuring:

- Parents and families play an integral role in assisting with their child’s academic and social emotional growth.
- Parents and families 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 II. SCHOOLWIDE PARENT AND FAMILY ENGAGEMENT PLAN**

Mountain Home Junior High School (MHJH) agrees to implement the following statutory requirement for our Schoolwide Plan for the engagement 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):

1. MHJH will hold annual and regular meetings to inform parents and families 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 and families to be engaged in Title I, Part A programs.

MHJH will arrange school meetings at a variety of times and arrange phone conferences with our parents and families who are unable to attend conferences in order to maximize parent and family engagement and participation in their children’s education.

MHJH will provide parents and families of 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:

Our school will convene the meetings at a time convenient for parents and families and will offer a flexible number of additional parent and family engagement meetings, such as

in the morning or evening, so that as many parents and families as possible are able to attend. Our school will invite all our parents and families of children to this meeting, and will encourage them to attend, by:

- A. We host an annual Open House the evening of the first day of school. Parents and families are invited to come with their students to tour the building and meet with teachers in their classrooms.
  - ~ From their student’s teachers, they learn about curriculum, classroom expectations, and receive helpful ways that they can assist their students with their learning and their schoolwork.
  - ~ From building administration and office staff, they learn how we communicate with them through monthly newsletters, Blackboard messages, email, PowerSchool, and our school website.
  
- B. We host an annual Open House at the end of each school year for our incoming 6<sup>th</sup> grade class and invite parents and families to attend with their students.
  - ~ During this time, parents and families receive school information about registration, course offerings, expectations, extra-curricular activities, etc. Information is presented by building administrators, school registrar, counselor, and teachers.
  
- C. We schedule two Parent-Teacher Conferences each year, one in the fall and one in the winter.
  - ~ During conferences, our parents, families, and teachers meet to discuss students’ progress and receive ideas on how to support their students’ learning. Teachers, parents, and families may also request additional conferences throughout the year.
    - \* Parent Input Forms are provided at parent/teacher conferences.
  - ~ Our parents are also given a PowerSchool username and password to access grades and attendance.
  - ~ To keep our parents and families aware of their student’s progress, quarter and semester grades are made available to parents and families at conferences.
    - \* Grade reports are emailed home to those who don’t attend.
  - ~ We provide Spanish-speaking staff members for both the fall and winter Parent-Teacher Conferences and throughout the school day to translate for parents and families as needed.

- D. Throughout the year, our parents and families receive information on student progress in State testing (ISATs). In addition, teachers offer extra help through tutoring and by making themselves available before and after school. This information may be found on our website.
2. MHJH 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 Parent and Family Engagement Plan under sections 1116 and 1118 of the ESEA and that of the ESSA.

We, at the request of our parents, will provide opportunities for regular meetings for parents and families 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.

- A. We invite parents and families to be members of our MHJH Leadership Team to assist in the planning of events such as Parent/Teacher Conferences, Open Houses, school dances, registration, fundraisers, and community involvement events such as our Annual Veteran’s Day Observance.
- B. Our Leadership Team and Administrators meet at the beginning of each year to build a calendar of activities and meetings.
- ~ Information from these meetings is shared during our monthly Leadership Team meetings. Teacher Leaders, in turn, share information with their teaching teams.
  - ~ Information from the meetings may also be found in our monthly newsletter, our calendar, and it will be posted on our website.
  - ~ An explanation of the Schoolwide Title I Program posted and placed in Parent/Student Handbook.
  - ~ Vital communication is sent home is in both English and Spanish.
- C. Establish a School Parent Advisory Council to provide advice on all matters related to parent and family engagement in Title I, Part A programs.
3. MHJH 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:
- A. Providing the Idaho Standards Achievement Test (ISAT) and all other school assessment data is provided for parents and families in a timely manner. Assessment description, expected outcomes, and scores are included in this information.

4. MHJH 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:
  - A. Our school administration will notify parents and families of students who are assigned to or taught by a teacher who is not considered highly qualified via a letter and an email message.
5. MHJH will provide assistance to parents and families of children served by the school, as appropriate, in understanding topics by undertaking the actions described as follows:
  - A. We will provide Idaho Standards Achievement Test (ISAT) and all other school assessment data is provided for our parents and families in a timely manner. Assessment description, expected outcomes, and scores are included in this information.
  - B. We schedule two Parent-Teacher Conferences each year, one in the fall and one in the winter.
    - ~ During conferences, parents, families, and teachers meet to discuss their student's progress and receive ideas on how to support their student's learning. Teachers, parents, and families may also request additional conferences throughout the year.
      - \* Translators are also available for parents and families during this time.
    - ~ To keep our parents and families aware of their student's progress, quarter and semester grades are made available to parents and families at conferences.
      - \* Grade reports are emailed home to those who don't attend.
  - C. Our parents are also given a PowerSchool username and password to access grades and attendance.
6. MHJH will provide materials and training to help our parents and families work with their children to improve their children's academic achievement, such as literacy training and using technology, as appropriate, to foster parent and family engagement, by:
  - ~ Our school staff is available to assist any parent and family with resources and technology they can use at home, specifically the use of PowerSchool.
  - A. 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;

- B. MHJH will, to the extent feasible and appropriate, coordinate and integrate parent and family engagement programs and activities. We will also conduct other activities, such as parent and family resource centers that encourage and support our parents and families in more fully participating in the education of their children, by:
    - ~ Inviting parents and families to conferences, open houses, and Positive Behavioral Intervention and Support (PBIS) nights.
    - ~ Information is shared with other community programs, when requested.
  - C. 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. MHJH will, with the assistance of its parents and families, educate its teachers, student 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, families, and schools, by:
- A. We will engage 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 provide parents and families with the District’s Parent Input Form during Parent-Teacher Conferences requesting information about communication with administration, teachers, and other school personnel, school safety, school partnership, etc.
    - ~ The data from the Parent Input Forms is reviewed with staff. Parents and families are also requested to share any concerns or give input at each parent group meeting, and goals are created to address any concerns.
  - C. We reach out and communicate with our parents and families through our database and PowerSchool.
    - ~ All our parents and families, when enrolling their children, are required to complete and have on file with our school an updated demographics information sheet.
8. MHJH 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 and families of participating children in an understandable and uniform format, including alternative

formats upon request, and, to the extent practicable, in a language the parents and families can understand:

- A. Our school administration and teachers communicate with our parents and families in person, through email, phone calls, monthly newsletters, and calendars.
- B. Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parent and family engagement activities.
- C. Coordinate community resources and services for students, parents and families, and the school with businesses, agencies and other groups, and provide services to the community.
- D. Attend and participate in the parent, family, and community Bridge Night (student and teacher presentations) and use Title 1 Funds to pay for the dinner we will provide.

**PART III. EVALUATION**

An annual evaluation of the content and effectiveness of the MHJH Title I Parent and Family Engagement 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. MHJH will distribute this procedure to all parents and families of participating Title I children. Mountain Home Junior High will publish this procedure on our school website.

**PART IV. AGREEMENT** (attach any additional signature sheets)

The MHJH Parent and Family Engagement Procedure has been developed jointly with and agreed on by the members of our MHJH Title 1 Team, 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

\_\_\_\_\_  
Classified Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Teacher

\_\_\_\_\_  
Date

\_\_\_\_\_  
Teacher

\_\_\_\_\_  
Date



**LEGAL REFERENCE:**

Legal requirements of Sections 1111, 1112, 1116, 1118(a)(2)(b)(d)(e) of the ESEA  
Adapted from U.S. Department of Education Template

**ADOPTED:** June 19, 2012  
Reviewed: February 17, 2015  
Revised: June 19, 2018  
Reviewed: March 16, 2021

Reviewed: February 19, 2013  
Revised: July 19, 2016  
Revised: May 21, 2019  
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