

**TITLE I PROCEDURE PLAN 2 –
HACKER MIDDLE SCHOOL (HMS) – PARENT & FAMILY ENGAGEMENT**

PART I. GENERAL EXPECTATIONS

HMS 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, 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.

Hacker Middle School (HMS) 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

Hacker Middle School (HMS) 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. HMS 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.

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

HMS will provide parents and families 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 meeting 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. Our school hosts an Open House prior to the start of the school year and a parent and family night each year, inviting all our families to attend with their students.

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

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

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

B. We have two scheduled Parent-Teacher conferences, one in the fall and one in the winter.

~ During this time, parents, families, and teachers meet to discuss students' progress both academically and social/emotionally. Teachers, parents, and families can also request additional conferences throughout the year.

* Parent Input Forms are provided at parent/teacher conferences.

~ Our parents are also given a PowerSchool and Canvas username and password to access grades and attendance

~ Hacker Middle School has Spanish-speaking staff members available at both the fall and winter Parent-Teacher Conferences and throughout the school day to translate for parents and families as needed.

C. Information, such as academic progress, Idaho Standards Achievement Test (ISAT), progress monitoring data, and Enrichment programs is also shared with parents and families throughout the year.

2. HMS 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 section 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 by:

- A. We invite at least two parents (one per grade) to be a member of the Hacker Middle School Site Team to assist in reviewing practices and procedures of the school including, reviewing and revising the Hacker Middle School Parent & Family Engagement policy, school-wide improvement plan, to review yearly data from various surveys, and adopting and implementing model approaches to improving parent and family engagement.

 - B. Our school has a Parent and Teachers Together (PTT) group that meets monthly to continually plan and organize events to support the students and staff of the school.
 - ~ All parents and families are invited to attend the meetings or to provide input through email, letter, or one on one meeting with the administrator.

 - ~ Parents and families are invited through monthly newsletters, monthly calendars, Blackboard, email or text messages, and events posted on our school and district webpage and Facebook page.

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

 - ~ All information from PTT meetings are shared with parents and families through monthly newsletters, monthly calendars, reminder notes, emails, or events posted on our school webpage and Facebook page.

 - ~ Vital communication sent home is in both English and Spanish.

 - C. Establishing a School Parent Advisory Council to provide advice on all matters related to parent and family engagement in Title I, Part A programs.
3. Hacker Middle 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:
- A. We will provide Idaho Standards Achievement Test (ISAT), and other all school assessment data, in a timely manner of obtaining all the scores for the Mountain Home School District. Assessment descriptions, expected outcomes, and student scores are included in this information.
4. Hacker Middle 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:

-
- A. 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.
5. Hacker Middle School 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. Our school will provide Idaho Standards Achievement Test (ISAT), and other school assessment data, within a timely manner of obtaining all the scores for the Mountain Home School District. Assessment descriptions, expected outcomes, and student scores are included in this information.
- B. Parent-Teacher conferences are scheduled 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 and families during this time.
- ~ Parents are notified when midterms and quarterly grades are available to ensure parents and families are aware of their student’s progress.
- C. Parents are given a username and password to access grades and attendance through Power School.
6. Hacker Middle School 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:
- A. Sending home Newsletters and communicate with our parents and families about resources and technology they can use at home.
- B. Posting online resources on our website, as well as, provide individually specific resources to students, parents, and families.
- C. 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;
- D. Hacker Middle School 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 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 Interventions and Supports (PBIS) events.
 - ~ 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. Hacker Middle School will, with the assistance of its parents and families, educate its teachers, pupil services personnel, principals, and other staff in how to reach out to, communicate with, and work with our 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. 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. 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 our parents and families at the beginning of each year and goals are created to address any concerns.
8. Hacker Middle School will take the following actions to ensure that information related to our school and our parent and family programs, meetings, and other activities is sent to 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 in-person, through email, phone calls, monthly calendars, Facebook, school website, or newsletters.
 - B. Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parent and family engagement activities.
 - C. Assist parents and 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 parents and families.

PART III. EVALUATION

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

PART IV. AGREEMENTS (attach any additional signature sheets)

This Hacker Middle School Parent and Family Engagement Procedure has been developed jointly with and agreed on by the members of our Hacker Middle School Title I Committee, Hacker Middle School Site Team, and by our parents and families of children participating in Title I, Part A programs. Hacker Middle School will distribute this policy to all parents and families of participating Title I children.

Principal Date

Parent Representative: Title I Committee 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

MSBT Title I School – Parent & Family Engagement Policy 677F2 (D08/11/17)

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

Reviewed: February 19, 2013
Revised: July 19, 2016
Reviewed: May 21, 2019
Revised: June 21, 2022

Reviewed: February 18, 2014
Reviewed: April 18, 2017
Revised: February 18, 2020