

**TITLE I PROCEDURE 4 –  
NORTH ELEMENTARY SCHOOL PARENT & FAMILY ENGAGEMENT PLAN**

**PART I. GENERAL EXPECTATIONS**

North Elementary 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 parents and families and the school working together to promote high student achievement.

North Elementary 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**

North Elementary School 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. North Elementary will hold an annual meeting to inform parents and families of the school’s participation in Title I, Part A programs. Meetings will explain the Title I, Part A requirements and the rights of parents and families to be engaged in Title I, Part A programs.

Our school will arrange school meetings and conferences at a variety of times as well as be available phone conferences with our parents and families who are unable to attend conferences in order to maximize parental involvement and participation in their children’s education.

North Elementary School 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 the end of the year.

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 by phone on request so that as many parents and families as possible are able to attend. Our school will invite all our parents of children to this meeting, and will encourage them to attend, by:

A. North Elementary hosts an Open House at the beginning of the school year, inviting our parents and 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 by the administrator and classroom teachers.

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

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

B. Our school also hosts a Parent and Family Participation Night in the fall and a Dr. Seuss Night in the spring sharing educational ideas with parents and families to assist students in academic areas.

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

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

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

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

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

~ North 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 and families as needed.

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

2. North 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 Parent and Family Engagement Plan under section 1116 and 1118 of the ESEA and that of the ESSA:

North Elementary, 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 possible by:

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

~ Coordinating parent and family engagement activities with other initiatives.

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

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

~ Any school-wide information shared with the administrator is taken to our parent group meetings or staff meetings to be discussed.

~ Vital communication is sent home 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. North Elementary 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), the Idaho Reading Indicator (IRI), and other all school assessment data, within a month of obtaining all

- the scores for the Mountain Home School District. Assessment descriptions, expected outcomes, and student scores are included in this information.
4. North Elementary 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 building administration will notify parents of students who are assigned or taught by a teacher who is not considered highly qualified through a letter and an email.
  5. North Elementary 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), the Idaho Reading Indicator (IRI), and other all school assessment data, within a month 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 are available to meet 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 and Canvas at their will.
  6. North Elementary School will provide materials, resources, 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. Resources will be provided in classroom newsletters and/or communications, Parent Group monthly meetings that discuss current activities with the cooperation of a teacher liaison:
    - A. Our school staff sends home monthly Newsletters and Calendars, hosts Parent and Family Participation events, and communicates with parents and families about resources and technology they can use at home.

- B. Literacy plans are created for Kindergarten through 3<sup>rd</sup> grade students struggling in Reading, scoring a “2” or “3” on the Idaho Reading Indicator (IRI).
  - ~ Within the Literacy plan, teachers suggest at-home supports for the parents, families, and students.
  - ~ Teachers also give parents and families suggestions to help their child at Parent Teacher conferences and/or during any meetings where appropriate.
  - ~ Extra support and challenging activities are also offered to families during after school clubs.
  
- 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. North Elementary 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 that encourage and support parents and families in more fully participating in the education of their children.
  - ~ Our staff participates in yearly meetings with the Head Start staff and 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 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, school safety, school partnership, etc.

~ 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, and goals are created to address any concerns.

8. North Elementary 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 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 either, through email, phone calls, Blackboard messages, texts, electronic message board, Canvas messaging, monthly calendars, and newsletters.

~ Parent Contact Logs are maintained by the individual teachers.

B. Developing appropriate roles for community-based organizations and businesses in parent and family engagement activities.

**PART III. EVALUATION**

An annual evaluation of the content and effectiveness of the North Elementary School 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. North Elementary will publish this procedure on our school website.

**PART IV. AGREEMENT**

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

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Representative: Title I Committee/Leadership/Go To 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)

**ADOPTED:** November 16, 2010 (as procedure)

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