

**TITLE I PROCEDURE PLAN 5 –
WEST ELEMENTARY SCHOOL PARENT & FAMILY ENGAGEMENT**

PART I. GENERAL EXPECTATIONS

West 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, 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.

West 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

West 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. West Elementary will hold an annual meeting 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.

West Elementary 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.

West Elementary 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. Hosting an Open House prior to the starting of the school year inviting all 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 through presentations by the building administrator and classroom teachers.
 - ~ 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, as well as hosting multiple Parent and Family Night Activities/Events, and multiple Parent and Family Day Activities/Events each year.
 - ~ 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.
 - * Parent Input Forms are provided at parent/teacher conferences.
 - ~ Our parents are also given a PowerSchool username and password to access grades and attendance.
 - ~ 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 and families as needed.
 - D. Information, such as academic progress, Idaho Standards Achievement Test (ISAT), the Idaho Reading Indicator (IRI), and Primary Math Assessment (PMA), progress monitoring data, and Enrichment programs is also shared with parents and families throughout the year.
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

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 by:

- A. Inviting two to three parents to be members on our West Elementary Leadership team to assist with planning events, such as parent and family engagement activities/nights, parent and family engagement activities during the school day, reviewing and revising the West Elementary School Parent & Family Engagement Building Procedure, to review yearly data from parent surveys, and adopting and implementing model approaches to improving parent and family engagement.
 - B. Inviting all our parents to participate in our Parent and Teachers Together (PTT) group, which meets at the beginning of each school year to build a calendar of activities and meetings.
 - ~ All our parents and families 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 to be discussed.
 - ~ All information from our PTT is shared with parents and families through monthly newsletters, monthly calendars, reminder notes, emails, and events posted on our school webpage and Facebook page.
 - ~ Vital communication is 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. 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:
- A. Providing the Idaho Standards Achievement Test (ISAT), the Idaho Reading Indicator (IRI), 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. 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. West Elementary 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 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. 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 and families during this time.
 - ~ 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 Parent Portal.
6. West Elementary 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, as appropriate, to foster parent and family engagement, by:
 - A. Sending home monthly Home & School Connections Newsletters, hosting parent and family participation events, and communicating with parents and families about resources and technology they can use at home.
 - B. Literacy plans are created for Kindergarten through 3rd 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.
 - 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.

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- D. West Elementary School will, to the extent that is 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:
- ~ Participating in yearly meetings with the Head Start staff and parents, discussing Kindergarten expectations, standards, at-home activities, etc.
 - ~ Sharing information 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. West 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 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. 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.
8. West 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 in-person, through email, Class Dojo, phone calls, monthly calendars, newsletters, our website, and social media.
- 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 West 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. West Elementary will publish this procedure on our school website.

PART IV. AGREEMENT (attach any additional signature sheets)

West Elementary School Parent and Family Engagement 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

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| ADOPTED: June 20, 2000 (originally as policy) | Revised: May 2006 | Reviewed: October 20, 2009 |
| ADOPTED: November 16, 2010 (as procedure) | Revised: June 19, 2012 | Reviewed: February 19, 2013 |
| Revised: February 18, 2014 | Revised: Feb 17, 2015 | Reviewed: July 19, 2016 |
| Revised: April 18, 2017 | Revised: June 19, 2018 | Reviewed: May 21, 2019 |
| Revised: February 18, 2020 | Reviewed: March 16, 2021 | Reviewed: June 21, 2022 |