

Family Engagement Procedures
Northwest Primary School, Rutland Vermont
2024-2025

Revision: September 3, 20224

In order to provide all children with significant opportunity to receive a fair, equitable, and high-quality education, and to close educational gaps, Northwest Primary School receives Title I, Part A funds. Therefore, in accordance with Section 1116(b) of Every Student Succeeds Act (ESSA), Northwest Primary School will develop, with the parents and family members of participating students, a written parent and family engagement procedure. This procedure will outline how this school will involve parents and family members in procedure development and build capacity for parent and family engagement in order to improve student academic achievement.

PART I: Procedure Involvement

1. Per ESSA (1116(c)(1)) Northwest Primary School will hold an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of the school's participation in Title I, to explain the Title I requirements under ESSA, and to inform parents of their right to be involved. The Northwest Primary School agrees to take the following actions: The meeting will take place before our Open House. Parents will receive a flyer, and a notice will be sent home in students' folders as well as via email to all families. During the meeting, parents and families will have the chance to provide feedback and engage in open discussions about enhancing parent and family involvement. Additionally, parents and families will be able to submit written feedback to the building principal as needed.
2. Per ESSA (1116(c)(2)) Northwest Primary School agrees to offer a flexible number of meetings, such as meetings in the morning or evening, and may use Title I funds to provide transportation, childcare, or home visits, as related to parent involvement. Northwest Primary School will offer events in which families are encouraged to participate. During parent teacher conferences, we will offer meeting to be both in person and virtually. We offer support service meetings that align with the family's schedule and mode of communication.
3. Per ESSA (1116(c)(3)) Northwest Primary School agrees to involve parents in an organized, ongoing, and timely way in the planning, review, and improvement of Title I programs in the following ways: There will be monthly Parent-Teacher Collaborative meetings and Title 1/Increased Family Engagement will be an ongoing agenda item.
4. Per ESSA (1116(c)(3)) Northwest Primary School agrees to involve parents in an organized, ongoing, and timely way in the planning, review, and improvement of the School Parent & Family Engagement Policy and in the joint development of the schoolwide program plan in the following ways: There will be monthly Parent-Teacher Collaborative meetings and Title 1 will be an ongoing agenda item.
5. Per ESSA (1116(c)(4)) Northwest Primary School agrees to provide parents of participating children the following:
 - Timely information about Title I programs

- A description and explanation of the curriculum in use at the school, the forms of academic assessment used, and the achievement levels of the challenging State academic standard
- Opportunities for regular meetings for parents to make suggestions and participate in decisions relating to the education of their children
- Responses to these suggestions as soon as practicably possible

The school agrees to provide these in the following ways:

- Classroom teachers will provide a monthly newsletter to the families and curricular items will be highlighted.
- Parent/family engagement surveys administered 3 x/ year.
- Parent-teacher conferences will be held 2 x/ year.
- Progress reports will be completed and administered 2 x/ year.

6. Per ESSA (1116(c)(5)) Northwest Primary School agrees to take the following actions to submit any parent comments about the schoolwide program plan when the school makes the plan available to the LEA, if the schoolwide program plan is not satisfactory to the parents of participating children: Families will have the opportunity to provide feedback through surveys three times a year.

7. Per ESSA (1116(d)) Northwest Primary School agrees to take the following actions to jointly develop with participating parents a school-parent compact, outlining how parents, school staff, and students will share the responsibility for improved student academic achievement. The meeting will be held prior to our Open House. Families are encouraged to attend and there will be opportunity for an open conversation and feedback.

8. Per ESSA (1116(f)) Northwest Primary School agrees to take the following actions to provide opportunities for the informed participation of parents and family members, including providing information and school reports required under section 1111, in a format and language that parents can understand: The school has a contracted service for translation services.

PART II: Building Capacity for Involvement

To ensure effective involvement of parents and support a partnership between the school, parents, and the community in order to improve student achievement, Northwest Primary School will use the following strategies:

9. Per ESSA (1116(e)(1)) Northwest Primary School will provide assistance to parents of children served by the school in understanding the following topics:

- The challenging State academic standards
- State and local academic assessments
- Title I, Part A requirements

- How to monitor their child's progress
- How to work with educators to improve their children's achievement

The school agrees to take the followings actions in order provide this assistance:

- Provide family engagement activities to support families and thier involvement with academics.
- Invite families to our Educational Support Team meetings to discuss academic strength and challenges of students.
- Provided conferences to families 2x year and offer multiple modes of participation.

10. Per ESSA (1116(e)(2)) Northwest Primary School agrees to provide materials and training, such as literacy and technology workshops, as appropriate, to help parents work with their children to improve their children's achievement: Provide family engagement activities to support families and their involvement with academics.

11. Per ESSA (1116(e)(3)) Northwest Primary School agrees to educate its teachers, specialized instructional support personnel, principals and other school leaders, and other staff, with the assistance of parents, in the following areas:

- The value of contributions of parents
- How to reach out to, communicate with, and work with parents as equal partners
- How to implement and coordinate parent programs
- How to build ties between parents and school

The school agrees to take the following actions to provide this support:

- There will be on-going conversations with faculty and staff to increase parental involvement.
- Monthly newsletter will be distributed and there will be highlights of school activities and events published for parent/families.
- There will be an updated family handbook that highlights the expectations and procedures for academic, social and emotional well-being of the students.
- Parent-teacher conferences will be held 2 x/ year.
- Progress reports will be completed and administered 2 x/ year.

12. Per ESSA (1116(e)(4)) Northwest Primary School will, to the extent feasible and appropriate, coordinate and integrate Title I parent involvement programs and activities with other Federal, State, and local programs and conduct other activities that encourage and support parents in more fully participating in the education of their children. The school agrees to take the following actions to coordinate and integrate parent involvement programs: We offer an introduction to Kindergarten before the school year begins, along with summer programs designed to support early learners.

13. Per ESSA (1116(e)(5)) Northwest Primary School agrees to take the following actions to ensure that information related to the school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand: Provide families with translation services when necessary.

14. Per ESSA (1116(e)(14)) Northwest Primary School agrees to take the following actions to provide other reasonable support for parent involvement activities, as parents may request: There will be monthly PTC meetings to support collaboration and encourage families to provide feedback. Additional Building Capacity Options NOTE: The school, in consultation with parents and family members, may include additional programs and activities designed to build capacity for parent and family involvement in Title I schools in order to improve student achievement. These discretionary activities are listed under Section 1116(e) of ESSA. If the Title I school elects to incorporate these activities will be listed here with specific descriptions for implementation.

PART III: Approval

NOTE: Title I Schools should follow their local procedure for procedure approval.

This School Parent & Family Engagement procedure has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs. 09/18/2024, families joined Northwest School to review the above document. There is a signed attendance form. This procedure was approved by the Northwest Primary School on 09/20/24 and will be in effect for 2024-2025 school year. The Title I School will distribute this procedure to all parents of participating Title I, Part A children on or before 10/1/2024.