

This is Guidance and not a Template
**School Parent and Family Engagement
Policy/Plan**

A school's written policy should describe specifically enough for parents and school system personnel to readily understand *how* each participating Part A school will do the following:

Convene an annual meeting to inform parents of their school's participation in Part A, to explain Part A's requirements, and their right to be involved. In preparation for this meeting, efforts should be made to determine the most convenient time for parents of participating children to attend and to determine the most reliable method for ensuring that parents receive notice.

Offer a flexible number of meetings, such as in the morning or evening, and provide, if necessary, with Part A funds transportation, child care, or home visits as these services relate to parental involvement.

Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of Part A programs, including the school parental involvement policy and the joint development of the schoolwide program plan, if any. **If a school has in place a process for involving parents in the joint planning and design of its general education programs, the school may use that process as long as there is adequate representation of parents of participating children, and it conforms to, and is effective in implementing, the parental involvement requirements of Part A.**

Provide parents of participating children--

(a) **timely information** about Part A programs;

(b) **school performance profiles** required under section 1116(a)(3), where the LEA must assess annually the progress of each participating school;

(c) **their child's individual student assessment results**, including an interpretation of such results;

(d) **a description and explanation of the curriculum** in use at the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet;

(e) **opportunities for regular meetings** to formulate suggestions, share experiences with other parents, and participate as appropriate in decisions relating to the education of their children if parents express an interest in doing this; and

(f) **timely responses to the suggestions** made by parents that have been offered in meetings such as those described in (e) above; and

If the schoolwide program plan is not satisfactory to parents, the school will submit any parent comments on the plan when the school makes the plan available to the LEA.