

**Instruction****Parent and Family Engagement Guidelines**

In order to achieve the level of parent and family engagement outlined in District Policy 2420

these procedures guide the development of each school's annual parental involvement plan

designed to foster a cooperative effort among parents, school, and community.

Parent involvement activities developed at each school will include opportunities for:

1. Volunteering;
2. Parent education;
3. Home support for the child's education; and
4. Parent participation in school decision making.

The District will provide opportunities for professional development and resources for staff, parents, and community regarding effective parent involvement practices including family literacy.

**Roles and Responsibilities****Students**

It is the responsibility of the student to:

1. Cooperate with school personnel and be responsible for their behavior;
2. Complete all homework assignments on time;
3. Participate to the best of their ability in all classes;
4. Read independently or with family on a regular basis; and
5. Let teachers, school counselors, and family know when they need help.

**Parents**

It is the responsibility of the parent to:

1. Actively communicate with school staff;
2. Be aware of policies, rules, and regulations of the school and District;
3. Take an active role in the child's education by reinforcing at home the skills and knowledge the student has learned in school;
4. Take an active role in assuring the child is prepared to attend school each day; and
5. Utilize opportunities for participation in school activities.

## Staff

It is the responsibility of staff to:

1. Work with parents to develop and implement a school plan for parent involvement;
2. Promote and encourage parent involvement activities;
3. Effectively and actively communicate with all parents about skills, knowledge, and attributes students are learning in school and suggestions for reinforcement; and
4. Send information to parents of Title I children in a format and, to the extent practicable, in a language the parents can understand.

## Community

Community members who volunteer in the schools have the responsibility to:

1. Be aware of the policies, rules, and regulations of the school and District; and
2. Utilize opportunities for participation in school activities.

## Administration

It is the responsibility of the administration to:

1. Provide coordination, technical assistance, and other support necessary to assist and build the capacity of all participating schools within the District to plan and implement effective parent and family involvement activities to foster improved student academic achievement and school performance;
2. Provide training and space for parent involvement activities;
3. Provide resources to support successful parent involvement practices;
4. Provide inservice education to staff regarding the value and use of contributions of parents and how to reach out to, communicate, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school;
5. Send information to parents of Title I children in a format and, to the extent practicable, in a language the parents can understand;
6. Develop jointly with, agree on with, and distribute to, parents and family members of participating children a written parent and family engagement policy;

7. Coordinate and integrate its Title I parent and family engagement strategies with the parent and family engagement strategies of the District's other relevant programs;
8. Create and support a Parent Advisory Board comprised of a sufficient number and representative group of parents or family members served by the District to adequately represent the needs of the population served by the District for the purpose of developing, revising, and reviewing the District's Parent and Family Engagement Policy; and
9. Ensure each school within the District develops jointly with the parents of Title I children a school-parent compact describing how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and identify the means by which the school and parents will build and develop a partnership to help children achieve the challenging State academic standards and includes the requirements of [District Policy 2420](#).

Cross Reference:	2420 4160	Parent and Family Engagement Parents' Right to Know Notices
Legal References:	I.C. § 32-1013  I.C. § 33-1610  20 U.S.C. § 6311 Plans 20 U.S.C. § 6312  20 U.S.C. § 6318 and	Interference With Fundamental Parental Rights Restricted Involvement of Parents and Community Groups  Basic Program Requirements - State  Basic Program Requirements - Local Education Agency Plans Basic Program Requirements - Parent  Family Engagement
Federal Mandate:		<a href="#">Every Student Succeeds Act (ESSA)</a>

Procedure History:

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