Instruction

Exhibit - School-Level Parent and Family Engagement Plan

This School-Level Parent and Family Engagement Plan (School Plan) provides an understanding of the joint responsibility of the school and parents/guardians for improving students' academic achievement and school performance. The school is also responsible for implementing the Building Capacity for Involvement and Accessibility subheadings of exhibit 6:170-AP1, E1, District-Level Parent and Family Engagement Plan. ***The School Plan must be customized to reflect the school's actual Title I parent and family engagement activities.***

The school provides opportunities for parent/guardian and family engagement at the school level by:

Parent/Guardian Involvement

1. Convening an annual meeting, at a convenient time, to which all parents/guardians of participating children are invited and encouraged to attend, to inform parents/guardians of their school's participation under Title I and to explain the requirements of Title I, and the right of the parents/guardians to be involved. The Building Principal or designee shall:
   - Invite all parents/guardians of participating children to the annual meeting at school.
   - Explain the rights of parents/guardians to be involved in establishing this School Plan.
   - Introduce and involve the building representatives on the District-level committee.
   - Provide an overview of Title I and give parents/guardians an opportunity to express questions and concerns.
   - Indicate the mechanisms by which the committee work will be communicated.
   - Seek the involvement and input of parents/guardians.
   - Provide child care so that all parents/guardians who would otherwise be unable to attend may attend.
2. Offering a flexible number of meetings, such as meetings in the morning or evening, and may provide, with funds provided by the relevant provision in Title I, transportation, child care, or home visits, as such services relate to parental involvement. The Building Principal or designee shall:
   - Provide parents/guardians with opportunities to ask questions and dialogue informally about student academic achievement and school performance.
   - Engage building-based parent organizations to assist with communication and implementation needs.
   - Develop and use outreach programs to involve community groups and organizations.
3. Involving parents/guardians in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Title I, including the planning, review, and improvement of Board policy 6:170, *Title I Programs*, and the joint development of this School Plan (under 20 U.S.C. §6314(b)(2), except that if a school has in place a process for involving parents/guardians in the joint planning and design of the school's programs, the school may use that process, if such process includes an adequate representation of parents/guardians of participating children. The Building Principal or designee shall:
   - Identify and establish a process by which an adequate representation of parents/guardians of participating children can occur.

- Establish a schedule for the building-based committee to plan, review, and recommend improvements to Board policy 6:170, *Title I Programs*.

4. The Building Principal or designee shall:
   - Provide parents/guardians of participating children timely information about programs.
   - Communicate updates through use of school newsletters, the District website, email and telephone contact, and home visits if needed.
5. The Building Principal or designee shall provide to parents/guardians a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of challenging State academic standards.
6. The Building Principal or designee shall:
   - Provide parents/guardians, upon request, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any suggestions as soon as practicably possible.
   - Develop a feedback loop for parents/guardians to ask questions and receive follow-up.
7. If this School Plan under 20 U.S.C. §6314(b) is not satisfactory to the parents/guardians of participating children, the Building Principal or designee shall:
   - Submit any parent/guardian comments on the School Plan when the school makes it available to the School Board.
   - Provide a process for parents/guardians to express concerns and complaints.

Shared Responsibilities for High Student Academic Achievement

1. The School is responsible for providing a high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under Title I to meet the State's challenging academic standards. Each parent/guardian is responsible for supporting their children's learning by:
   - Volunteering in their child's classroom.
   - Participating, as appropriate, in decisions relating to their children's education and positive use of extracurricular time.
2. Communication between teachers and parents/guardians occurs on an ongoing basis through:
   - Parent-teacher conferences in elementary schools, at least annually, during which the School Plan shall be discussed as it relates to the individual child's achievements.
   - Frequent reports to parents/guardians on their child's progress.
   - Reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities.
   - Ensuring regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand.

Building Capacity for Involvement

See exhibit 6:170-AP1, E1, *District-Level Parent and Family Engagement Plan.*

Accessibility

See exhibit 6:170-AP1, E1, *District-Level Parent and Family Engagement Plan.*

Revised: September 2021
June 2026