

Guidance with Contents and Implementing the Parent and Family Engagement (PFE) Policy

District-level

Notifications of the District and Title I School policies shall occur in an understandable and uniform format and, to the extent practicable, provided in a language the parents and family members can understand.

Annually, each local educational agency (LEA) that receives Title I funds **shall jointly develop or update, agree on with, and distribute a written PFE Policy** to parents and family members of participating children.

The LEA **may establish a parent advisory board** comprised of a representative group of parents or family members served by the LEA's Title I schools to adequately represent the needs of the agency's population for the purposes of developing, revising, and reviewing the parent and family engagement policy.

Involve parents and family members in **jointly developing the local educational agency plan under Sec. 1112** (consultation with use of funds, developing-evaluating the consolidated plan).

Coordinate and integrate PFE strategies with other Federal, State, and local laws and programs.

Involve parents in **developing improvement plans per section 1111(d)(1-2)**, Comprehensive School Improvement and Targeted School Improvement.

Provide coordination and the support necessary to assist and build the capacity of all participating schools within the LEA in planning and implementing effective family involvement activities to improve student achievement and school performance; may include employers, business leaders, and philanthropic organizations, and individuals with expertise to engage family members.

Conduct, with the meaningful involvement of family members, an annual evaluation of the content and effectiveness of the PFE policy to improve the academic quality of all schools, addressing–

(1) barriers to greater participation by family members with particular attention to those who are economically disadvantaged, individuals with disabilities, limited English proficiency, minority backgrounds.

(2) the needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers; and

(3) strategies to support successful school and family interactions.

(4) use the findings from the annual evaluation to design evidence-based strategies for more effective parental involvement and to improve the PFE policy or policies.

Title I School-level

Annually, each Title I school **shall jointly develop or update, agree on with, and distribute to parents and family members of participating children a written PFE Policy** while describing the means for carrying out the requirements inclusive to subsections **(c) policy involvement, (d) school-parent compact, (e) building capacity for involvement, and (f) accessibility**. The policy shall be made available to the parents of students and the local community while updated periodically to meet the changing needs of parents and the school.

Convene an annual meeting or meetings at a convenient time, to which all parents of participating children shall be invited and encouraged to attend to inform parents of their school's Title I participation and explain the requirements and the right(s) of the parents to be involved. Additionally, offer a flexible number of meetings, such as meetings in the morning and evening, and Title I schools may provide funds under this part (i.e., transportation, childcare, home visits). **At the annual meeting, provide parents/family members of participating children:**

(1) timely information about Title I programs and services (may include the Parents Right to Know, Compact, etc.)

(2) a description and explanation of the curriculum in use at the school, the academic assessment used to measure student progress, and the achievement levels of the challenging State academic standards; and

(3) if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children and respond to suggestions as soon as possible,

(4) if the schoolwide program plan under section 1114(b) is not satisfactory to the parents of participating children, submit any parent comments when the school makes the plan available to the local educational agency.

Involve parents in an organized, ongoing, and timely way in the planning, review, and improvement of programs under this part, including the PFE policy and the joint development of the schoolwide program plan under section 1114(b); except if a school has in place a process for involving parents 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/family members.