

Montgomery Public Schools Guidelines for School Parent and Family Engagement Plan and Required Documents

SCHOOL PARENT AND FAMILY ENGAGEMENT PLAN

Each school within the district that receives Title I funds shall develop jointly with, agree on with, and distribute to, parents of participating children a written parent and family engagement plan that describes how the Title I schools will:

1. **Involve parents in the joint development of the plan** under section 1112, and the process of **school review and improvement** under section 1116. The plan shall describe the means for carrying out the parent and family engagement requirements. Parents shall be notified of the plan in an understandable and uniform format and, to the extent practicable, in a language the parents can understand. It shall be made available to the local community and updated periodically to meet the changing needs of parents and the school
2. **Build parents' capacity** for strong parental engagement by involving parents in an organized, ongoing, and timely way, in the planning, implementation, and review of Title I programs, including input during the development and revision of the school's parent and family engagement plan and any other schoolwide program plan. If a school already has a process in place for involving parents in the joint planning and design of school programs, that process will suffice if it includes adequate representation of parents of participating children.
3. **Convene** an annual Title I meeting at the beginning of the school year, but not later than October 31st at a convenient time, to which all parents of participating children shall be invited and encouraged to attend. The purpose of the meeting is to inform parents of their school's participation in Title I and to explain the requirements and the right of parents to be involved.
4. **Offer** a flexible number of 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. Schools may provide, with Title I funds: transportation; child care; or home visits, as such services relate to parent and family engagement.
5. **Provide** to parents of participating children timely information about programs under Title I, Part A; and a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet.
6. **Conduct with parents an annual evaluation** of the content and effectiveness of the parent and family engagement plan in improving the academic quality of the school. Identify barriers to greater participation by parents in Title I activities. Use the findings of the evaluation to design strategies for more effective parent and family engagement and revise the plan if necessary.

PARENT'S RIGHT-TO-KNOW

At the beginning of each school year, a school that receives Title I funds shall notify the parents of each student attending the Title I school **that the parents may request**, and the school will provide in a timely manner, information regarding the professional qualifications of their child's classroom teachers, including, at a minimum, the following:

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, including the field of discipline of the certification or degree.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

SCHOOL-PARENT COMPACT

As a component of the parent and family engagement plan, **each school served under Title I shall develop jointly with parents a school-parent-student compact** for all children served under Title I. The compact will outline how parents, the entire school staff, and students will share the responsibility for improved student academic achievement, and the means by which the school and parents will build and develop a partnership to help children achieve the state's high standards. The school-parent compact shall:

1. **Describe the school's responsibility to provide high-quality curriculum and instruction**, in a supportive and effective learning environment. Students served under Title I are expected to meet the state's academic standards. Parents are responsible for supporting their child's learning, such as: monitoring attendance, homework, and television viewing; volunteering in their child's classroom; and participating in decisions relating to their child's education.
2. **Address the importance of communication between teachers and parents on an ongoing basis** through, at a minimum: parent-teacher conferences, during which the compact shall be discussed; regular reports to parents on their child's progress; and reasonable access to staff, opportunities to volunteer and participate in their child's classroom, and observation of classroom activities.