

# Local Education Agency Level Parent and Family Engagement Policy Template

## NOTE TO LOCAL EDUCATION AGENCIES:

- In support of strengthening student academic achievement, each local education agency (LEA/school district, charter school, community school) that receives Title I, Part A funds must: 1) develop jointly with, 2) agree upon with, and 3) distribute to, the parents of participating children a written parent and family engagement policy.
- The parent and family engagement policy must contain information required by section 1116 of the Every Student Succeeds Act (ESSA). The policy describes how the LEA will implement a number of specific parent and family engagement activities and is integrated into the LEA's plan submitted to the state education agency (SEA).
- LEAs, in consultation with parents, may use the sample template below as a framework for the information to be included in their parent and family engagement policies. LEAs are not required to follow this sample template or framework. Nevertheless, we recommend establishing **the LEA's expectations and objectives for meaningful parent and family engagement** and including all the components listed under "Description of How LEA Will Implement Required Parent and Family Engagement Policy Components." Once completed, the LEA will have incorporated the information that section 1116 requires of the LEA parent and family engagement policy. LEAs, in consultation with parents and families, are encouraged to include other relevant and agreed-upon activities and actions. Also, other activities that support effective parent and family engagement and strengthen student academic achievement may be included.

INSERT  
LEA/DISTRICT  
LOGO HERE

**District Parent and Family Engagement Policy**  
**[Insert District Name]**  
**[School Year YYYY - YYYY]**  
**[Insert Revision Date MM/DD/YYYY]**

**PART I. GENERAL EXPECTATIONS AND OBJECTIVES**

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- Each LEA's parent and family engagement policy must establish the district's expectations and objectives for meaningful parent and family engagement for students in the Title I, Part A program (Section 1116, ESSA). There is no required format for those written expectations and objectives; however, this is a sample of what might be included.

**The [Name of LEA] agrees to implement the following statutory requirements:**

- A. Involve parents and family members** in jointly developing the local education agency's Title I, Part A plan under section 1112 and the development of school support and improvement plans under section 1111(d).
- B. Provide the coordination, technical assistance and other support necessary** to assist and build the capacity of all participating schools within the LEA in planning and implementing effective parent and family involvement activities. These activities must improve student academic achievement and school performance, which may include meaningful consultation with employers, business leaders, philanthropic organizations or individuals with expertise in effectively engaging parents and family members in education.
- C. Coordinate and integrate** parent and family engagement strategies, to the extent feasible and appropriate, with other relevant federal, state, and local laws and programs.
- D. Conduct**, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of all schools served under this part, including identifying:
  - Barriers to greater participation by parents/families in activities authorized by this section, with particular attention to parents with:
    - Economic disadvantages;
    - Disabilities;
    - Limited English proficiency;
    - Limited literacy; or
    - Any racial or ethnic minority background;

- The needs of parents and family members to assist with the learning of their children, including engaged with school personnel and teachers; and
- Strategies to support successful school and family interactions.

**E. Use the findings of such evaluation** to design evidence-based strategies for more effective parental and family engagement, and to revise, if necessary, the parent and family engagement policies described in this section.

**F. Involve parents in the activities of the schools**, which may include establishing a parent advisory board comprised of a sufficient number and representative group of parents or family members served by the LEA to adequately represent the needs of the population. This advisory board will help develop, revise and review the parent and family engagement policy.

**PART II. ADOPTION**

This LEA’s parental and family engagement policy has been developed jointly with, and agreed upon with, parents of children participating in Title I, Part A programs, as evidenced by \_\_\_\_\_.

This policy was adopted by the **[Name of LEA]** on **[mm/dd/yy]** and will be in effect for the period of \_\_\_\_\_. The LEA will distribute this policy to all parents of participating Title I, Part A children on or before \_\_\_\_\_.

\_\_\_\_\_  
(Signature of Authorized LEA Official)

\_\_\_\_\_  
(Date)

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- This document was modified from the U.S. Department of Education’s template and revised April 2018.