

**LOCAL EDUCATIONAL AGENCY**  
**PARENT & FAMILY ENGAGEMENT POLICY**  
**SAMPLE TEMPLATE\***

**NOTE:** *In support of strengthening student academic achievement, each local educational agency (LEA/School Districts, Charter Schools, Tribal Schools) that receives Title I, Part A funds must: 1) Develop jointly with, 2) Agree on 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 educational 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 policy. 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 of the components listed under "Description of How LEA Will Implement Required Parent and Family Engagement Policy Components." Once this is 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.*

\* \* \* \* \*

**PART I. GENERAL EXPECTATIONS AND OBJECTIVES (Sample Template)**

[NOTE: 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 educational agency's Title I, Part A plan under section 1112, and the development of school support and improvement plans under section 1111(d).

**Example of description/actions:** *During the annual district meeting in September 2023, all parents were invited to participate and provide suggestions and ideas to improve this district parent and family engagement policy for the 2023-2024 school year. The district sent an email to all parents informing them about this meeting and posted an announcement on the school district website. During this meeting, parents also reviewed and discussed the Consolidated Grant Application (CGA), the Consolidated School*

*Improvement Plan (SIP) | Schoolwide Plan (SWP) or Targeted Assistance Protocols (TAS). Additionally, each Title I, Part A school used the Parent Advisory Council to review the district parent and family engagement policy before the end of the 2023-2024 school year. Parents are welcome to submit comments and feedback regarding the policy at any time on the school district website or by submitting written comments to the child's school. All feedback received by November 2024 was considered for revisions to this policy. The district's plan to distribute this policy is to post it on district and school websites and in parent resource centers, disseminate it during the annual Title I, Part A school meetings in the fall, and email the link to all parents in a format and language they can understand.*

**Add descriptions/actions:**

- 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, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education.

**Add descriptions/actions:**

- 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.

**Add descriptions/actions:**

- 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 who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background).
  - The needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers; and
  - Strategies to support successful school and family interactions.

**Add descriptions/actions:**

- 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; and

*Add descriptions/actions:*

- 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.

*Add descriptions/actions:*

### **ADOPTION (Sample Template)**

This LEA's Parental and Family Engagement Policy has been developed jointly with, and agreed on 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 Official)*

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