

# Template for LEA Parent and Family Engagement Policy

<Insert LEA logo or place document on letterhead>

<Name of LEA>

**Local Education Agency** Parent and Family Engagement Policy

ESSA Section 1116

<School Year>

**NOTE:** This is a sample template for developing the LEA parent and family engagement policy. Although LEAs are not required to follow this sample, this sample demonstrates the types of information that must be included in order to meet the requirements in Section 1116(a) & (e). LEAs are required to include parents in the process of developing, reviewing, revising, and agreeing upon the parent and family engagement policy.

**NOTE:** The statutory references do not need to be included in the policy, but the activities, examples, actions, etc. must meet the requirements of the statute.

1. <Name of LEA> will reach out to all parents and family members and implement programs, activities, and procedures for the involvement of parents and family members in programs consistent with the requirements of ESSA Section 1116. Such programs, activities, and procedures shall be planned and implemented with meaningful consultation with parents of participating children. Section 1116 (a)(1)

*Describe how the LEA will reach out and engage in conversations with parents and families to gather meaningful feedback.*

2. <Name of LEA> receives Title I, Part A funds. Our goal is to plan and implement effective parent and family involvement activities to improve student academic achievement and school performance. Therefore, <Name of LEA> will develop jointly with, agree on with, and distribute to, parents and family members of participating children a written parent and family engagement policy. Section 1116 (a)(2)
  - The policy shall be incorporated into the local educational agency’s plan developed under section 1112 (District Improvement Plan, DIP),
  - The policy will establish the LEA’s expectations and objectives for meaningful parent and family involvement.

*Describe when the PFE policy is typically reviewed and revised, the role of parents in this process, when the revised policy is usually distributed and explained to parents. You may want to include a vision statement or mission statement about your PFE program.*

3. <Name of LEA> will: involve parents and family members in jointly developing the local educational agency plan (DIP) under section 1112, and the development of support and improvement plans under paragraphs (1) and (2) of section 1111(d). Section 1116 (a)(2)(A)

***Describe when the DIP is typically updated and the role of the parents in this process.***

4. <Name of LEA> will provide the coordination, technical assistance, and other support necessary to assist and build the capacity of all participating schools within the local educational agency, in planning and implementing effective parent and family involvement activities to 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. Section 1116 (a)(2)(B)

***Describe how the LEA works with schools and the community to develop PFE strategies to work with parents for student success.***

5. <Name of LEA> will coordinate and integrate parent and family engagement strategies under Title I, Part A, to the extent feasible and appropriate, with other relevant Federal, State, and local laws and programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children; Section 1116 (a)(2)(C) and Section 1116 (e)(4)

***List examples when the parent and family engagement strategies were coordinated and integrated.***

6. <Name of LEA> will 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— Section 1116 (a)(2)(D)

- barriers to greater participation by parents 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;

***List actions, such as: when evaluation will be conducted, the position or person or committee that will conduct the evaluation and when the findings will be made public, and the role of parents.***

7. <Name of LEA> will use the findings of such evaluation to design evidence-based strategies for more effective parental involvement, and to revise, if necessary, the parent and family engagement policies; and Section 1116 (a)(2)(E)

***Describe the role of parents in designing and implementing evidence-based strategies, and the process the district will use to support these strategies.***

8. <Name of LEA> will involve parents in the activities of the schools served under this part, which may include establishing a parent advisory board comprised of a sufficient number and representative group of parents or family members served by the local educational agency to adequately represent the needs of the population for the purposes of developing, revising, and reviewing the parent and family engagement policy and provide such other reasonable support for parental involvement activities under this section as parents may request.  
Section 1116 (a)(2)(F) and Section 1116 (e)(14)

***If a district has a parent advisory board (PAB), describe when and how the PAB is selected and their duties. Identify parent groups (such as PTA/PTO and booster clubs) and how the LEA provides Title I, Part A information to these groups, and describe other types of PFE programs or services provided by the LEA or frequently requested by parents and families.***

9. To ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, <Name of LEA> shall: Section 1116 (e)
- (i) providing assistance to parents of children served by the local educational agency, as appropriate, in understanding such topics as the challenging State academic standards, State and local academic assessments, the requirements of the parent and family engagement program, and how to monitor a child's progress and work with educators to improve the achievement of their children; Section 1116 (e)(1)

***List resources and actions provided to assist parents.***

- (ii) providing materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parental involvement; Section 1116 (e)(2)

***List resources and actions provided to assist parents.***

- (iii) educating teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school; Section 1116 (e)(3)

**List activities such as book studies and PLCs focusing on parent and family engagement, professional development opportunities on-site or at other training venues, and Parent and Family Engagement Statewide Initiative resources available on the website. Also describe the role of parents when developing training.**

- (iv) ensuring that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand; Section 1116 (e)(5)

**Identify some of the documents that will be provided in Spanish or other languages as needed in reference to the LEA translation procedures, including the district PFE policy, the school PFE policy, the school-parent compact, parent’s right to know letter, and PFE newsletters.**

Although ESSA statute does not require the Local Education Agency Parent and Family Engagement Policy to be approved by the school board, the LEA may require Board adoption. Refer to your LEA “policy on policies” and follow the more restrictive requirement.

***If required...***This policy was adopted by <Name of LEA> on <mm/dd/yy>.

Signed by Authorized Official: \_\_\_\_\_

Date: \_\_\_\_\_

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