

LEA Parent and Family Engagement Policy

Policy No.	20 U.S.C. § 6318; Cal. Educ. Code §§ 11500-11504, 51101	Status	Board Adoption
Adopted	July 31, 2026	Review Cycle	Annual and as applicable laws or regulatory requirements change
Responsible	Chief Executive Officer / Designee	Applies To	Board, employees, contractors, students and families, as applicable
Legal Authority	20 U.S.C. §§ 6312, 6318(a); Cal. Educ. Code §§ 11500-11504, 48985, 51101		

1. Policy Statement

As a local educational agency receiving Title I, Part A funds, ICS shall jointly develop with parents and family members, agree on, distribute, implement, and annually evaluate a written LEA-level Parent and Family Engagement Policy. Family engagement shall be meaningful, inclusive, ongoing, and connected to improved student achievement, attendance, school climate, English language development, and access to the full educational program.

2. Joint Development and Educational Partner Participation

ICS shall provide parents and family members, including families of English learners, pupils with disabilities, migratory pupils, foster youth, homeless youth, economically disadvantaged pupils, and families with limited literacy or limited English proficiency, timely and accessible opportunities to participate in the development, review, and revision of this policy, the LCAP and Federal Addendum, the schoolwide program plan or LCAP serving as the SPSA, and any required support and improvement plans.

Participation may occur through the Schoolsite Council, English Learner Advisory Committee when applicable, parent advisory groups, annual Title I meeting, surveys, focus groups, workshops, and publicly noticed meetings. ICS shall document notices, agendas, attendance, input received, responses, and resulting revisions.

3. Coordination, Technical Assistance, and Capacity Building

The Chief Executive Officer or designee shall coordinate and provide technical assistance to school personnel and parent groups so that engagement activities are planned, funded, implemented, and evaluated effectively. Activities shall be coordinated, to the extent feasible, with special education, English learner programs, expanded learning, preschool or transitional kindergarten, school nutrition, community schools, mental-health supports, and other relevant federal, state, and local programs.

4. Annual Evaluation

At least annually, ICS shall conduct an evaluation with meaningful parent and family involvement. The evaluation shall examine the content and effectiveness of this policy and the quality of family engagement activities, identify barriers to participation, identify family needs for supporting learning and engaging with school personnel, and identify strategies for successful school-family interactions. Particular attention shall be given to barriers affecting families who are economically disadvantaged, have disabilities, have limited English proficiency, have limited literacy, or are members of racial or ethnic minority groups.

The findings shall be reviewed by the Schoolsite Council and other appropriate parent groups and used to design evidence-based strategies, revise the policy when necessary, improve communication and access, and inform the next LCAP/SPSA and federal-program budget cycle.

5. Title I Parent and Family Engagement Reservation

When ICS is required to reserve Title I funds for parent and family engagement, parents and family members shall be involved in deciding how the reserved funds are allotted. ICS shall use the funds for activities consistent with this policy and shall maintain documentation showing the reservation, consultation, approved uses, expenditures, and evaluation of effectiveness.

6. Building Capacity of Families

- Provide assistance in understanding California academic standards, state and local assessments, Title I requirements, the LCAP/SPSA, and methods for monitoring student progress.
- Provide materials and practical training that help families support literacy, mathematics, English language development, attendance, social-emotional development, and responsible technology use at home.
- Offer meetings at varied times and, when feasible and allowable, provide interpretation, translation, child care, transportation, virtual participation, or home/community-based outreach.
- Provide timely information about curriculum, assessments, intervention, enrichment, and school performance in understandable formats and languages.

7. Building Capacity of Staff

With the assistance of parents and family members, ICS shall educate teachers, administrators, specialized instructional support personnel, paraprofessionals, front-office personnel, and other staff regarding the value of family contributions; communication with families as equal partners; implementation and coordination of family programs; culturally and linguistically responsive engagement; and methods for building lasting ties between families and the school.

8. Communication, Accessibility, and Language Access

Information concerning school programs, meetings, student progress, rights, and opportunities shall be provided in an understandable and uniform format and, to the extent practicable and as otherwise required by law, in a language families understand. When 15 percent or more of pupils speak a single primary language other than English, notices, reports, statements, and records shall also be provided in that language as required by California Education Code section 48985. ICS shall provide reasonable accommodations for parents and family members with disabilities.

9. Annual Distribution and Availability

ICS shall distribute this policy annually to parents and family members of participating pupils through the Parent-Student Handbook, direct electronic or paper distribution, and website posting. A hard copy shall be available upon request. Distribution records shall identify the date, method, languages, and population reached.

10. Records and Annual Evaluation

The Federal Programs Coordinator shall maintain the current board-approved policy; evidence of joint development; annual distribution; annual evaluation; parent consultation regarding reserved funds; activity records; notices; presentations; surveys; and expenditure documentation for the period required by federal record-retention rules and any longer period required by pending audit, claim, or litigation.

Board Certification

The Board of Directors adopts this policy and directs the Chief Executive Officer or designee to implement, train affected personnel, maintain required records, and bring material revisions back to the Board.

Board President

Board Secretary

Date

July 31, 2026
