



TITLE I DISTRICT WIDE PARENT AND FAMILY ENGAGEMENT GUIDELINES

PART I GENERAL EXPECTATIONS

The Hackensack Public Schools agrees to implement the following statutory requirements:

The school district will put into operation programs, activities and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with section 1116 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.

Consistent with section 1116 of the ESEA, the school district will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of section 1116(b) of the ESEA, and each include, as a component, a school-parent compact consistent with section 1116(d) of the ESEA.

The school district will incorporate district wide parental involvement guidelines into its LEA plan developed under section 1112 of the ESEA.

In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the school district and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.

If the LEA plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the State Department of Education.

The school district will involve the parents of children served in Title I, Part A schools in decisions about how the one percent of Title I, Part A funds reserved for parent and family engagement is spent, and will ensure that not less than 90 percent of the one percent reserved goes directly to the schools.

The school district will be governed by the following statutory definition of parental involvement, and expects that its Title I schools will carry out programs, activities and procedures in accordance with this definition:



Parent and Family Engagement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring -

- (A) that parents play an integral role in assisting their child's learning;
- (B) that parents are encouraged to be actively involved in their child's education at school;
- (C) that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;
- (D) the carrying out of other activities, such as those described in section 1118 of the ESEA.

**PART II DESCRIPTION OF HOW DISTRICT WILL IMPLEMENT REQUIRED DISTRICT WIDE
PARENT AND FAMILY ENGAGEMENT GUIDELINE COMPONENTS**

1. The Hackensack Public Schools will take the following actions to involve parents in the joint development of its district wide parent and family engagement plan under section 1112 of the ESEA:
 - Conduct annual meeting at each District School to inform parents of its parent involvement plan, which includes tutorials and homework help for students identified as needing instructional intervention in Language Arts and Math;
 - Notify parents of opportunities for their child to participate in school-based intervention programs held during the day and after school.
 - Send invitation letters to parents to sign approval for their child to participate in school-based intervention programs.
 - Conduct building level workshops throughout the year to be held at different times during the day and evening to support their efforts to help their children achieve.

2. The Hackensack Public Schools will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:
 - Send parents Right to Know Letter from Superintendent.
 - Send parents Right to Know Letter from Building Principal with invitation to attend the Annual ESEA Informational Meeting which includes the review, update and signing of the Parent-School Compact.
 - Invite parents to participate in ESEA School-Wide Plan Stakeholder Committee Meetings



- Notify parents of school-based workshops and activities funded by ESEA to assist them in their efforts to help their child succeed in school.
3. The Hackensack Public Schools will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parent and family engagement activities to improve student academic achievement and school performance:
- Contact from the Parent Outreach Office with reminders of district and school events and invitations for them to attend and participate.
4. The Hackensack Public Schools will coordinate and integrate parent and family engagement strategies in Part A with parent and family engagement strategies under the following other programs: ESEA Funded After School Homework Help and Tutorials and Preschool Expansion Aid by:
- Providing various types of support to parents in activities and meetings scheduled throughout the day at the schools.
 - These support for parents include ESL classes, technology classes and other types of assistance including filling out forms and applications and help parents find medical and dental practitioners.
 - Guidance for parents to help their children includes workshops on various topics including: ELA and Math Literacy Workshops, College and Career Readiness and Parenting Support.
5. The Hackensack Public Schools will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the parent and family engagement guidelines in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parent and family engagement activities (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 school district will use the findings of the evaluation about its parent and family engagement guidelines and activities to design strategies for more effective parent and family engagement, and to revise, if necessary (and with the involvement of parents) its parent and family engagement policies.
- This effort will be monitored by our Superintendent, Assistant Superintendent, and Director of Curriculum/Grants who will collect data from building principals, which will include attendance sign-ins and parent surveys.



- Building principals and school-based designated Parent and Family Engagement Coordinators will submit a schedule of activities planned for parents throughout the year.

6. Hackensack Public Schools will build the schools' and parent's capacity for strong parent and family engagement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities specifically described below:

A. The school district will, with the assistance of its Title I, Part A schools, provide assistance to parents of children served by the school district or school, as appropriate, in understanding topics such as the following:

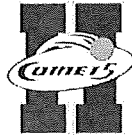
- the challenging State academic standards,
- the State and local academic assessments including alternate assessments,
- the requirements of Title I, Part A,
- how to monitor their child's progress, and
- how to work with educators

B. The school district will, with the assistance of its schools, provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement, by:

- Parent Workshops;
- Family Literacy Events (i.e., Make and Take Activities);
- Classes for Parents;
- Homework Help for Students; and
- Tutorials for Students
- Enrichment programs for Students

C. The school district will, with the assistance of its schools and parents, educate its teachers, pupil services personnel, principals, other school leaders, and other staff in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by providing ongoing professional development in the following areas:

- Cultural Competency Training
- District and School Level Meetings
- Onsite and Offsite Workshops



D. The school district will, to the extent feasible and appropriate, coordinate and integrate parent and family engagement programs and activities with Head Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other 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, by:

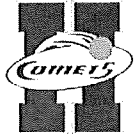
- Planning Family Literacy Nights and Activities
- Using Parent Outreach staff to encourage parents to visit schools and participate in Parent Workshops and Literacy Nights
- Invitations and notices posted to school website and sent home to parents In English and Spanish

E. The school district will take the following actions to ensure that information related to the school and parent- programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:

- Invitations and notices posted to school website and sent home to parents In English and Spanish
- Posting information and notices on School Announcement Boards
- Regular communication through the Parent Square communication tool

PART III DISCRETIONARY DISTRICT WIDE PARENT AND FAMILY ENGAGEMENT GUIDELINE COMPONENTS

- Involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training;
- Providing necessary literacy training for parents from Title I, Part A funds, if the school district has exhausted all other reasonably available sources of funding for that training;
- Paying reasonable and necessary expenses associated with parent and family engagement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions;
- Training parents to encourage the involvement of other parents;
- In order to maximize parent and family engagement and participation in their children's education, arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school;



- Adopting and implementing model approaches to improving parent and family engagement;
- establishing a district wide parent advisory council to provide advice on all matters related to parent and family engagement in Title I, Part A programs;
- Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parent and family engagement activities; and
- Providing other reasonable support for parent and family engagement activities under section 1116 as parents may request.

PART IV ADOPTION

These Districtwide Parental Involvement Guidelines has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs as evidenced by Hackensack Public Schools. These guidelines were adopted by Hackensack Public Schools on September 18, 2023 and will be in effect for the period of one year. The school district will distribute this policy to all parents of participating Title I, Part A children on or before October 1, 2023

Superintendent

Date