



BURBANK MIDDLE SCHOOL

David Knittle, Principal

315 Berry Rd.

Houston, TX 77022

(713) 696-2720 - Phone

(713) 696-2723 - Fax

Title I Parent and Family Engagement Policy 2024-2025

A strong partnership between the school and home is essential if a quality educational program is to be provided to all students. Burbank Middle School is dedicated to the philosophy that parent involvement is integral to the success of each student. For this reason, parents are actively recruited as our partners for success. The policy will be given to parents on or before August 29, 2024.

Burbank Middle School agrees to implement the following requirements as outlined by ESSA Section 1116:

A. ANNUAL TITLE I MEETING

Burbank Middle School will conduct two annual meetings, one in the fall and one in the spring, to inform parents of the school's participation in the Title I program and to explain the requirements of the program and parents' rights. In August, a meeting with the Title I coordinator is held to introduce parents to Burbank Middle School and its School-wide Title I program. Parents are informed of the school conferences, the School-Parent Compact, and the Parent and Family Engagement Policy.

B. FLEXIBLE NUMBER OF MEETINGS

- Burbank Middle School will conduct the 4 required Title I parent meetings and will include 4 alternate meeting dates to better serve parents' availability to attend:

Meeting #1A: 8/29/2024 at 5:00PM
Meeting #2A: 11/7/2024 at 9:00AM
Meeting #3A: 1/9/2025 at 9:00AM
Meeting #4A: 3/6/2025 at 9:00AM

Meeting #1B: 9/5/2024 at 9:00AM
Meeting #2B: 11/12/2024 at 5:30PM
Meeting #3B: 1/14/2025 at 5:30PM
Meeting #4B: 3/18/2025 at 5:30PM

- Parent meetings and teacher conferences can also be held at different times during the day, depending on the teacher's availability.
- Monthly meetings with the Principal (known as Coffee with the Principal)
- Information on meeting dates and how to attend will be posted via our school website and sent to parents via social media (i.e. Remind, Facebook, and Instagram.).

C. COMMUNICATION

- Burbank will provide current information via the school website, social media, progress reports, report cards, and the School Messenger call-out system.
- Burbank will provide parents with a description and explanation of the curriculum used, the forms of academic assessment used to measure student progress and proficiency levels, and levels students are expected to meet in the form of the STAAR, Benchmark scores, and District Assessments.
- Burbank will aid in understanding the state's academic content standards, the state student achievement standards, and the local assessments using teachers, individual guidance counselors, technology, and training as necessary.
- Parents can monitor their child's progress and improve their achievement through HISD Connect/Parent Portal. Materials and training is provided for parents to help their children at parent-teacher meetings and events such as Coffee with the Principal, FACE parent workshops, and other parent meetings with specific topics from outside agencies.
- Burbank will ensure that information relating to school meetings, parent programs, and associated activities will be sent to parents in a form and language that parents can understand.

David Valentino, Assistant Principal
Michelle Dean, 6th Grade Asst. Principal
TBD, 7th Grade Asst. Principal
Youlanda Marshall, 8th Grade Asst. Principal

Kylene Boswell-Jones, Instructional Coordinator
Amanda Vasquez, Vanguard Magnet Coordinator
Alma Lydia Ruiz, Business Manager
Doraelia Zepeda, School Secretary



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D. JOINTLY DEVELOPED

- Parents will be involved in the planning, review, and improvement of Burbank's Title 1 program, Title 1 Parent and Family Engagement Policy, and Family-School Compact. Parents will have the opportunity to be a part of the Fall and Spring Title 1 Parent and Family Engagement Committee.
- The School-Parent Compact, given in the Fall to the student and parent, will outline how everyone will share in the responsibility for improved student achievement.
- Parents will have an adequate opportunity to participate in all segments of parent involvement activities.

E. DISSESSION PROCESS

If the schoolwide plan and/or parent family engagement policy is not satisfactory to parents, parents may submit any comments/concerns via email to Ms. Amanda Vasquez, Title 1 Contact at avasquel@houstonisd.org or by phone at 713-696-2720.

F. BUILD CAPACITY OF PARENTS

Burbank Middle School has established programs such as the following to build the parents' capacity for strong parental involvement at a school-wide level:

Meet the Teacher Night
Monthly Meetings with the Principal
Family-Friendly School Workshops
School Community Projects
School Field Lessons
School Dances
Vanguard GT Showcase
Title 1 PFE Committee/Volunteers in Public Schools
Title 1 School-Parent Compact
Resources for Parents/Volunteers
Monthly Meetings for Non-English-Speaking Parents
Fifth Grade Tour and High School Bound Night
College & Career Readiness Week
Magnet Awareness Day
Academic Family Nights

Burbank Middle School will implement these and other activities that will encourage parental involvement. Individual staff personnel must and will assist in carrying out these activities.

With the Title 1 Parent and Family Engagement Policy along with the support of Burbank Middle School, we will help our students navigate successfully in their learning as we engage in a successful school year.

Revised 8/26/2024

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