

# POLICY GUIDE

PROGRAM

2415.50/page 1 of 12

**Burnet Middle School** Title I – School Parent  
and Family Engagement

Nov 22

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[See POLICY ALERT No. 227]

## 2415.50 BURNET MIDDLE SCHOOL TITLE I – SCHOOL PARENT AND FAMILY ENGAGEMENT

### A. District Expectations

1. In accordance with the requirements of Title I, Section 1116(a)(2), ESEA, the Board of Education agrees to implement the following statutory requirements:
  - a. The school district will put into operation programs, activities, and procedures for the involvement of parents in all its schools with Title I, Part A programs. These programs, activities, and procedures will be planned and operated with meaningful consultation with parents of participating children.
  - b. The school district will work with its schools to ensure the required school-level parent and family engagement policies meet the Title I, Part A requirements, and include, as a component, a school-parent compact.
  - c. The school district will incorporate this School Parent and Family Engagement Policy into its district plan.
  - d. In carrying out the Title I, Part A parent and family engagement requirements, to the extent practicable, the school district and its schools will provide full opportunities for the participation of parents of children with limited English proficiency, parents of children with disabilities, and parents of migratory children, including providing information and school reports in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.



# POLICY GUIDE

PROGRAM

2415.50/page 2 of 12

**Burnet Middle School** Title I – School Parent  
and Family Engagement

- e. If the school district plan for Title I, Part A funds is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan upon request by the New Jersey Department of Education (NJDOE).
- f. The school district will involve the parents of children served in Title I 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 ninety percent of the one percent reserved goes directly to the schools. (Only applicable for districts with Title I, Part A allocations greater than \$500,000.)
- g. The school district will be governed by the following statutory definition of parent and family engagement, and expects that its Title I schools will carry out programs, activities, and procedures in accordance with this definition:
  - (1) “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; and



# POLICY GUIDE

PROGRAM

2415.50/page 3 of 12

**Burnet Middle School** Title I – School Parent  
and Family Engagement

(d) The carrying out of other activities, such as those described in section 1116 of the ESEA.

h. The school district will inform parents and parental organizations of the purpose and existence of the Parental Information and Resource Center in New Jersey.

## B. School Parent and Family Engagement Policy Required Components

1. The school will take the following actions to involve parents in the joint development of its district/school parent and family engagement plan:

*(List actions)*

- a. **Right to Know meeting:**
- b. **Stakeholder meeting to review current program**
- c. **Stakeholder feedback on the current afterschool program**

2. The school will convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under Title I, Part A, and to explain the requirements of this part and the right of the parents to be involved:

*(Describe when and where the annual meeting will be held.)*

**Evening meeting: Oct 27, 2022 at 5:30pm at BMS**

**Morning meeting: November 2, 2022 at 8:30am at BMS**

**Virtual Meeting: November 2, 2022 at 7:30pm**

3. The school will offer a flexible number of meetings, such as meetings in the morning or evening, and may provide, with funds provided under Title I, Part A, transportation, child care, or home visits, as such services relate to parent and family engagement:

**Evening meeting: October 27, 2022 at 5:30pm at BMS**

**Morning meeting: November 2, 2022 at 8:30am at BMS**

**Virtual Meeting: November 2, 2022 at 7:30pm**



# POLICY GUIDE

PROGRAM

2415.50/page 4 of 12

**Burnet Middle School** Title I – School Parent  
and Family Engagement

4. The school will provide the following necessary coordination, technical assistance, and other support to assist Title I schools in planning and implementing effective parent and family engagement activities to improve student academic achievement and school performance:

*(List activities)*

- a. We will offer an ELA and Math night
- b. We will offer a Science and Social Studies night
- c. We will offer a Physical Education and Elective night

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

- (1) The challenging, state academic standards;
- (2) The state and local academic assessments including alternate assessments;
- (3) The requirements of Title I, Part A;
- (4) How to monitor their child's progress; and
- (5) How to work with educators to improve the achievement of their children.



# POLICY GUIDE

PROGRAM  
2415.50/page 5 of 12  
**Burnet Middle School** Title I – School Parent  
and Family Engagement

- (a) Professional Learning Communities
- (b) Professional Development
- (c) Home School Compact

6. The school will provide parents of participating children, if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practically possible.

a. The school will, with the assistance of its Title I schools, provide materials and training to help parents work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parent and family engagement, by:

*(List activities)*

- (1) Back to School Night
- (2) Parent teacher conferences
- (3) Follow-up with grade level support teams

b. The school will, with the assistance of its Title I schools and parents, educate its teachers, student 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 reach out to, communicate with, and work with parents as equal partners to implement and coordinate parent programs and build ties between parents and schools, by:

*(List activities)*



# POLICY GUIDE

PROGRAM

2415.50/page 6 of 12

**Burnet Middle School** Title I – School Parent  
and Family Engagement

- (1) Direct teacher communication
  - (2) Communication with grade level support team
  - (3) Access to and training in utilizing the Genesis SIS and Google classroom platforms.
- c. The school 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, 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:  
*(List activities)*
- (1) Title I will coordinate with other community based organizations in order to provide a well-rounded program.
  - (2) Title I will provide parents with outreach and community related information as needed.
  - (3) Title I will disseminate all parent and family engagement program information throughout the school year to include the Title I Survey in order to solicit feedback from the families and stakeholders.
- d. The school will take the following actions to ensure that Title I 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:  
*(List actions)*



# POLICY GUIDE

PROGRAM

2415.50/page 7 of 12

**Burnet Middle School** Title I – School Parent  
and Family Engagement

- (1) Title I information will be disseminated to all parents and guardians throughout the school year via flyers, school websites, social media platforms, mailings, email blasts and any other deemed necessary methods.
  - (2) All parent and family engagement materials will be developed in an understandable format and will include translation services as needed.
  - (3) The school website will be updated to include current Title I information and parent resources for the current school year.
7. The school will coordinate and integrate parent and family engagement strategies under Title I with parent and family engagement strategies under the following programs: [Such as: Head Start, Parents as Teachers, Home Instruction Programs for Preschool Youngsters, and state-operated preschool programs], by:  
*(List activities)*
  - a. Burnet Middle School will utilize best practices to support and increase parent and family engagement.
  - b. Provide various parent sessions in order to accommodate flexible schedules such as hybrid sessions.
  - c. Burnet Middle School will survey the parents and guardians in order to solicit feedback regarding the program and determine needs.
8. The school will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parent and family engagement policy in improving the quality of its Title I schools. The evaluation will include identifying barriers to greater participation by parents in



# POLICY GUIDE

PROGRAM

2415.50/page 8 of 12

**Burnet Middle School** Title I – School Parent  
and Family Engagement

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 policy 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:

*(List actions, such as describing how the evaluation will be conducted, identifying who will be responsible for conducting it, and explaining what role parents will play.)*

- a. Schoolwide planning teams will be coordinated in order to ensure that the SMART goals for each building are being met within the Annual School Plan.
  - b. Burnet Middle School will analyze goals, assessments and achievement data in order to align all Title I activities.
  - c. All Burnet Middle School parent and family engagement activities will be aligned with the schoolwide goals based on the needs assessment.
9. The school will take the following actions to involve parents in the process of school review and improvement:  
*(List activities)*
- a. Parent Advisory Group
  - b. Parent Title I Surveys
  - c. Schoolwide Annual School Plan Committee Meetings
10. If the Annual School Plan (school-wide program plan) is not satisfactory to the parents of participating children, submit any parent comments on the Annual School Plan (ASP) when the school makes the plan available to the local educational agency:





# POLICY GUIDE

PROGRAM

2415.50/page 9 of 12

**Burnet Middle School Title I – School Parent  
and Family Engagement**

*(List actions)*

- a. The approved Annual School Plan will be disseminated to all stakeholders.
- b. The Title I Burnet Middle School Stakeholder Committee will meet on a quarterly basis to review the SMART Goals of the Annual School Plan.
- c. All activities will be aligned with the Annual School Plan and SMART Goals for Burnet Middle School. Parents and guardians will have an opportunity to provide feedback during the 2022-2023 school year.

## C. Shared Responsibilities for High Student Academic Achievement

1. As a component of the school-level parent and family engagement policy, each school shall jointly develop with parents for all children served under this part a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement:

*(List actions)*

- a. Development of a Home School Parent Compact for all of Burnet Middle School.
- b. The Home School Parent Compact will be placed on the school website.
- c. All Burnet Middle School parents, students and staff will be in receipt of the Home School Parent Compact for the 2022-2023 school year.

## D. Discretionary School Parent and Family Engagement Policy Components

1. The School Parent and Family Engagement Policy may include additional paragraphs listing and describing other discretionary



# POLICY GUIDE

PROGRAM

2415.50/page 10 of 12

**Burnet Middle School** Title I – School Parent  
and Family Engagement

activities that the school district, in consultation with its parents, chooses to undertake to build parents' capacity for involvement in the school and school system to support their children's academic achievement, such as the following discretionary activities:

- a. Involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training.
- b. Provide necessary literacy training for parents from Title I, Part A funds received, if the school district has exhausted all other reasonably available sources of funding for such training.
- c. Pay reasonable and necessary expenses associated with parent and family engagement activities, including transportation and childcare costs, to enable parents to participate in school-related meetings and training sessions.
- d. Train parents to enhance the involvement of other parents.
- e. In order to maximize parent and family engagement and participation in their children's education, arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school.
- f. Adopt and implement model approaches to improve parent and family engagement.
- g. Establish a district-wide parent advisory council to provide advice on all matters related to parent and family engagement in Title I, Part A programs.



# POLICY GUIDE

PROGRAM

2415.50/page 11 of 12

**Burnet Middle School** Title I – School Parent  
and Family Engagement

- h. Develop appropriate roles for community-based organizations and businesses in parent involvement activities.
- i. Provide other reasonable support for parent and family engagement activities under this section as parents may request:  
*(List actions)*
  - (1) Title I Parent Information Sessions and/or Workshops
  - (2) Publicize all Title I parent and family engagement activities and events through various ways such as website, social media, mailings and email blasts.
  - (3) Parent and Family Engagement Surveys

## E. Accessibility

- 1. In carrying out the parent and family engagement requirements of this part, districts and schools, to the extent practicable, shall provide full opportunities for the participation of parents of children with limited English proficiency, parents of children with disabilities, and parents of migratory children, including providing information and school reports required in a format and, to the extent practicable, in a language such parents can understand:  
*(List actions)*
  - a. Title I information will be disseminated to all parents and guardians throughout the 2022-2023 school year via website, social media, parent letters, phone calls, emails and any other deemed necessary methods.
  - b. All parent and family engagement activities and materials will be developed in an understandable format and will include translation services as needed.



# POLICY GUIDE

PROGRAM

2415.50/page 12 of 12

**Burnet Middle School** Title I – School Parent  
and Family Engagement

- c. **Burnet Middle School website will be updated to include all current Title I information and parent resources for the 2022-2023 school year.**

F. Adoption

1. This School Parent and Family Engagement Policy has been developed jointly with, and agreed on, parents of children participating in Title I, Part A programs, as evidenced by meeting minutes.
2. This Policy was adopted by the Board of Education on the adoption date noted at the end of this Policy and will be in effect for the period of the school year. The school district will distribute this Policy to all parents of participating Title I children on or before October 1 of each school year.

Elementary and Secondary Education Act, Title I, Section 1116(a)(2)

Adopted: **November 2022**

