In support of strengthening student academic achievement, each school that receives Title I, Part A funds must develop jointly with, agree on with, and distribute to, parents of participating children a written parental involvement plan that contains information required by section 1118(b)(1) of the Elementary and Secondary Education Act (ESEA). The plan establishes the expectations for parental involvement and describes how the school will implement a number of specific parental involvement activities, and is incorporated into the schoolwide Title I / School Improvement Plan submitted to the Florida Department of Education (FDOE) as required in Section 1114(b)(2) of ESEA.

**Assurances**

**Dunbar High School** agrees to:

* Be governed by the statutory definition of parental involvement, and will carry out programs, activities, and procedures in accordance with the definition outlined in Section 9101(32), ESEA;
* Involve the parents of children served in Title I, Part A in decisions about how Title I, Part A funds reserved for parental involvement are spent [Section 1118(a)(3)(B)];
* Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school parental involvement plan and the joint development of the schoolwide program plan under section 1114(b)(2) [Section 1118(c)(3)];
* Jointly develop/revise with parents the school parental involvement plan and distribute it to parents of participating children and make available the parental involvement plan to the local community [Section 1118(b)(1)];
* Use the findings of the parental involvement plan review to design strategies for more effective parental involvement, and to revise, if necessary, the school’s parental involvement plan [Section 1118(a)(2)(E)];
* If the plan for Title I, Part A, developed under Section 1112, is not satisfactory to the parents of participating children, the school will submit parent comments with the plan when the school submits the plan to the local educational agency [Section 1118(b)(4)];
* Provide to each parent an individual student report about the performance of their child on the State assessment in at least mathematics, language arts, and reading [Section 1111(h)(6)(B)(i)];
* Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in 34 CFR Section 200.56 [Section 1111(h)(6)(B)(ii)]; and
* Provide each parent timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals, as described in Section 1111(h)(6)(A) [Section 1111(h)(6)(A)].

**Parental Involvement Mission Statement (Optional)**

Our Mission:

1. Describe how the school will involve parents in an organized, ongoing, and timely manner, in the planning, review, and improvement of Title I programs including involvement in the decisions regarding how funds for parental involvement will be used [Sections1118(c)(3), 1114(b)(2), and 1118(a)(2)(B)].

Conduct a parent survey in September and the results will be reviewed with the SAC team. During the SAC meeting and the annual Title I meeting, parents will be given the opportunity to provide input into how the funds will be allocated. To obtain more parent involvement, parents will be invited to join the SAC during the Open House at the beginning of the school year, through the school newsletter, school website, and via Parentlink phone calls. Parents will be provided information with every progress report and newsletter including, but not limited to, upcoming events, meetings, graduation requirements, college, career, financial aid, and testing information. Documentation for all SAC and parent meetings to include: flyers, agendas, handouts, minutes, and sign-in sheets will be maintained in the Title I Toolkit.

1. Describe how the school will coordinate and integrate parental involvement programs and activities that teach parents how to help their children at home to the extent feasible and appropriate (including but not limited to other federal programs such as: Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool, Title I, Part C, Title II, Title III, Title IV, and Title VI) [Section 1118(e)(4)].

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| **Program** | **Coordination** |
| Title III | Parents of ESOL students will be invited to participate in workshops that will enhance their knowledge of high school requirements and extra-curricular activities. |

1. Describe the specific steps the school will take to conduct an annual meeting designed to inform parents of participating children about the school’s Title I program, the nature of the Title I program (schoolwide or targeted assistance), Adequately Yearly Progress, school choice, supplemental education services, and the rights of parents. Include timeline, persons responsible, and evidence the school will use to demonstrate the effectiveness of the activity [Section 1118(c)(1)].

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| **Activity/Task** | **Person Responsible** | **Timeline** | **Evidence of Effectiveness**  |
| Development of AgendaAdvertise during Open House, ParentLink, through e-mail, face-to-face contact and phone communication. Hold Annual Title I meetingAt this time the principal will review Parent Involvement Plan Discussion of Compacts | AdministrationParent Involvement Specialist, TeachersAdministrationAdministration | August Ongoing AugustSeptember | AdvertisementsAgendaSign-in sheetsSigned compacts |

1. Describe how the school will offer a flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds, transportation, child care, or home visits, as such services related to parental involvement [Section 1118(c)(2)].

Open House Orientation will be held prior to the beginning of the school year to provide flexibility for parents and students to attend. The Saturday Open House Orientation will offer the opportunity for parents to attend on an alternative day to avoid a conflict with the local elementary and middle schools Open House schedules. Translators will be available throughout the day for assistance.

SAC meetings will be held in the evenings to encourage maximum parental participation and translators will be available. All SAC meeting dates will be advertised on the school website, newsletters, Parentlink and at all parent meetings.

Parent Involvement workshops will be held at various times including evenings and Saturdays if necessary.

1. Describe how the school will implement activities that will build the capacity for strong parental involvement, 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 [Section 1118(e)]. Describe the actions the school will take to provide materials and training to help parents work with their child to improve their child’s academic achievement [Section 1118(e)(2)]. Include information on how the school will provide other reasonable support for parental involvement activities under section 1118 as parents may request [Section 1118(e)(14)].

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| **Content and****Type of Activity** | **Person Responsible**  | **Correlation to Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| **Title I Annual Meeting** **(Open House)** | AdministrationParent Involvement Specialist | Parents are provided information regarding curriculum, tutoring, and scholarship opportunities that are available. | August  | AdvertisementSign-in sheet |
| **9th Grade Orientation** | AdministrationActivities Coordinator | Provide information to parents and students on expectations and how students can achieve. | August | AdvertisementSign-in sheetAgendaHandoutsEvaluation  |
| **SAC meetings** | AdministrationSAC Chairperson | Parents are given the opportunity to provide input into the School Improvement activities and expenditure of School Improvement funds | SeptemberOctoberFebruaryMarchApril | AgendaSign-in sheetMinutesHandouts |
| **AVID Parent Night** | AVID counselorAVID coordinatorAVID teachers | Parents are provided with information about increasing their children’s academic achievement the use of through WICOR strategies | September | FlyersSign-in sheetAgendaHandoutsEvaluation |
| **AVID College Night** | AVID counselorAVID teachers | Increase student participation in post-secondary programs.Parents are provided with information on a variety of college and universities. Presentations are made by some of these institutions. | October | FlyersSign-in sheetAgendaHandoutsEvaluation |
| **ESOL Parent Night** | Administration, ESOL Contact Person, Teachers | Parents are provided information regarding school programs, tutoring, and extracurricular activities | NovemberFebruary | FlyersHandoutsSign-in sheetAgendaEvaluation |
| **Financial Aid Workshop** | School Counselors | Parents and students are provided with information regarding the financial aid process related to post-secondary education. | November | FlyersSign-in sheet AgendaHandoutsEvaluation |
| **IB / STEM Night** | AdministrationTeachers | Increase participation in advanced programs.Parents and students are provided with information concerning advanced programs. | December | AdvertisementSign-in sheetAgendaHandoutsEvaluation |
| **School Choice Open House** | AdministrationTeachers | Increase parent knowledge concerning program offerings, curriculum, and services available at the school. | January | AdvertisementSign-in sheetAgendaHandoutsEvaluation |
| **Spring 9th Grade Registration Workshops** | AdministrationSchool CounselorsTeachers | Parents are provided the opportunity to meet with members of the counseling department and administration regarding appropriate course selections, high school credits, and graduation requirements. | May | AdvertisementCourse selection sheetsSign-in sheetsHandouts |

1. Describe the training the school will provide to educate its teachers, pupil services personnel, principals, 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 [Section 1118(e) (3)].

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| **Content and Type of Activity** | **Person Responsible** | **Correlation to Student Achievement**  | **Timeline** | **Evidence of Effectiveness** |
| Faculty training on ParentLinkExpectation that teachers read the school newsletter which includes parent involvement informationTechnology training on increasing communication with parents and documentation of communication via the use of CastleProfessional Development on FOCUS Grade book | AdministrationAdministrationAdministrationAdministrationTeachers | Increased communication with parents regarding student achievement in classInformation on parent involvement will help teachers build stronger relationships with parents Increased communication with parents.Increased communication with parents regarding student progress in a course | August Fall and SpringYearlong, ongoingYearlong, ongoing | Parentlink usage reportsPowerPoint Presentation Doc.NewsletterTraining Agendas Tri-weekly interim reports progress |

1. Describe the other activities, such as parent resource centers, the school will conduct to encourage and support parents in more fully participating in the education of their child [Section 1118 (e)(4)].

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| **Activity/Tasks** | **Person Responsible** | **Timeline** | **Evidence of Effectiveness** |
| Include tips and suggestions for parents on the school website Workshops for parentsInclude a principal’s “Tiger Thoughts” on the school website translated into multiple languages | WebmasterParent Involvement SpecialistParent Involvement SpecialistPrincipal Translators | OngoingOngoingOngoing | Usage reportSign-in sheetsSchool Website |

1. Describe how the school will provide parents of participating children the following [Section 1118(c)(4)]:
* Timely information about the Title I programs [Section 1118(c)(4)(A)];
* Description and explanation of the curriculum at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet [Section 1118(c)(4)(B)];
* 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 [Section 1118(c)(4)(C)]; and
* If the schoolwide program plan under Section 1114 (b)(2) is not satisfactory to the parents of participating children, the school will also submit the parents’ comments on the plan that will be available to the local education agency [Section 1118(c)(5)].

Information about the Title I program will be disseminated to parents via student’s backpack, as well as the Annual Title I Meeting in August. Parents will also be provided information about curriculum, academic assessments, and state expectations of student proficiency at each grade level during the Open House on the Saturday prior to the beginning of the school year, and during parental involvement workshops.

Progress reports will be sent home with students as scheduled and teachers will communicate with parents through the use of ParentLink, e-mails, face-to-face and phone contact. Parents of incoming ninth graders will be invited to meet with members of the Counseling department in the spring prior to their ninth grade year to discuss their child’s academic needs and plan for high school courses.

Parents will be given a Program of Studies at this time and will have the opportunity to ask questions and provide input in their child’s course schedule requests. All parents are invited to join the SAC during the Open House, through Newsletter articles and Parentlink messages.

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. If parents have concerns about the PIP these will be forwarded to the District Title I office.

1. Describe how the school will provide full opportunities for participation in parental involvement activities for all parents (including parents with limited English proficiency, disabilities, and migratory children). Include how the school plans to share information related to school and parent programs, meetings, school reports, and other activities in an understandable and uniform format and to the extent practical, in a language parents can understand [Section 1118(e)(5) and 1118(f)].

Every effort will be made to ensure that full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children are available. Dunbar High will provide interpretation and translation services as **needed** at workshops, meetings, and conferences and TalkSystem will be used as appropriate**.** Written communicationswill be available in English; Spanish and Haitian Creole parents can choose their preferred language for ParentLink. We will make every effort to provide full opportunities for parents with disabilities or (when requested) for those with special needs. When new students enter school throughout the year, parents and students are provided with a packet of information explaining all school policies and procedures which includes the Right to Know Letter as well as information stating that we are a Title I school.

Discretionary School Level Parental Involvement Plan Components

* Check if the school plans to implement any discretionary parental involvement activities.

Check all activities the school plans to implement:

* Involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training [Section 1118(e)(6)];
* Providing necessary literacy training for parents from Title I, Part A funds, if the school LEA has exhausted all other reasonably available sources of funding for that training [Section 1118(e)(7)];
* Paying reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions [Section 1118(e)(8)];
* Training parents to enhance the involvement of other parents [Section 1118(e)(9)] ;
* Maximizing parental involvement and participation in their children’s education by 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 [Section 1118(e)(10)];
* Adopting and implementing model approaches to improving parental involvement [Section 1118(e)(11)];
* Establishing an LEA-wide parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs [Section 1118(e)(12)]; and
* Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)].
1. Describe how each discretionary activity checked above will be implemented.

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| **Activity** | **Description of Implementation Strategy** | **Person Responsible**  | **Correlation to Student Achievement** | **Timeline** |
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**School-Parent Compact:**

As a component of the school-­level parental involvement plan/plan, 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 Section 1118(d)].

Provide a copy of the School-Parent Compact and evidence of parent input in the development of the compact.

Adoption

The parental involvement plan has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by SAC Minutes.

This plan was adopted by the school at the first SAC meeting of the school year and will be in effect for the period of one academic year. The school will distribute this plan to all parents of participating Title I, Part A children during the first month of school.

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(Signature of Authorized Representative) (DATE)

1. Provide a summary of activities provided that were designed to build the capacity of parents to help their children [Section 1118 (e)(1-2)]. Include participation data on the Title I annual meeting.

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| **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Correlation to Student Achievement** |
| Open House/Title I Annual MeetingEach teacher provides expectation of student achievement; what students need to know and be able to do. Teachers will provide parents activities to help their children at home. The layout of the new school was distributed as a map. Student schedules were disseminated, and ample Q&A time existed for families to talk to administration, teachers, counselors, and various support staff. | 1 | 800 | Provide information to parents on expectations and how parents can help their children. Differences from prior years were discussed due to the construction, so as to ensure all students and families were comfortable with the changes on campus. |
| Title I/SAC Meeting | 4 | 70 | Presentation of the Academic PlanDiscussion regarding its implementationParents are given the opportunity to provide input into the School Improvement activities and expenditure of School Improvement funds  |
| 9th Grade Orientation | 1 | 60 | Provide information to parents and students on expectations and how students can achieve. |
| SAC meetings | 5 | 40 total parents | Parents are given the opportunity to provide input into the School Improvement activities and expenditure of School Improvement funds |
| AVID Parent Night | 1 | 38 | Parents are provided with information about increasing their children through WICOR strategies |
| AVID College Night | 1 | 26 | Increase student participation in post-secondary programs.Parents are provided with information on a variety of college and universities. Presentations are made by some of these institutions. |
| ESOL Parent Night | 1 | 40 | Parents are provided information regarding school programs and extracurricular activities |
| Financial Aid Workshop | 1 | 61 | Parents and students are provided with information regarding the financial aid process related to post-secondary education. |
| IB/STEM Night | 1 | 64 | Increase participation in advanced programs.Parents and students are provided with information concerning advanced programs. |
| School Choice Open House | 1 | 125 | Increase parent knowledge concerning program offerings, curriculum, and services available at the school. |
| Spring 9th Grade Registration Workshops | 3 | 300 | Parents are provided the opportunity to meet with members of the counseling department and administration regarding appropriate course selections, high school credits, and graduation requirements. |
| Notify parents about school functions, when students are absent, tardy, suspended, etc. | Ongoing via newsletters, Parentlink messages, interims, and phone calls. This is difficult to quantify due to the high frequency of messages. | 1200 students | Families were kept abreast of these items critical to student achievement.  |
| Provide specific strategies for parents to use to help their children with the skills being taught in the current month through the school newsletter | 3 | 950 | Increase communication with parents; provide updates on school functions in multiple languages |
| The incorporation of an IB newsletter disseminated monthly as we are now an IB candidate school. This is designed to update families on how they can become involved in the Pre-DP program. | 6 | 300 | Increase communication with families concerning this exciting opportunity to enter a rigorous academic track. |

1. Provide a summary of the professional development activities provided by the school to educate staff on the value and utility of contributions of parents; how to reach out to, communicate with, and work with parents as equal partners; the implementation and coordination of parent programs; and how to build ties between parents and the school [Section 1118 (e)(3)].

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| **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Correlation to Student Achievement** |
| Provide professional development for teachers on how to work with various socioeconomic status parents | 11 | 75 | Communication with parents concerning individual student performance  |
| Provide professional development for teachers on how to use technology to communicate with parents. | 3 | 75 | Increase communication with parents and provide class updates |

1. Describe the barriers identified that hindered participation by parents in parental involvement activities and the steps the school will take to overcome the identified barriers (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) [Section 1118(a)(E)].

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| **Barrier (Including the Specific Subgroup)** | **Steps the School will Take to Overcome** |
| Non-English speaking (LEP)Parents feel intimidated (all subgroups)Time of events (all subgroups)Lack of awareness throughout the county as to the phenomenal opportunities for students at Dunbar High School (all subgroups) | Translation services availableFamily-friendly schoolFlexible meeting datesForm a committee of current parents (SAC members volunteered) to assist in spreading the word and increasing parental involvement within our school. |

1. Describe the parental involvement activity/strategy the school considers the most effective. This information may be shared with other LEAs and schools as a best practice. (Optional)

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| **Content/Purpose** | **Description of the Activity** |
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