**SANDALWOOD HIGH SCHOOL Title I, Part A Parental Involvement Plan**

I, Dr. Saryn L. Hatcher, do hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of assurances for these waivers. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited.

**Assurances**

* The school will 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(b)(1) and (c)(3)];
* Jointly develop/revise with parents the school parental involvement policy and distribute it to parents of participating children and make available the parental involvement plan to the local community [Section 1118 (b)(1)];
* 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 policy and the joint development of the school-wide program plan under section 1114(b)(2) [Section 1118(c)(3)];
* Use the findings of the parental involvement policy review to design strategies for more effective parental involvement, and to revise, if necessary, the school’s parental involvement policy [Section 1118(a)(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 [Section (h)(6)(A)].

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| **Signature of Principal or Designee** | Date Signed |

**Mission Statement**

Parental Involvement Mission Statement (Optional)

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| **Response:**The mission of Sandalwood High School Parental Involvement Plan is to provide ongoing and meaningful opportunities to take a more active role in their child's education. SHS will achieve this by conducting at least two parent involvement activities during the 17-18 school year to educate parents on how to become more involved academically and socially. We at SHS believe the relationship between home and school is crucial to the success of our students. We believe by helping the parent we are essentially helping the student. |

**Involvement of Parents**

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)].

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| **Response:**Sandalwood High School will invite all parents to become involved in the revision of the School Improvement plan. Also during Open House, parents will complete a survey to give recommendations on what type(s) of upcoming activities, workshops, and trainings that are needed to support them and their child. Parents and stakeholders will be notified of the dates and times of Curriculum and Literacy Nights by our SchoolCNXT application and school messenger systems. Information will also be made available on the school website and marquee. Our SAC/PTSA community members are invited by flyers, newsletters, and email to meet and discuss the development and revision of the plan. Monthly meetings will occur the 10th day of each month at 5:00 p.m. with SAC members, invited parents, and teachers. School and student needs are brought to the attention of the members for input. Decisions are based on a majority vote. The input will be documented by meeting minutes, agenda, and sign-in sheets. The parent involvement plan will be posted on the school's website and copies of the plan are available upon request. September 10, 2017, the Annual Title I Meeting is planned to educate parents on the purpose and requirements of a Title I School. |

**Coordination and Integration**

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, 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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| **count** | **Program** | **Coordination** |
| 1 | Understanding FSA Reading/Writing | Presented by: DCPS Staff Learn how to assist High School Students in the areas of Reading and Writing on the Florida Standards.  Monday 10/02/17 Andrew Jackson High School 3816 North Main Street, Jacksonville, FL 32206 5:00 - 6:00 p.m. Wednesday 11/08/17  Terry Parker High School 7301 Parker School Rd., Jacksonville, FL 32211  5:00 - 6:00 P.M. |
| 2 | Prioritizing Milestones  In HS | Presented by: Parent Academy Staff/DCPS Learn how to set goals to be successful throughout High School and beyond.  Thursday 11/16/17 One Love Christian Center 2960 Edison Ave., Jacksonville, FL 32254 5:30 - 6:30 P.M. |
| 3 | Title I | Parent mobile kiosk that provides parents with access to a computer (available in the main office), resources, and literature that help enhance their child's education. |
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**Annual Parent Meeting**  
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 (school-wide or targeted assistance), Adequately Yearly Progress, school choice, supplemental educational 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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| **count** | **Activity/Tasks** | **Person Responsible** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Annual Title I Meeting date posted on marquee | Linda Barney | September 10, 2017 | Number of participants |
| 2 | School Mobile Newsletter | Saryn L. Hatcher, Rhonda Motley | Ongoing | Number of participants |
| 3 | Online Flyers / Website | Brannon Lutz | Ongoing | Number of participants |
| 4 | School Messenger | Rhonda Motley | Ongoing | Number of participants |
| 5 | Agenda, handouts, sign in sheets prepared | Saryn L. Hatcher | Ongoing | Number of participants |
| 6 | Handouts / agendas, sign-in sheets, and PIP | Saryn L. Hatcher | Ongoing | Number of participants |
| 7 | Set up equipment | Aaron Lakatos | Ongoing | Number of participants |
| 8 | Send home handouts to parents who did not attend (Send Via SchoolCNXT Mobile Application) | Saryn L. Hatcher | Ongoing | Number of participants |

**Flexible Parent Meetings**

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)].

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| **Response:**Throughout the school year, parents will be involved in meetings in the morning, afternoon, and evenings with refreshments provided with Title 1 funds. These meetings will include the new Florida Standards expectations for Reading and Math as well as fun Science activities to help students at home. We will offer a flexible schedule to parents by allowing for different time frames throughout the year, not always scheduling our meetings at the same time. We will also schedule our meetings on different days of the week each time we have a meeting. The events will be held for at least 1 hour each time.     In addition, a meeting will be held during the day on Technology with purpose of making parents aware of the internet-based/software available to students. |

**Building Capacity**

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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| **count** | **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Reading Awareness | I, Lipski, Reading Coach; J. McKenzie, Asst. Principal. | Increase Reading Proficiency school-wide | October 2017 | sign in sheets, Agenda, Parent Activities |
| 2 | Math/Science | J. DeAngelico, Math Lead, Brenda Jordan, Asst. Principal | Increase students, math, and science skills using computer based software | November 2017 | sign-in sheets, agenda, Parent Activities, Evaluation |
| 3 | Facts and Snacks/FSA Parent nights | Rhonda Motley, Asst. Principal Curriculum | Parent Awareness of grade level strategies for reading, math, and science to support student learning | December 2017; February 2018; March 2018 | sign in sheets; Reading, Math, and Science Strategies, Evaluation |
| 4 | Annual Title I Meeting and Open House. School Video Presentation | Saryn L. Hatcher, Principal | Increase parent awareness of Title I, and parents will get to know their student's teachers and school wide expectations | September 2015 | parent surveys, sign in sheets, agenda |

**Staff Training**

Describe the professional development activities the school will provide to educate the 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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| **count** | **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Parent Involvement Plan Presentation to Staff | Principal, Saryn L. Hatcher | Increase parent involvement to influence academic achievement | Ongoing | Teacher Feedback |
| 2 | Developing and maintaining parent/teacher partnerships | Principal, Saryn L. Hatcher | Improve communications between parent and teacher to increase student achievement | Ongoing | Teacher Feedback |
| 3 | District Parent Academy | District Staff | Increase parental involvement to increase student achievement | Ongoing | Parent Feedback |
| 4 | School-wide Parent Involvement Activities Online | Principal, Saryn L. Hatcher | Parental awareness of academic expectations and to learn strategies to assist students at home | Ongoing | Parent Feedback |

**Other Activities**

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 children [Section 1118 (e)(4)].

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| **Response:**1) During the middle of the second nine weeks, and the end of the third nine weeks, the faculty will meet with parents to review academic achievement. Parents are highly encouraged to check out educational materials, books from the school parent involvement resource area in the main office. Current educational literature (Common Core and Florida State Assessment Information) will be accessible to parents in the Parent Resource Room. The monthly newsletter will include a parent section on instructional and/or reading strategies, home learning assistance, and parent tips provided by the school guidance counselor and instructional coaches. Copies on monthly newsletters, flyers, along with sign-in sheets will be placed in the Title 1 binder. We will send out a School Messenger / SchoolCNXT message to their house telling parents about the event. We will measure effectiveness by the parental attendance.     3) Parent Resource room in the main office. The area is equipped with a parent computer and other resources that can be used to support their children's academics at home. |

**Communication**

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 school-wide program plan under Section 1114 (b)(2) is not satisfactory to the parents of participating children, the school will include submit the parents’ comments with the plan that will be made available to the local education agency [Section 1118(c)(5)].

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| **Response:**The school will inform parents of curriculum, Title I meeting, assessments, student progress, and school wide events using monthly online newsletters, marquee, phone calls, flyers, websites. Documents will be translated to meet the needs of families of other languages. We will monitor that information that was provided by keeping a copy of all flyers, newsletters, etc. and place them in the Title I Audit Binder as evidence. |

**Accessibility**

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)].

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| **Response:**The school will provide opportunities for parental involvement activities by using newsletters, flyers, marquee, and Duval Connect to inform parents of activities. Duval Connect allows us to send a message in other languages as well as English. Written notifications in various languages will be provided for parents based on need and request. In addition, a variety of activities will be planned to accommodate parents who speak different languages, including Spanish, as well as English parents. This will allow all parents the opportunity chances to participation. For parents with disabilities, we ensure that they will be able to participate by holding the meetings in accessible meeting areas. |

**Discretionary Activities**

Discretionary School Level Parental Involvement Policy Components Check if the school does not plan to implement discretionary parental involvement activities. Check all activities the school plans to implement:

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| **count** | **Activity** | **Description of Implementation Strategy** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** |
| 1 | Involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training [Section 1118(e)(6)];and | Parent and Teacher Professional Development | Saryn L. Hatcher, Principal | Increase student achievement as a result of parental involvement | Ongoing Survey |
| 2 | Providing necessary literacy training for parents from Title I, Part A funds, if the LEA has exhausted all other reasonably available sources of funding for that training [Section 1118(e)(7)]; and | Parent Literacy Night | Joseph McKenzie, Assistant Principal;  Iris Lipski, Reading Coach, | Increase student achievement as a result of parental involvement | November 2017 |
| 3 | 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)]; | Before/After School Parent Conferences | Saryn L. Hatcher, Principal; All Classroom Teachers – Open House, Set Up Days | Increase student achievement as a result of parental involvement | Ongoing |
| 4 | Adopting and implementing model approaches to improving parental involvement [Section 1118(e)(11)]; and | Parent Meetings | Saryn L. Hatcher, Principal; Rhonda Motley, Assistant Principal Curriculum | Increase parental involvement | Ongoing |