## DUNBAR HIGH SCHOOL Title I, Part A 2019-2020 Parental and Family Engagement Plan

##  I, Carl C. Burnside, 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 8101, 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 1116)];
* 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 1116)];
* 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 schoolwide program plan under section 1116
* 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 1116)];
* If the plan for Title I, Part A, developed, 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 1116];
* 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 1116)];
* 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 [Section 1116)
* 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 1116)].

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

**Mission Statement**

Parental Involvement Mission Statement (Optional)

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| **Response:**  |

**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 [Sections1116)].

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| **Response:** 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 School Messenger 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 will include: flyers, agendas, handouts, minutes, and sign-in sheets. This documentation will be maintained in the Title I crate. |

**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 1116].

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| **count** | **Program** |  |
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| 1 | 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. |

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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 (schoolwide 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 1116)].

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| **count** | **Activity/Tasks** | **Person Responsible**  | **Timeline** | **Evidence of Effectiveness** |
| 1 | Title I meeting | Principal | August 2019 | Proof of Advertisement of the meeting Agenda and minutes from the Title I meeting with the specific discussion on compact and expenditure of fundsHard copy of the Title I Power Point presented to parents explaining what it means to be a Title I school. Sign-In Sheets and comment forms from the Title I Meeting |

**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 1116)].

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| **Dunbar High School** will provide flexible dates and times for meetings and workshops when possible. Spanish and English translators will be available during all parent and family engagement opportunities including parent workshop trainings, SAC meetings, and conferences. Teachers and counselors will schedule parent/teacher meetings at flexible times during the day, throughout the year.Our back to school Open House will be held prior to the beginning of the school year and will be on a Saturday in order to provide flexibility for parents and students to attend free of 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 as well as through newsletters and School Messenger. Parent Involvement workshops will be held at various times including evenings and Saturdays if necessary. |

**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 1116)]. 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 1116)].Include information on how the school will provide other reasonable support for parental involvement activities under Section 1116 as parents may request [Section 1116)].

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| **count** | **Content and Type of Activity** | **Person Responsible**  | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Title I Annual Meeting | Administration, Parent Involvement Specialist | Parents are provided information regarding curriculum, tutoring, and scholarship opportunities that are available. | August 2019 | Agenda, Sign-in sheets, comment forms. |
| 2 | 9th Grade Orientation | Administration, Activities Coordinator | Provide information to parents and students on expectations and how students can achieve. | August 2019 | Agenda, Sign-in sheets, comment forms. |
| 3 | SAC meetings | Administration, SAC Chairperson | Parents are given the opportunity to provide input into the School Improvement activities and expenditure of School Improvement funds | Quarterly | Agenda, Sign-in sheets, minutes, comment forms. |
| 4 | AVID Parent Night | AVID counselor, AVID coordinator, AVID teachers | Parents are provided with information about increasing their children’s academic achievement through the use of WICOR strategies | September 2019 | Agenda, Sign-in sheets, comment forms. |
| 5 | AVID College Night | AVID College Night AVID counselor, AVID 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 2019 | Agenda, Sign-in sheets, comment forms. |
| 6 | ESOL Parent Night(s) | Administration, ESOL Contact, Teachers | Parents are provided information regarding school programs, tutoring, and extracurricular activities | October 2019, February 2020 | Flyers, Agenda, Sign-in sheets, handouts, comment forms. |
| 7 | Financial Aid Workshop | School Counselors | Parents and students are provided with information regarding the financial aid process related to post-secondary education. | November 2019 | Flyers, Agenda, Sign-in sheets, handouts, comment forms. |
| 8 | IB / STEM Night | Administration, Teachers | Increase participation in advanced programs. Parents and students are provided with information concerning advanced programs. | December 2019 | Flyers, Agenda, Sign-in sheets, handouts, comment forms. |

**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 | Faculty training on School Messenger | Administration | Increased communication with parents regarding student achievement in class | August  | School Messenger usage reports |
| 2 | Expectation that teachers read the school newsletter with research-based articles on parent involvement | Administration, IB Coordinator | Research-based articles on parent involvement will help teachers build stronger relationships with parents | Quarterly | Newsletter |
| 3 | Professional Development on FOCUS Gradebook | Administration, FOCUS Help Group | Increased communication with parents regarding student progress in a course | Yearlong, ongoing | Quarterly interim progress reports |
| 4 | Professional Development on using Google Classroom  | Administration/Teacher Tech Leaders | Teachers could choose to invite parents to be a part of a Google classroom and use it to disseminate information and involve them in their child’s learning. | Preschool week, ongoing | Training Agenda, teacher Google classroom |
| 5 | New Teacher PD focused on SIOP | Administration/PCTs | SIOP is a research-based instructional framework with proved results with increased student achievement. | Monthly | Training calendar and agendas |

**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 1116)].

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| **Response:** Additional activities include adding tips and suggestions for parents to become more involved in the education of their children on the school website. We will also make parent involvement information and other pertinent information readily available in the school office. |

**Communication**

Describe how the school will provide parents of participating children the following [Section 1116]:

* Timely information about the Title I programs [Section 1116];
* 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;
* 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
* If the schoolwide program plan 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 1116].

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| **Response:** 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, 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 School Messenger, 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 have the opportunity to ask questions and provide input into their child's course schedule requests. All parents are invited to join the SAC during the Open House, through Newsletter articles and School Messenger messages. If requested by parents, opportunities will exist for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children.If there are any parental concerns regarding the parent involvement plan they will be submitted to the District Title 1 Office. |

**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 1116)].

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| **Response:** 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. Written communications will be available in English; Spanish and Haitian Creole. 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 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:

X Not Applicable

**Upload Evidence of Input from Parents**

Upload evidence of parent input in the development of the plan.to the Title 1 Crate for the 2019-2020 school year

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**Upload Parent-School Compact**

Note: As a component of the school-level parental involvement policy/plan, each school shall jointly develop, with parents for all children served under this part, a parent-school compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement Section 1116].

Upload an electronic version of the Parent-School Compact.to the Title 1 Crate for the 2019-2020 school year

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**Upload Evidence of Parent Involvement in Development of Parent-School Compact**

Note: As a component of the school-level parental involvement policy/plan, each school shall jointly develop, with parents for all children served under this part, a parent-school compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement Section 1116)].

Upload evidence of parent input in the development of the compact to the Title 1 Crate for the 2019-2020 school year

## In this section you are reviewing the 2018-2019 parent involvement activities. You will need to put in the number of times you offered the events and how many participated

**Building Capacity Summary**

Provide a summary of activities provided during the previous school year that were designed to build the capacity of parents to help their children [Section 1116)]. Include participation data on the Title I annual meeting.

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| **count** | **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| 1 | Title I Annual Meeting | 1 | 5 | Increase participation in advanced programs. Parents and students are provided with information concerning advanced programs. |
| 2 | IB/STEM Night | 1 | 25 | Increase participation in advanced programs. Parents and students are provided with information concerning advanced programs. |
| 3 | Financial Aid Workshop  | 1 | 75 | Parents and students are provided with information regarding the financial aid process related to post-secondary education. |
| 4 | ESOL Parent Night | 1 | 100 | Parents are provided information regarding school programs and extracurricular activities. Additionally, parents were given information on academic support services available. |
| 5 | AVID Parent Night | 1 | 90 | Parents are provided with information about increasing their children’s academic achievement through the use of WICOR strategies |
| 6 | AVID College Night | 1 | 80 | Parents are made aware of college entrance requirements and scholarship information so that they are well prepared to assist their children in educational planning. |
| 7 | SAC meetings | 4 | 20 | Parents are given the opportunity to provide input into the School Improvement activities and expenditure of School Improvement funds |

## In this section you are reviewing the 2018-2019 staff training activities. You will need to put in the number of times you offered the events and how many participated

**Staff Training Summary**

Provide a summary of the professional development activities provided by the school during the previous school year 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 1116)].

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| **count** | **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| 1 | Faculty School Messegner training, faculty meeting | 1 | 105 | Communication with parents concerning individual student performance |
| 2 | Professional Development on FOCUS Gradebook | 1 | 60 (total) | Clearly communicate student grades and progress toward standards mastery in order to better involve parents in their child’s education and achievement. |
| 3 | Professional Development on using Google Classroom  | 4 | 115 (total) | Dissemination of information to parents in order to better involve them in their child’s learning. |
| 4 | New Teacher SIOP Training | 8 | 15 (per activity) | Teachers new to the school learn key components of the SIOP instructional framework. Teachers then used these features in the daily teaching, providing much needed support for ELLs as well as all students. Some of these same communication strategies were used by teachers when crafting parent communication items. |

**Barriers**

Describe the barriers that hindered participation by parents during the previous school year in parental involvement activities. Include the steps the school will take during the upcoming school year to overcome the 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 1116)].

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| **count** | **Barrier (Including the Specific Subgroup)** | **Steps the School will Take to Overcome** |
| 1 | Language (LEP) | Provide Interpretation and Translation |
| 2 | Parents do not see the value in spending their time at events. (all subgroups) | SAC meeting attendance is quite low. Better marketing of events including the benefits of attending. |
| 3 | Time of events (all subgroups) | Flexible meeting dates and times |

**Best Practices (Optional)**

Describe the parental involvement activity/strategy the school implemented during the previous school year that 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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