

# Dunbar Early College High School

## Title I Parent Involvement Plan STRATEGY FOUR: PARENT AND COMMUNITY ENGAGEMENT

To build a school community of informed and empowered parents, teachers, staff, and community partners who work collaboratively to support high-quality teaching and learning.

School, Family and Community Partnerships Action Plan: STRATEGY FOUR: PARENT AND COMMUNITY ENGAGEMENT									
1. TACTIC: <i>Move Beyond Parent Involvement to Authentic Parent Engagement</i>									
Priority Tactics	Action Steps	Subgroup	Benchmarks	Person(s) Responsible	Expenditures			Timeline	
					Human/Fiscal Resources	Cost	Funding Source		
Create a customer driven and welcoming environment for all stakeholders at every school.	1. Provide a Professional Development for all office staff to train on customer service, cultural awareness, commonly used Spanish phrases and consistent ways of answering the phone and greeting parents at the door and in offices. Answer with a smile! Teachers will stand at their doors during passing periods and supervise in their classroom and the immediate area outside their classroom.	All	1. 5% Increase positive comments on Parent Surveys.	Administration	1. training personnel			Annually	
	2. Provide maps at the door; clerical support to type and photocopy materials, photocopier.		2. 100% of all Office doors will be labeled.		2. materials			3. overtime for custodial staff	Monthly
	3. Number and label offices; clerical support to type and photocopy materials, photocopier.		3. 5% increase, from previous month, in positive comments on Customer Service Surveys.		1. furniture			2. overtime for Saturday Orientation	Annually
	4. Clean and/or replace damaged signs.								Ongoing
	5. Increase custodial staff and/or provide overtime.								
	6. Create customer service surveys to be placed at the main door and offices. The Building Leadership will review them monthly.								
Build a community of informed stakeholders, including parents, teachers, Administrators, and the community	1. Parent volunteers will be trained to make calls regarding counsel meetings, Back-to-School Night, Parent Meetings/Conferences, Open House, and Parent Workshops, College Awareness Day; Clerical support to type and photocopy materials, photocopier.	All	1. 100% of staff will monitor their e-mail account.	Administration	1. materials			Ongoing	
	2. Contact neighborhood Community Center		2. Increase the number of parent volunteers.  5% Increase of parent Attendance at school events						Annually

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	and local business to build partnerships with the school. 3. Host an annual Academic Fair with community businesses as sponsors. 4. Continue to host an Annual College Fair, Career Fair. 5. Create an incentive system for parents to attend school events/ parent workshop. Continue to inform parents through the DECHS website, phone calls, flyers, & newsletters, etc. 6. Volunteers will distribute informational items in English/ Spanish etc, when applicable. 7. Letters will be mailed to parents regarding culmination requirements (9 <sup>th</sup> -12 <sup>th</sup> ). 8. Send out information regarding school events at least one week in advance.		from previous school year.  5% Increase community participation at school events from previous school year.		(English/Spanish)  4. Clerical support  5. photocopier			Every grading period
Implement a variety of modes for improved communication between schools and families.	1. Update students' home profile (address, home phone number, emergency contact, e-mail address); clerical support to type updates to home profile and photocopy materials, photocopier. 2. Increase the use of the marquee and DECHS Website and FB page; provide information in English and Spanish, and other languages in the community, when applicable 3. Use the community to advertise and inform parents of upcoming school events (post	All	1. 5% decrease of incorrect home and emergency phone numbers.  2. 100% of teachers using TAC/HAC to communicate with parents.  3. 5% Increase in parent involvement from previous academic year.	Administration.	1. TAC/HAC  2. All Call Communicator  3. Instructional materials  4. Clerical staff  5. photocopier			Ongoing  July/September Ongoing  Ongoing

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	flyers, make announcements)		4. 5% Increase of correct home contact from previous academic year.					
Make available translation services, both oral and written, that are adequate to meet District needs (when applicable)	<ol style="list-style-type: none"> <li>Distribute duties and the bilingual person on the team (when applicable) provides interpretation services.</li> <li>Add request for interpreter to <i>Parent Conference Teacher Preference Form</i>.</li> <li>Use the Interpreter line to communicate with parents (1-800-514-9237).</li> <li>District to provide Spanish classes to staff.</li> <li>Utilize bilingual Assistants during Parent Conference Nights.</li> </ol>	All	<ol style="list-style-type: none"> <li>1. 5% Increase in interpretation services provided during Parent Conference Nights (when applicable)</li> </ol>	Administration  District	1. Bilingual Teacher aides			Ongoing
Provide ongoing workshop for parents in Financial aid, orientation for early college, parent meeting, graduation requirements	<ol style="list-style-type: none"> <li>Provide quarterly Parent Workshops on topics such Importance of Attendance, Understanding the common core, How to Read a Report Card, Questions to Ask during Parent Conference Nights, How to Access the DECHS Website/ E-mails</li> <li>Solicit from staff a commitment to diversifying the meeting times of parent conferences.</li> <li>Publish Calendared CEC meetings in the quarterly newsletter sent home.</li> </ol>	All	<ol style="list-style-type: none"> <li>1. 5% decreased in students being referred to the assistant principals and Counseling Office.</li> <li>2. Attendance at workshops is increased by 20% from previous workshops</li> </ol>	Administration	<ol style="list-style-type: none"> <li>1. Outside personnel</li> <li>2. Guest speakers</li> <li>3. Prof. exp./ Volunteers</li> <li>4. Website Manager</li> <li>5. Instructional materials</li> <li>8. Professional Trainer</li> </ol>			July - June  Ongoing
Enable parents to provide effective support to their children in the learning process. Utilize the Office of Family and Community	<ol style="list-style-type: none"> <li>District provided Parent/Teacher In-service on support techniques for parent volunteers in the classroom.</li> <li>Fund Professional Expert time/Professional Development,</li> </ol>	All	<ol style="list-style-type: none"> <li>1. 5% increase in parent attendance to workshops.</li> <li>2. 5% increase in culmination rates.</li> <li>3. 5% decrease in drop-out-</li> </ol>	Administration	<ol style="list-style-type: none"> <li>1. prof. expert time</li> <li>2. photocopies, file folders, pencils and</li> </ol>			Monthly

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### 1. TACTIC: *Move Beyond Parent Involvement to Authentic Parent Engagement*

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Engagement.	<p>Importance of Attendance, Transition years, Understanding the common core, How to Read a Report Card, Questions to Ask during Parent Conference Nights, How to Access the DECHS Website/ E-mails.</p> <p>3. Conduct regular Title I meetings to inform parents of additional available resources for students.</p>		<i>rate</i>		other materials for parent workshop 3. Contract Instructional Services			
Provide training and opportunities for parents to be effective participants in the leadership, governance and decision-making of the school.	<ol style="list-style-type: none"> <li>Utilize auto-dialer as a resource to invite and encourage parent participation.</li> <li>Post upcoming event posters around the community.</li> </ol>	<i>All</i>	<ol style="list-style-type: none"> <li>5% increase in parent attendance in school events.</li> <li>5% increase in culmination rates.</li> <li>5% decrease in drop-out-rate</li> </ol>	<i>Administration</i>	<ol style="list-style-type: none"> <li>posters</li> <li>clerical staff</li> <li>Auto-dialer</li> </ol>			Monthly
Provide school staff with required training on effective parent engagement	<ol style="list-style-type: none"> <li>Provide an In-Service to generate ideas on improving parent engagement for all staff.</li> <li>Provide a PD for all office staff to train on customer service, cultural awareness, commonly used Spanish phrases (when applicable) and consistent ways of answering the phone and greeting parents at the door and in offices. Answer with a smile!</li> </ol>	<i>All</i>	<ol style="list-style-type: none"> <li>5% increase in staff attendance.</li> </ol>	<i>Administration</i>	<ol style="list-style-type: none"> <li>Materials for Professional In-service.</li> <li>Contract Instructional Services</li> </ol>			Monthly
Community Educational Council (CEC) and English Learner Advisory Committee (ELAC) meetings (when applicable)	<ol style="list-style-type: none"> <li>Continue to hold monthly parent CEC meetings, and English Learner Advisory Committee (ELAC) meetings.</li> </ol>	<i>-All</i>	<ol style="list-style-type: none"> <li>5% increase in parent attendance to school committees.</li> </ol>	<i>Administration</i>	<ol style="list-style-type: none"> <li>posters/flyers</li> <li>photocopier</li> <li>clerical staff</li> </ol>			Monthly
Ensure CEC and other standing school committees are in place, meet regularly, and have adequate parent representation.	<ol style="list-style-type: none"> <li>Continue to hold monthly Parent CEC Meetings, Continue to send reminders for committee meetings.</li> <li>Offer student tokens/ passes to parents who attend committee meetings.</li> <li>Parents who attend parent meetings and/or may receive a Free Dress Day Pass</li> </ol>	<i>All</i>	<ol style="list-style-type: none"> <li>5% increase in parent attendance to school committees.</li> </ol>	<i>Administration</i>	<ol style="list-style-type: none"> <li>Materials for FREE DRESS DAYS (colored paper, lanyards), posters/flyers.</li> <li>clerical staff</li> </ol>			Monthly

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	4. for their child. Student Aides will assist in preparing the Free Dress Day materials that parents will receive at Parent meetings.				3. photocopier			