## WESTSIDE HIGH SCHOOL Title I, Part A Parental Involvement Plan

I, Gregory Bostic , 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 schoolwide 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)].



September 12, 2016

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

**Mission Statement**

Parental Involvement Mission Statement (Optional)

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| **Response:** At Westside High School our mission is to empower parents to support their children's academic achievement from grades nine to twelve. We will accomplish this by providing training and program activities for parents as well as increasing our parent engagement through professional development to teachers. |

**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:** School Advisory Council (SAC) and Parent Teacher Student Association (PTSA) meetings will be held monthly to involve parents in the coordination and improvement of school activities and programs through a continuous improvement cycle. To select members of these organizations, administrators make recommendations based on parent willingness to get involved at the school. When an administrator and/or teacher finds a parent who is willing and able to participate, the parent will be invited to join the PTSA and/or SAC. As a member, the parents will be encouraged to contribute suggestions and ideas to improve the school as a whole. Parent input will be documented in the meeting minutes. Moreover, parents will have the opportunity to assist in the development of the PIP including making recommendations for parent activities, how parent involvement funds will be disbursed and revisions to school-parent compact. Once the school PIP has been presented to parents at the Annual Title I Meeting it will be placed on the school website and hard copies available upon request. Handouts that can be interpreted in over 100 languages and interpreters will be made available to accommodate parents. |

**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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| **Program** | **Coordination** |
| Grade level orientations | Students and parents are given the opportunity to clarify questions with administration and other members of the faculty. Furthermore, parents are invited to walk the campus, purchase necessary items, and interact with the expectations that their students will encounter at Westside High School. |
| Title I Parent Involvement | School will promote parental involvement activities /workshops to enhance student achievement, and provide parents with resources and strategies to assist students to be successful academically and in life. |
| Parent Academy | School will promote the Duval County Parent Academy, which focuses on parents advocating for their children, understanding how their student learns, as well as personal development for the parent. |
| Family Activity Nights | School will use family activity nights (technology, math) in order to have parents understand standards and assessments that students will be required to master and take. Furthermore, family nights will address FOCUS and ONEVIEW access and ease. |

**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 1118(c)(1)].

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| **Activity/Tasks** | **Person Responsible** | **Timeline** | **Evidence of Effectiveness** |
| Annual Parent Involvement Plan Meeting | Mr. Timothy Durkin, Assistant Principal | September 2016 | Agenda copies, Copy of sign-in list, Evaluation sheets |
| The Rights of Parents, Parent Teacher Compact | Dr. Gregory D. Bostic, Principal; Mr. Timothy Durkin, Assistant Principal | September 20116 | Parent sign-in list. Signed Parent Compacts. |
| The Nature of the Title I program | Dr. Gregory D. Bostic, Principal; Mr. Timothy Durkin, Assistant Principal | September 2016 | Agenda copies, Copy of sign-in sheet, Parent Evaluation sheets |

**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:** School meetings will be conducted in the evenings later than previous years in order to encourage parent participation. Parent-teacher conferences upon request and evening meetings to begin 6:00 p.m. until 7:00 p.m. In addition, our larger sessions will entail some level of childcare and/or Child learning facilitation. |

**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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| **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| Open House | All administrators, counselors, and teachers | To give parents the opportunity to interact with the teachers, staff, clubs, and athletics in order to increase teacher-parent communication. | September 19, 2016 | Sign in sheets |
| Title 1 Annual Meeting | Mr. Timothy Durkin,, Assistant Principal | Increase parent involvement in the school. | September 6, 2016 | Evaluations, Signed Parent School Compact, |
| Mathematics and Technology Night | Administration, select mathematics instructors. | Increase parent understanding of what types of math their students are focusing on. Secondly, parents will be given explicit help with the use of FOCUS and ONEVIEW. | Early October, 2016 | Sign in sheets, evaluations |
| Senior Parent Night | Mr. Jameel Jones, Graduation Coach/Activities Director and Mrs. Mia Harris, School Counselor | Increase parent awareness of graduation requirements and scholarship opportunities | September 2016  March 2017 | Sign In Sheet, Agenda, Evaluations |
| Parent teacher conferences | Administration, teachers | Allows parents the opportunity to meet and discuss their student’s progress with standards. | December, 2016 | Sign in sheets |

**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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| **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| Preplanning activities on parent involvement | All administrators, coaches, and counselors | Teachers will be given the necessary tools to contact, at minimum, 10 parents per month | August 2016, all year | Teacher contact log |
| Pre-Planning Activities – small group instructions | Dr. Gregory Bostic, Principal; Mr. Timothy Durkin, Assistant Principal; Ms. Kenyanna Wilcox, Assistant Principal; Ms. Hunter, Assistant Principal | During content area and departmental meetings, inform teachers about expected behaviors when calling and speaking to parents, how to increase rapport among parents and all shareholders. | August 2016 | Staff sign in sheets |
| 10th Grade Parent involvement meeting | Michael McNair | Discuss methods of engaging parents prior to disciplinary referrals. | September 2016 | Minutes |
| Value of Parent Involvement | Dr. Gregory D. Bostic, Principal | Improve the skills of the school staff to work effectively with parents by providing examples of best practices for parental involvement | January 2017, early release professional development. | Sign-in sheets, |
| Biweekly meetings of the Community and Parent Engagement Community | Members of the engagement community, Ms. Shelby Cunningham, Ms. Amy Kanopa. | Agenda based meetings with the purpose of increasing parent engagement and involvement at Westside High School. Students perform better academically when parents are vested in the school. | Throughout the year | Agenda and minutes |
| HERO training | Ms. Shea Hunter, Reading Coach | Positive behavior reward system for students witnessed engaging in desired behavior will be addressed, as well as best practices. | September 9, 2015 | Decrease in low-level infractions |

**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:** Parents will have access to the Parent Resource Center (PRC) which maintains a collection of materials such as books, magazines, hands-on activities, etc. In addition, materials will be ordered that address the ongoing needs of our parents and community. The school contact for PRC is Tim Durkin. Effectiveness will be determined by the number of request and comments received by parents and community members.  The Parent Resource Center is located in Room 209. Materials that are being requested to check out are located in Room 209. Parents are both informed and reminded about the center by signage located in the front office. Parents are free to access the center during school operating hours. |

**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 schoolwide 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:** Newsletters highlighting curriculum information and other parental involvement activities will be distributed to parents. We also maintain a school counselors page and important dates that can be accessed via FOCUS. Information is translated for parents/families of limited English proficiency upon request or when determined necessary by school personnel. Progress reports will be sent home with students at least once quarterly to keep parents informed of students' academic progress with the option for parents to request a parent-teacher conference.  Administration is currently considering a Twitter and/or Facebook page for Westside High School. Additionally, PLANETHIGHSCHOOL.COM is being used for calendar updates that parents can use to stay aware.  We will track the progress reports through sign out sheets administered by the teachers as they hand out the report. All newsletters and regular screen shots of the school counselor blog will be compiled into one notebook. Parent Link, website and the school marquee will also be utilized for parent notification of specific events.  If the school wide program is not satisfactory to parents of participating children, they can voice their concerns in writing or in person. If the parents prefer to write down their concerns they can be turned in to the front office attention Westside Administration. The parents are also welcome to voice their suggestions or concerns during the monthly PTSA/SAC meeting. PTSA/SAC are held the second Monday of every month in the Westside High School Media Center at 5:30pm. |

**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:** Monthly newsletters highlighting curriculum information and other parental involvement activities will be distributed to parents and posted on the webpage. We will also maintain a school counselor blog and important dates that can be accessed via the parent portal. Information is translated for parents/families of limited English proficiency upon request or when determined necessary by school personnel. The school will utilize the district provided resource (TransAct) for translating documents into various languages. The school will document the dissemination of letters to English Language Learners' (ELL) parents as noted on the language survey. Special accommodations will be provided upon request.  Parents with disabilities can access all parental involvement activities via the front office entrance of Westside. The school has both automatic doors and an access ramp. |

**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.

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| [Uploaded Document](file:///C:\Users\durkint\Downloads\fileUploads\162411_2015-2016_uploadEvidenceParentInput.pdf) |
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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 1118(d)].  
  
Upload an electronic version of the Parent-School Compact.

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| [Uploaded Document](file:///C:\Users\durkint\Downloads\fileUploads\162411_2015-2016_uploadCompact.doc) |
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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 1118(d)].  
  
Upload evidence of parent input in the development of the compact.

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| [Uploaded Document](file:///C:\Users\durkint\Downloads\fileUploads\162411_2015-2016_uploadCompactEvidence.pdf) |

## Evaluation of the previous year's Parental Involvement Plan

**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 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** | **Anticipated Impact on Student Achievement** |
| Title 1 Annual Meeting | 1 | 28 | Parents were made aware of the various ways and levels of support that the school provides and ways in which parents can participate to help support and enhace their child's academic achievement. For example parents were informed about how to become a school volunteer, the Full Service School Program, and the Parent Involvement Plan, as well as, its purpose. The overall anticpated impact was to increase student achievement across content areas. |
| Senior Parent Night | 2 | 123 | The anticipated impact on student achievement for this event was to have all students in the Senior class of 2014 to graduate with a High School Diploma by the end of the school year. |
| Algebra & Geometry Game/Info | 1 | 0 |  |
| Biology Game/Info Night | 1 | 0 |  |

**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 1118 (e)(3)].

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| **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| Value of Parent Involvement | 1 | 72 | Improve the skills of the school staff to work effectively with parents by providing examples of best practices for parental involvement |
| How to improve ties between parents and schools | 1 | 72 | The attitude of the parent influence the attitude of the students. Students perform better academically when parents are vested in the school. |

**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 1118(a)(E)].

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| **Barrier (Including the Specific Subgroup)** | **Steps the School will Take to Overcome** |
| Getting economically disadvantaged parents to participate and attend meetings due to work and childcare. | Document the availability of parents. Provide advanced notice of meetings. Provide childcare to parents if necessary. |
| Poor phone numbers and contact information | Press blue card distribution and data entry into FOCUS |
| Communication with families of ELLs. | Use Ms. Martinez as translator at functions. |

**Best Practices (Optional)**

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