

## WEST GADSDEN HIGH SCHOOL Title I, Part A Parental Involvement Plan

I, Pauline West, 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)].

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Signature of Principal or Designee

Date Signed

### Mission Statement

Parental Involvement Mission Statement (Optional)

**Response:** In partnership with the State of Florida, the Gadsden District, families and community, West Gadsden High School is dedicated to empowering and preparing its students to become college, career and life ready upon graduation.

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### 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 [Sections 1118(c)(3), 1114(b)(2), and 1118(a)(2)(B)].

**Response:** West Gadsden High School will involve parents in all facets of the plan's development, implementation and evaluation as required by Title I programs guidelines. The school will also make a continuous effort to keep parents and families informed of their choices for quality education for all students. This effort includes the school's web site, parent link messaging system, parent trainings, and informational sessions as well as sending letters regarding supplemental educational services. The school's SAC is formed during Open House, which participates and makes decisions involving the use of Title I funds reserved for parent involvement. The LEA maintains the SAC's membership to ensure parents are involved in the process.

## 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)].

count	Program	Coordination
1	Individuals with Disabilities Education Act (IDEA)	Supplemental instructional support provided by Title I is discussed with parents during the development of the students' IEPs. ESE parents are invited, encouraged, and included in all parent meetings at the school level.
2	ESOL, Migrant, and Homeless Education Programs	Every effort is provided to include translation support at meetings for the involvement of Hispanic parents and transportation for homeless students' parents.
3	District Title I Annual Meeting	Share information about the Title I program, why we are a Title I school, and how this will impact our school and students.
4	School Advisory Council	Parents represent the interest of the community stakeholders, as they assist in the decision-making process of school issues. They are invited to participate in the development of the School Improvement Plan and other activities so that have an active role in the overall decisions that are made on the behalf of their students.
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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 1118(c)(1)].

count	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	Open House	Administrative and Guidance Staff	August 2014	Parent surveys, discussions, their comments, and SAC meetings
2	Develop sign-in sheets	Administration and Parent Services	September 2014 and May 2015	Sign-in sheets for meeting and individual classrooms
3	Distribution of Title I flyers and surveys	Administration and District Parent Services Coordinator and Principal	September 2014 and May 2015	Quarterly meetings with parents; their suggestions and comments; and mid-year/end of year evaluation
4	Develop agenda, handouts, and/or presentation materials that address the required components	Administration and Parent Services	September 2014 and May 2015	Copies of agendas, PowerPoint presentation and handouts
5	Advertise/publicize event	Administration and Parent Services	September 2014 and May 2015	Posting on school's web site and marquee; distributing flyers to students, family members and community stakeholders
6	Maintain documentation	Administration	August 2014 - June 2015	Title I documentation files housed in administrative office suite

## 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)].

**Response:** The leadership and staff at West Gadsden High School clearly understand the importance of parental involvement in students' education. Therefore, parent meetings have been scheduled during the school year. Our annual meeting for all parents will be held during month of September. Many of the parents are employed throughout the Big Bend region (neighboring counties to Gadsden) and have 7:00 a.m. to 5:00 p.m. schedules. The school will schedule parent meetings at 6:00 p.m. Given the culture and population of parents served, parents' requests for evening meetings to accommodate their work schedules will be considered and granted.

## 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)].

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Back to School Events	Leadership Team and community/faith based partners	Engaging the entire community to support students and their parents with school supplies and uniforms	August 14, 2014	Sign-in forms, photographs, copies of informative handouts
2	Parent Trainings	Administrative Staff	Provide information to parents on academic and leadership skills to assist other parents with their children.	September 2014 - June 2015	Agendas, sign-in sheets, amterials from training and conferences
3	Assessments	Academic Coaches, Counselor and Classroom Teachers	9 weeks Parent-Student Expos where progress is shared; Parent conferences; data chats with both student(s) and parent(s) to discuss expectations, achievement; and goals for the school year	October 2014 - May 2015	Conference logs, sign-in sheets, data chat sheets, goal-setting agreements
4	College Readiness	Guidance and Administrative Staff	Parents will gain knowledge of college readiness and preparation; scholarship information; college entrance exams; availability of financial aid, etc.	October 2014 - June 2015	Sign-in sheets; agendas, counseling logs; handouts; agendas, applications, and presentation materials
5	Family Literacy	Reading Coaches and Administration	Provide sessions to help parents improve reading skills.	October 2014 - May 2015	Agendas, sign-in sheets and copies of presentation materials.
6	Senior Night	Guidance and	Awareness of graduation	October	Sign-in sheets; agendas,

		Administrative Staff	requirements and graduates' readiness	2014; March 2015	counseling logs; handouts; agendas, graduation check cards, and presentation materials
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## 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)].

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	SIP and SAC	Principals and District Parent Services Staff	Knowledge of the process, duties and responsibilities of persons serving on SAC and those developing the SIP	September - November 2014	Agendas, sign-in sheets, amaterials from training and conferences
2	Parent Involvement Strategies Training	Parent I Services Coordinator, Title I Coordinator and Administrative Team	Knowledge of programs to identify/implement strategies to enhance parental participation	September 2014 - June 2015	Sign-in sheets, handouts, agendas, and presentation materials

## 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)].

**Response:** West Gadsden High School will launch a designated area of the school to serve as its parent resource center to promote parental involvement in education through information, products, training, and technical assistance. The school's parent liaison designee and/or administrative team will also provide resources/tools (including on-line) to enhance implementation of parental involvement strategies as outlined in our SIP and PIP.

## 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)].

**Response:** West Gadsden High School will publish written communications (letters, flyers, bulletins, etc.) to be disseminated to all parents via face-to-face, backpack, main

office suite for lobby guests, website and parent resource area. The communication documents will outline the school's curriculum, academic assessments used to measure student progress, and the proficiency levels students are expected to meet. At least one interpreter will be present at all parent forums at all times for non-English speaking parents. (The school will ask the SAC to help with the purchase of interpretation devices for non-speaking English parents.) The District Guidance, ESE, ELL, and Migrant education programs will be informed of meetings, conferences, and parent forums in a timely manner so that participation and assistance with special population parents' needs can be met. Information will be shared via written communication and orally when possible. Scheduled events (curricular and/or extra-curricular) will also be into print form and posted on the schools website. As always, Skylert announcements, newsletters, flyers, phone calls, materials and trainings to help parents work with their children toward building academic success will be provided. Other communications to market and share information with the parents include scheduled parent activities such as Open House, School Advisory Council meetings, Parent Expositions each 9-weeks, literacy/technology trainings, student's individual education plan meetings, social and athletic events. Year-long communications of student progress and instructional support tools for parents include documents such as progress reports, report cards, course syllabi, and pacing guides, focus calendars, parent-student-teacher conference requests, behavioral management forms, etc.

## 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)].

**Response:** The PIP will be available to all parents (including parents with limited English proficiency, disabilities, and migrant children) to ensure that all can participate in all district/school programs and events. Information will be shared via the school's marquee, the Skyward/Skylert communication system, local newspapers, hard copies of printed messages, website (school's and district's), and parent resource area (on-campus site). An interpreter will be available as needed.

## 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:

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	Ongoing staff development program that includes researched-proven training	District and School-level administration, Parent Services Coordinator	Acquiring parental input in the development and updating of the SIP	October 2014 - May 2015
2	Providing necessary literacy training for parents from Title I, Part A funds, if the LEA has	Literacy training in language arts, mathematics, science and technology	Reading Coach and Administration	Involve parents and enhance their ability to implement literacy	October 2014 - May 2015

	exhausted all other reasonably available sources of funding for that training [Section 1118(e)(7)]; and			activities in the home for their students	
3	Training parents to enhance the involvement of other parents [Section 1118(e)(9)];	Parents receive best practices information to share with others parents to promote and/or enhance their level of parental involvement	Principal and District Parent Services Coordinator	Increased parental involvement in students' academic and extra-curricular activities	September 2014 - May 2015

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### Upload Evidence of Input from Parents

Upload evidence of parent input in the development of the plan.

[Uploaded Document](#)

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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.

[Uploaded Document](#)

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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.

[Uploaded Document](#)

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## 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.

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Back to School Events	1	100	Assurance that students and parents will be prepared with resources and information to have a success year; meet and greet new teachers and staff to affirm accessibility throughout the year
2	Parent Trainings / Title I Annual Meetings	1	100	Provide information to parents on ways they can and should be involved in all aspects of their students' school life; engagement in development of the Parent – School Compact; election of members to serve on the School Advisory Council.
3	Parent /Student Expos	3	100	9-week Parent Expos where student progress is shared; Parent conferences; data chats with both student(s) and parent(s) to discuss expectations, achievement; and goals for the school year.
4	College Readiness	1	25	Parents will gain knowledge of college readiness and preparation; local and state scholarship information; college entrance exams; availability of financial aid and completion of FASFA forms, etc.
5	SIP and SAC	4	10	Framing the curriculum of the school and making provision for resources
6	Conferences, Hearings and Interviews	100	200	Parental input on students' needs that are to be provided for educational and disciplinary purposes
7	Skylert Calls	36	14400	Parental and guardian notifications which alert and inform adult care-takers of school's effort and intent to assist and motivate students to perform successfully

### 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)].

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Common Core State Standards and Next Generation Sunshine State Standards, College Readiness and Care	1	100	This served as an opportune moment that gave the parents a snap shot into the future of the new legislation, state standards and requirements for their students' success.
2	Parent Involvement Plan Training	1	100	Knowledge of program to identify strategies to enhance parental participation
3	SIP/SAC - Encourage parents to take the	1	10	Knowledge of the process, duties and responsibilities of persons serving on



	opportunity to participate in the development and implementa			SAC and those developing the SIP
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## 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 current 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)].

count	Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
1	Parents often cite time as the single greatest barrier to volunteering, attending meetings, and joining decision-making committees at their children's school	Consider potluck dinners and brown bag lunches to meet the needs of working parents.
2	Some parents are not sure they have anything of value to contribute.	Establish regular communication to build relationships with parents based on mutual respect and trust. Provide a variety of volunteer opportunities whether at school or at home.
3	Parents feel they are unwelcome in the school.	Provide in-service training to help all faculty and staff develop an awareness of the importance of parent involvement and acquire the knowledge and skills to successfully interact with parents; Also, establish and begin practicing an open-door policy, beginning in the Fall of the year and starting with all Administrators and Office Staff

## 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)

count	Content/Purpose	Description of the Activity
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