



Frederick A Douglass Academy High School (/school-plans/523) / Plan summary

2016-2018 plan summary

Team

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Team meetings

Date	Participants	Topic
03/15/2016	Berry, Moore, Perry, Jones, and Wright	SEF Framework-Culture for Learning & Grading
04/14/2016	Moore, Sizer, Perry, Jones and Berry	SEF Framework-Parent Partnership

05/03/2016	Perry, Berry, Moore, Wright, Ware, and Jones	Review of SEF Framework and 2015 SQRP Data
05/11/2016	Perry, Berry, Wright, Moore, Ware, Sizer, and Jones	MVMS Results, SQRP 2015 Data, and SEF Framework
05/14/2016	Perry, Berry, Wright, Sizer, Jones, Bey, and Malone	Select Priorities and Develop Teams
05/17/2016	Perry, Sizer, Jones, Moore, Stella Mason, Kennedy	Developing Goals for our strategies
05/18/2016	Perry, Sizer, Jones, Ware, Berry, Sokol, Roth, Gentner, Kennedy, Wright	Developing Goals for our strategies
05/19/2016	Perry, Sizer, Moore, Jones, Gentner, Berry, Sokol, Kennedy, Roth	Developing Goals, Parent Compact, and NCLB Information
09/29/2016	Mattie Scott, Mr. and Mrs. Reed, Catherine Jones, Ms. Sizer	Annual Title I Meeting
10/06/2016	Scott, Sizer, Jones, Perry	PAC Organizational Meeting

School Excellence Framework

Culture of & Structure for Continuous Improvement

4 of 4 complete

Leadership & Collective Responsibility:

Score

Leadership & Collective Responsibility is characterized by an unwavering commitment to fulfilling a shared vision of success. There is a clear focus and high expectations for staff and students, motivating the entire school community to continue striving for success for every student.

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We develop a professional learning calendar that communicates the expectations and instructional moves for our classroom teachers. Our instructional focus is Critical Thinking and it is through this lens that we believe our students will better learn how to construct meaning of text. To engage our staff in this work our ILT met to create a plan of action with regard to communicating with teachers and students. During our Saturday PDs, teachers revisited how to unpack standards, learned about the different types of text dependent questions and created a template by which all students could access how to write an argumentative essay. As a result, we were able to communicate our expectations better to our students and demonstrate for them what they would be doing in class. Through our learning walks, we saw greater student discourse, more students taking academic risks via student discussions, as well as students understanding the purpose behind their assignments. Our students annotate daily, answer text-dependent questions, and engage in argumentative writing throughout most classrooms. Teachers are given time to collaborate via grade level and departmental meetings, however this can become difficult if there are teachers absent. Teachers also seek outside PD opportunities throughout the school year to support their classroom management and instruction. According to our 2016 MVMS report, our teachers and students feel our ambitious instruction has improved as well as our teacher collaboration. According to our data our students find our academic press to be strong, however our quality of student discussion must improve according to our data as we currently trending neutral in this area.

Guide for Leadership & Collective Responsibility

- **Set the direction and create a sense of purpose by building consensus on and implementing a shared vision.**
 - Consider the demographics of the school community in developing a shared vision.
 - Help stakeholders understand the relationship between the school's vision and their initiatives and priorities.
 - Consistently use informal and formal opportunities to champion and articulate the vision.
 - Act in ways that consistently reflect the school's core values, beliefs, and priorities in order to establish trust.
 - Ensure the school's identity, vision, and mission drive school decisions.
- **Inspire a culture of collective responsibility for the success of ALL students in the whole school (not solely teacher's own students).**
- **Empower others to make or influence significant decisions.**
 - Build shared leadership structures and opportunities for job-embedded leadership training and development.
 - Capitalize on the leadership skills of others.
 - Constantly listen and synthesize what is heard, and learn from all sources.
- **Employ the skills to effectively manage change.**
 - Master skills associated with large-scale strategic planning processes and implementation of such plans.
 - Steer through the challenges associated with making improvements, both large and small.
- **Create and sustain a coherent instructional program (coordinated and consistent) with learning goals.**
- **Use the CPS Framework for Teaching to ground instructional guidance and coaching.**

- Model ambitious goals for teaching and learning for all students, including priority groups.
- Draw from the best available evidence to inform instructional improvement decisions.
- **Enable staff to focus and prioritize what matters most.**
 - Buffer staff from external distractions to the school's priorities and goals.
 - Limit school improvement goals to a few high leverage activities.
 - Prioritize teaching challenging content, engaging students in learning, rigor and ways to raise achievement.

Evidence, Measures, and Standards

EVIDENCE, MEASURES, AND STANDARDS	
Suggested Evidence	<ul style="list-style-type: none"> ✓ School's vision, beliefs, and how it is shared (e.g. presentations to community, promotional materials) ✓ Five Essentials – Program Coherence
Measures	<ul style="list-style-type: none"> ✓ Five Essentials
Five Essentials	<ul style="list-style-type: none"> Effective Leaders Collaborative Teachers
CPS Framework for Teaching	<ul style="list-style-type: none"> 4d. Growing and Developing Professionally 4e. Demonstrating Professionalism
CPS Performance Standards for School Leaders	<ul style="list-style-type: none"> A1. Assesses the Current State of School Performance and Develops a CIWP A2. Implements Data Driven Decision Making and Data Driven Instruction A5. School Vision and Mission Drive Decision-Making D4. Demonstrates Change Management

Instructional Leadership Team:

The ILT is characterized by having a consistent structure for teacher leadership that is focused on creating and implementing the theories of action that improve teaching and learning. ILT meetings are a productive forum to identify challenges, collect and review evidence, exchange ideas, and propose and implement solutions to challenges to school improvement.

Score

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Our ILT meets every Tuesday with a standard meeting agenda, meeting norms, team roles, producing action items at the close of every meeting. Our meeting minutes are shared with the staff via Google Drive and via our Grade Level Team meetings. Our Professional Learning Calendar is created and tuned by our ILT. According to our ILT Effectiveness Rubric, we have consistently scored a 3.5 over the past two years as we are currently rated effective at the close of last school year; our lift is to look at our data more to inform our decisions during our meetings. As an Instructional Leadership Team we conduct learning walks that include the ILT as well as the whole staff, we seek to include parents and students in this effort in the coming years. As a result of our 2015 SQRP report, we noticed that many of our indicators have improved as it relates to day to day operations, however we noticed that our student achievement with 10% and 7% respectively requires our efforts to shift to moving students academically in the classroom. Now that teachers are clear on our instructional moves, we must focus on our students' growth and attainment as it relates to the standardized exams, PSAT.

Guide for Instructional Leadership Team

- **Engage in on-going inquiry (e.g. continuous improvement cycles) as a basis for improvement.**
 - Gain productive insight and take substantial new action or adjust strategy that clearly addresses root causes.
 - Relentlessly ask, "**Is it working?**" about every program, initiative, and strategy in the school.
 - Vet Initiatives and strategies on the basis of their direct or proven impact on outcomes.
 - Monitor if previous actions were implemented (fidelity) and working as intended. Ask, "**If not, why not?**"
- **Share leadership for improving teaching and learning with representative school members.**
 - Organize the team around a common understanding of team's purpose and instructional priorities.
 - Represent all relevant specialty content areas, programs, related services, and grade bands/department teams and is an appropriate size.
 - Represent a balance of work styles (e.g. task-oriented, provides push-back, synthesizes, etc.)
- **Use protocols and ask probing questions.**
 - Ask questions focused on factors within sphere of control and avoid a focus on student factors.
 - Use appropriate protocols and level of analysis (grade, school-wide, individuals) for meeting purpose.
 - Systematically consider root cause(s) based on thorough review of evidence.
- **Use timely and relevant data/evidence sources.**
 - Gather and use current and relevant local student, school, teacher performance (e.g. attendance data, assessment results), and operational data formatively to review and revise school and classroom practices as needed.
 - Disaggregate data for priority student groups (e.g. English learners, diverse learners).
- **Schedule and structure frequent meetings.**
 - Meet regularly (2-4 times per month).
 - Use an agenda with a clear focus.
- **Collaborate effectively, value transparency, and inform and engage stakeholders.**
 - All team members have equity of voice and are actively engaged in asking questions.
 - Celebrate small wins and improvements.
 - Regularly inform and engage stakeholders of key data and work of the ILT.
- **Build the capacity of teacher teams to lead cycles of learning and problem solving focused on student learning data and student work.**

Evidence, Measures, and Standards

EVIDENCE, MEASURES, AND STANDARDS	
Suggested Evidence	<ul style="list-style-type: none"> ✓ ILT Effectiveness Rubric Score ✓ ILT artifacts (e.g. agenda, calendar, protocols, minutes) ✓ Evidence that work of ILT has contributed to positive outcomes for students and staff ✓ Teacher team agendas/minutes reflective of ILT focus
Measures	✓ Five Essentials: Instructional Leadership
Five Essentials	Effective Leaders Collaborative Teachers
CPS Framework for Teaching	4a. Reflecting on Teaching & Learning 4d. Growing and Developing Professionally 4e. Demonstrating Professionalism
CPS Performance Standards for School Leaders	A1. Assesses the Current State of School Performance and Develops a CIWP A2. Implements Data Driven Decision Making and Data Driven Instruction B5. Supports Teacher Teams

Professional Learning:

Score

Professional Learning includes sufficient time, support, and 'safe practice' space to internalize new knowledge to change practice and beliefs. Adults persevere in collaboration with their colleagues to innovate and improve implementation of new practices.

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According to our Professional Learning Calendar, teachers are given safe practice space before we conduct peer observations and Learning Walks. Teachers use their peer observation time to provide low-stakes feedback to their colleagues around the current best practice strategy. During this school year teachers were offered various PD opportunities on topics such as restorative justice, Orton Gillingham training to teach non-readers how to read, how to write high quality objectives, how to design exit slips that are aligned to a teacher's bellringer, and teachers have attended guided visits at Tilden and Foreman this school year.

Guide for Professional Learning

- **Select and design professional learning (PL) to achieve school-wide improvement, including closing priority group achievement gaps.**
 - Use data to identify performance and practice gaps to inform PL plan.
 - Use research about best practices to identify potential learning and subject matter experts to support.
 - Solicit feedback from staff to inform selection of PL opportunities.
 - Provide PL relevant to the cultural and linguistic needs of students.
 - Provide both whole staff and differentiated PL to individual teacher levels.
- **Implement and sustain on-going, job-embedded professional learning (PL) (e.g. coaching, peer learning opportunities, action research)**
 - Recommend and/or provide PL opportunities directly related to individuals' specific areas of need and professional growth goals.
 - Encourage staff to broaden networks to bring new knowledge and resources to learning environment.
 - Teachers initiate opportunities for professional growth and proactively seek opportunities to enhance content knowledge and pedagogical skill.
- **Structure time for teachers to collaborate and learn together.**
 - Create schedules and systems to conduct peer observations, and coaching. Reflect on its impact.
 - Teachers provide and accept collegial support and feedback to/from colleagues.
 - Teachers participate in and facilitate professional inquiry in teams to advance student learning.
- **Make 'safe practice' an integral part of professional learning.**
 - Allow teachers ample time to try new strategies, refine skills, grapple with implementation problems, and share knowledge and experience.
 - Provide support that addresses the specific challenges of changing classroom practice. Provide coaching/mentoring support to validate continuing to work through struggles.
- **Monitor implementation to ensure staff uses new knowledge to improve practice and it is having the desired effect on practice and student outcomes.**
 - Conduct frequent non-REACH observations to provide coaching and actionable feedback.
- **Provide induction and support for new teachers.**
 - Assign each new teacher a mentor who is skilled in pedagogy and is an open, collaborative colleague.
 - Schedule a series of 'learning experiences' for new teachers that helps them navigate important initiatives (e.g. REACH) and provides information on school specific goals and resources.

Evidence, Measures, and Standards

EVIDENCE, MEASURES, AND STANDARDS	
Suggested Evidence	<ul style="list-style-type: none"> ✓ School's PD Plan – review for goal alignment – does the plan advance the school's improvement agenda? ✓ PD agendas, PD feedback surveys ✓ Teacher practice improving on the Framework for Teaching (e.g. Basic>Proficient, Proficient>Distinguished)
Measures	<ul style="list-style-type: none"> ✓ SQRP Attainment and Growth ✓ Five Essentials: Collaborative Teachers
Five Essentials	<ul style="list-style-type: none"> Effective Leaders Collaborative Teachers
CPS Framework for Teaching	<ul style="list-style-type: none"> 4a. Reflecting on Teaching & Learning 4d. Growing and Developing Professionally 4e. Demonstrating Professionalism
CPS Performance Standards for School Leaders	<ul style="list-style-type: none"> B2. Observes and Evaluates Staff and Gives Feedback to Staff B6. Professional Development Provided for Staff

Aligned Resources:

Resources (e.g. time, budget, staff, and community resources) are aligned to school priorities. Improving achievement guides resource allocation. Making the most of student time and staffing is a priority. The school organizes resources school-wide through schedules and staffing plans that target additional time and individual attention to those students who need it most and to highest priority subject areas.

Score

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In order to support our instructional initiatives, teachers are given extended time in the day to plan/meet when needed, supplies are purchased as needed. In an effort to support our 36% DL population, we are being more strategic with our CTT placement as well as providing supports for those students who are non-readers. This year we sent one DL teacher to an Orton Gillingham workshop and he returned able to teach non-readers how to separate words into syllables.

Guide for Aligned Resources

- **Design a school day that is responsive to student needs.**
 - Use CPS Instructional Time Guidelines to maximize instructional time.
 - Use CPS Instructional Block Guidelines to maximize academic-engaged time.
- **Align the budget to the CIWP priorities and the mission of the school.**
 - Avoid overemphasis on the purchase of products/programs that are not research based or do not respond to SEF needs.
 - Leverage strategic source vendors to maximize dollars.
 - Seek and obtain grants to support articulated needs.
 - Use grant funds strategically to support areas of highest need.
 - Maximize the use of supplemental funding to close any priority group achievement gaps.
- **Streamline purchase procedures to minimize lapses between ordering and receiving materials.**
- **Evaluate, to the extent possible, the consequences for student learning of resource allocation decisions to develop an evidence base of outcomes of particular uses of resources.**
- **Have a 'hiring team' and collaborative hiring process with clear selection criteria to identify and select best available candidates.**
 - Actively work to build a pool of potential staff members, particularly difficult to fill positions (e.g. staff to serve English learners).
 - Use an interview process including a protocol for questioning and select highly qualified candidates.
 - Require a classroom lesson demonstration to assess candidate expertise, philosophy and commitment.
 - Check teachers' previous performance at CPS schools.
- **Strategically assign teachers to grade and content areas to create a balanced team with a variety of strengths.**
 - Ensure all students have fair access to high-quality teachers in the school.
- **Effectively utilize Related Service Providers at the classroom level.**
- **Use data including teacher evaluations and exit interviews to inform a retention strategy.**
 - Create a positive climate and working conditions for teaching that attracts and retains educator talent.
 - Create opportunities for growth including opportunities for staff to assume additional leadership roles or pursue personal growth goals.
 - Track retention rates over time and use this information to isolate staffing strengths and identify opportunities to improve.
 - Solicit information from staff using exit interviews/surveys to understand reasons for leaving school or district.
- **Make outreach efforts to engage community members as partners and resources.**
- **Partner with one or more organizations that share the values of the school and have a complementary mission to the school's vision.**
 - Monitor the impact of partner organizations' activity.

Evidence, Measures, and Standards

EVIDENCE, MEASURES, AND STANDARDS

Suggested Evidence	✓ Schedules
	✓ Teacher retention rates
	✓ Staff exit interviews/surveys (data on reasons for leaving school or district)
	✓ Candidate interview protocol documents
	✓ List of community-based organizations that partner with the school and description of services
Measures	✓ Evidence of effectiveness of the services that community-based organizations provide
	✓ Budget analysis and CIWP
Measures	✓ Five Essentials
Five Essentials	Effective Leaders
	Collaborative Teachers
CPS Framework for Teaching	4a. Reflecting on Teaching & Learning
	4e. Demonstrating Professionalism
CPS Performance Standards for School Leaders	A3. Allocates Resources to Support Student Learning, Prioritizing Time
	B4. Hires and Retains Highly Effective Teachers

Expectations for depth & breadth of Student Learning

4 of 4 complete

Curriculum:

The curriculum – what students should know and be able to do - makes standards come alive for students. All students have access to an academically rigorous curriculum that inspires students to think and contribute high quality work to authentic audiences beyond the classroom. The curriculum fully integrates academic and social emotional learning opportunities for all students, including diverse learners, English learners, and advanced learners. The school regularly examines the curriculum to check alignment to standards and opportunities for all students to meet those standards.

Score

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It is our tradition to host summer planning at the end of each school year as to provide time for teachers to prepare for the upcoming school year. Curriculum maps need to be revisited and aligned to reflect the new standards and shifts according to our students needs and our testing data. We currently do not have pacing guides in each department that highlight the anchor standards to be assessed at the end of every five weeks, quarter, and/or semester; neither currently exists. All teachers submit unit plans every five weeks with standards and objectives, however, not all have created assessments to be used locally. Our Social Science department planned a unit together and found that it resulted in greater student engagement and more flexibility and readiness for the teacher and this has inspired our efforts to do this as an entire staff.

Guide for Curriculum

- **Adhere to the CPS Content Frameworks** (Math (<https://sites.google.com/a/cps.edu/kc/curriculum/content-area-subpages/library-science/cps-virtual-library/math-content-framework--virtual-library>), Science (<https://sites.google.com/a/cps.edu/kc/curriculum/content-area-subpages/science/cps-science-content-framework>), Social Science (<https://sites.google.com/a/cps.edu/kc/curriculum/content-area-subpages/social-science-1/social-science-content-framework-3-0>), and Literacy (<https://sites.google.com/a/cps.edu/kc/curriculum/content-area-subpages/literacy/cps-literacy-content-framework-2-0>)) **to ensure alignment of scope and text and task complexity.**
 - Provide a range and depth to knowledge and understanding of learning experiences that are language and content rich.
- **Align units of instruction (horizontally/vertically) to scope and sequence maps and pace units and lessons appropriately.**
 - Focus so units can be adequately addressed in the time available.
 - Examine formative data to determine mastery and pace. Discuss how much time it takes to adequately address the essential elements, and the viability of documents that articulate essential content and timing of delivery (e.g. pacing guides, curriculum maps).
- **Utilize the 'big ideas' that should be taught to determine whether students are being taught the body of knowledge, the understandings and the skills expected.**
 - Identify the essential understandings – what students should learn in greater depth. In other words, know 'covering everything but learning nothing' does not work.
- **Expose and extend opportunities for all students to grade appropriate levels of text complexity in all types of texts, including informational in all content areas.**
 - Articulate language goals that are separate from and support content goals. Literacy - reading, writing and speaking are essential 'learning tools' across the curriculum (disciplinary literacy).
- **Engage all learners in content areas by fully integrating opportunities for all learners, including:**
 - Diverse learners to demonstrate core knowledge and skills.
 - English Learners to develop academic language to demonstrate mastery.
 - Use English and native language development in addition to content standards to differentiate for English learners.
 - Understand research and implement programs to develop native language literacy for English learners.
 - Advanced learners to extend core knowledge and skills.
- **Distinguish qualitatively and quantitatively between 'regular courses' and 'advanced courses' (e.g. AP (<http://apcentral.collegeboard.com/home>), gifted (<https://docs.google.com/a/cps.edu/viewer?a=v&pid=sites&srcid=Y3BzLmVkdXxrY3xneDoyYjllNGI4MmY3YTlxYTgz>), etc.)**

- Integrate academic and social emotional learning.
- Reach outside of the classroom for real world (or simulated) application. For example,
 - Incorporate web capabilities for interactivity and information sharing.
 - Integrate field-based learning through partnerships with city institutions (e.g. museums (<https://sites.google.com/a/cps.edu/kc/home/teachers/museum-resources>)), colleges, universities, and community based organizations.

Evidence, Measures, and Standards

EVIDENCE, MEASURES, AND STANDARDS	
Suggested Evidence	<ul style="list-style-type: none"> ✓ Curriculum maps, vertical/horizontal ✓ Sequencing and pacing guides ✓ Thematic units which cover multiple disciplines ✓ Comprehensive unit plans including assessments
Measures	<ul style="list-style-type: none"> ✓ SQRP Attainment and Growth
Five Essentials	<ul style="list-style-type: none"> Ambitious Instruction Effective Leaders Collaborative Teachers
CPS Framework for Teaching	<ul style="list-style-type: none"> 3a. Communicating with Students 3c. Engaging Students in Learning 1a. Demonstrating knowledge of content and pedagogy 1d. Designing Coherent Instruction
CPS Performance Standards for School Leaders	<ul style="list-style-type: none"> B1. Implements Curricular Scope and Sequence and Reviews Instructional Practices C1. Creates a Culture that Supports Social Emotional Learning and Effective Effort

Instructional Materials:

Materials to present learning content and what the learner uses to demonstrate are characterized by variability and flexibility. Materials are identified and adapted to increase access to learning for all students. Materials include multimedia and embedded, just-in-time supports; varied tools and supports; alternative pathways, and varied levels of support and challenge. (adapted from UDL Guidelines 2.0)

Score

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Teachers and students have access to computer labs, laptop computers to access on-line content for students as well as a set of IPADS. Teachers can be seen using current articles in class to deliver standard based assignments. In our Science classes, students are conducting more hands-on labs and dissections which results to a deeper level of understanding. We would like to see more hands-on manipulatives for our DL students as well as more on-line media tools such as TED TALKS, on-line demonstrations, etc.

Guide for Instructional Materials

Instructional materials (including technology) are.....

- Aligned to curricular plans and expectations of the standards.
- Varied and flexible.
 - Are selected and adapted based on learning objectives and learner needs.
 - Include a variety of quality media, manipulatives and supplies to achieve valued learning outcomes.
- Intentionally planned by identifying or adapting appropriate tools (including technology) for specific instructional needs.
 - Student outcomes and developmental appropriateness determine when and who will use the materials.
 - Materials are updated/upgraded in response to new information and understandings.
- Equitably available and accessible to all teachers and students.
 - Teachers and students have available a variety of high quality, standards-aligned instructional materials and resources.
 - Materials are in English and native language for English learners.
 - Reference and resource materials are readily available and circulated throughout the school.
- Include multimedia and embedded, just-in-time supports (e.g. hyperlinked glossaries, background information, and on-screen coaching) – for conveying conceptual knowledge.
 - Students interact with instructional materials to engage all modalities in the learning process.
 - Technology is integral to students learning experiences.
 - Units and lessons include grade-appropriate levels of texts and other materials so every student can access the content/skills.
- Include tools and supports needed to access, analyze, organize, synthesize, and demonstrate understanding in varied ways – for learning and expression of knowledge.
 - The needs of the students at different performance levels are met by using a variety of instructional materials that allow students to draw on all of their learning capacities.
 - The teacher models effective use of various materials.
 - Students understand that materials are a means to acquire language, knowledge, and competencies.
 - Technology enhances students' higher order, creative thinking and problem solving.
 - Materials connect subject area content to real life applications.
- Include alternative pathways including choice of content, varied levels of support and challenge, and options for recruiting and sustaining interest and motivation – for engaging and learning.

- Students make choices about instructional materials as part of learning.
- Materials address the needs of the total child: cognitive, linguistic, social, emotional, physical, and aesthetic.
- Consumables are often non-print supplies that promote active, hands-on learning.

Evidence, Measures, and Standards

EVIDENCE, MEASURES, AND STANDARDS	
Suggested Evidence	<ul style="list-style-type: none"> ✓ Cross-section of materials from a variety of content areas and grade levels ✓ Evidence of scaffolding and differentiation for all students to access the content/skills ✓ Description of materials in curriculum and/or lesson plans ✓ Presence of varied texts, supplementary media (e.g. videos)
Measures	✓ SQRP Attainment and Growth
Five Essentials	Ambitious instruction Supportive Environment
CPS Framework for Teaching	1a. Demonstrating Knowledge of Content and Pedagogy 1b. Demonstrating Knowledge of Students 1c. Selecting Learning Objectives 1d. Designing Coherent Instruction
CPS Performance Standards for School Leaders	A3. Allocates Resources to Support Student Learning, Prioritizing Time

Rigorous Student Tasks:

The school regularly examines student work - what students are being asked to do on in their classrooms - across grades or courses in all content areas. Examining the texts and tasks students experience provides the necessary insight to gauge rigor and illuminate how the standards are actualized prompting the question whether or not approaches support the true spirit of college and career readiness. (adapted from The Education Trust – Equity in Motion Series)

Score

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Student work is examined in ILT and departmental meetings according to our Instructional Calendar. We use a LASW protocol and sometimes may engage in a different protocol, i.e. Consultancy, depending on the teacher's needs and goals. We seek to introduce more rigor via our re-introduction of the AP courses to provide more rigorous coursework to our honors students and create an intentional college going pathway.

Guide for Rigorous Student Tasks

- **Begin with the belief that all students can learn. (see *Culture for Learning*)**
 - Convey high learning expectations for all students and develop structures that enable practice and perseverance for each individual student.
 - Create an environment where students assume responsibility for high-quality work by persevering, initiating improvements, addressing critiques, making revisions, adding detail and/or helping peers.
 - Communicate the necessity of attendance and engagement everyday in order to succeed.
- **Plan and assign tasks that are cognitively challenging for individual students and require students to provide evidence of their reasoning.**
 - Align tasks with standards-based learning objectives that reflect the depth of knowledge expectations.
 - Tasks are Integrative to draw on multiple standards.
 - Teach for Robust Understanding in Mathematics (TRU Math ([https://sites.google.com/a/cps.edu/kc/curriculum/content-area-subpages/math/tru-math-dimensions/TRU%20Math%20-%20Conversation%20Guide%20\(Short%20Version\).pdf?attredirects=0&d=1](https://sites.google.com/a/cps.edu/kc/curriculum/content-area-subpages/math/tru-math-dimensions/TRU%20Math%20-%20Conversation%20Guide%20(Short%20Version).pdf?attredirects=0&d=1))). Engage students with important mathematical ideas, not simply receiving knowledge, requiring students to engage in productive struggle.
- **Tasks reflect the key shifts in literacy.**
 - **Complexity:** Tasks reward close reading of complex text; Focus on comprehension of academic language, not obscure vocabulary.
 - **Evidence:** Cite evidence from text and write to sources, not decontextualized prompts.
 - **Knowledge (non-fiction):** Tasks embed reading and writing across disciplines with a variety of literary and informational complex texts and tasks and demonstrate comprehension through speaking, listening.
- **Tasks reflect the key shifts in mathematics.**
 - **Focus:** Tasks reflect a curricular and instructional focus on the major work in (e.g. operational fluency and number sense in K-2).
 - **Coherence:** Multi-grade progressions stress key beginnings (e.g. ratios in 6th grade) and key end points (e.g. fluency with multiplication in 3rd);
 - **Rigor:** Problems require construction of mathematical reasoning and critiques of other possible solutions.
- **Provide opportunities for students to create authentic work for real audiences (beyond the teacher) to motivate them to meet standards and engage in critique and revision.**
- **Examine student work to identify and showcase the qualities of strategic thinking that are both rich in content and relevant for students.**
 - Analyze models with students to build a vision of quality.
 - Use protocols to collectively reflect regularly on the level of cognitive demand asked of students across the school, particularly priority group students, to think strategically as speakers, listeners, readers, and writers.
 - Analyze student work samples as part of professional learning to best support students' attainment of quality work and standards.

Evidence, Measures, and Standards

EVIDENCE, MEASURES, AND STANDARDS	
Suggested Evidence	<ul style="list-style-type: none"> ✓ Cross-section of student work from a variety of content areas ✓ Observation of student learning (e.g. learning walks/walkthroughs) ✓ Focus group(s) and discussions with students
Measures	✓ SQRP Attainment and Growth
Five Essentials	Ambitious Instruction
CPS Framework for Teaching	1d. Designing Coherent Instruction 2b. Establishing a Culture for Learning 3b. Using Questioning and Discussion Techniques 3c. Engaging Students in Learning
CPS Performance Standards for School Leaders	B1. Implements Curricular Scope and Sequence and Reviews Instructional Practices

Transitions, College & Career Access & Persistence:

Score
1 2 3 4

The school creates pathways to success built on a vision in which all students leave secondary school with a clear plan for their initial postsecondary destination, whether in apprenticeship training, work, or college. All students have equal access to college preparatory curriculum to be successful. The school is characterized by structures for developing early postsecondary awareness and the knowledge and skills that lay the foundation for the academic rigor and social development necessary for college and career success. Students are equipped with the confidence in their ability to implement and adapt their plan throughout their lives as they and the world around them change. This vision sees students as the architects of their own lives.(adapted from Creating Pathways to Success, Ontario)

According to our SQRP data, our post-secondary indicators need a boost if we are to maintain and improve our Level 2 status. Our students have access to creating their post-secondary plans as they meet with our Counseling team and their supports. Our students have access to college-preparatory classwork via our College Prep reading, Senior Seminar, as well as a few electives we offer. Prior to our students' twelfth grade year, they have individual meetings with our counselor and answer questions via an on-line interest inventory. Students also engage with our partners from Gear Up, Introspect, and Circle Family Ministries on the do's and don't's of a post-secondary education. We also offer a ninth grade seminar course and through this class students are allowed to pursue their interest and learn of the college-going process. Our concern now is college enrollment and persistence. We are working to ensure all of our seniors graduate and that we support them to and through graduation. Moving forward we are looking to be more intentional with our incoming 9th graders as their success informs our graduation rate, college enrollment, and retention rates.

Guide for Transitions, College & Career Access & Persistence

- **TRANSITIONS - Have structures and processes in place to ensure successful transitions (e.g. into school , grade to grade, school to school, school to post-secondary).**
 - Mitigate the adverse effects experienced by some students in transition – such as arriving part-way through the school year – that can cause students to fall behind or become disengaged from school.
 - Monitor the progress of English learners after transition from services.
 - Provide programs and interventions that help students as they move from middle school through Freshmen year, including but not limited to: High School Investigation Days, Freshmen Connection program (where budget allows), and a robust Freshmen Orientation program. Implement targeted holistic student supports the entire Freshmen year.
 - Provide sustained summer learning experiences to minimize learning loss and support key transition periods (e.g. summers before Kindergarten, HS, and college).
 - Use student data and best practices research to develop focused programs.
 - Expand access beyond students who are struggling academically.
 - Provide school counseling and postsecondary advising transition support and follow-up during “Summer Melt” and the first year of college.
 - **AWARENESS - Expose students early to academic/professional worlds beyond K-12.**
 - Provide students opportunities to discover personal talents and skills, identify career interests, and pursue coursework/activities necessary to reach personal, academic and career goals.
 - Expose students to a range of career paths and the educational requirements of each to improve long-term planning and goal-setting.
 - Start the conversation about college in primary grades.
 - Make parents aware of academic opportunities and supports for their child.
 - **READINESS – Ensure equitable access to college preparatory curriculum.**
 - Provide access to 8th Grade Algebra to all eligible 8th grade students.
 - Provide access to early college and career coursework and credential opportunities while in HS (e.g. AP credit, Dual credit, industry credentials (CTE), Seal of Biliteracy)
 - Teach students to analyze their transcripts and test scores, as well as connect course selection, attendance, and grades to their continued success and access to postsecondary options, and adjust their actions and behavior to make progress toward graduation and their top postsecondary choice. Provide support and motivation to encourage B's or better and improving attendance.
 - Create opportunities for students to explore college and career knowledge, mindsets, and skills necessary for academic planning and goal setting.
 - Find opportunities to work with all students on academic and personal behaviors, including persistence, engagement, work habits/organization, communication/ collaboration, and self-regulation.
 - In Naviance, develop an Individual Learning Plan that tracks coursework, college and career assessments, goal setting, 6th-12th grade milestones completion that culminates in a concrete postsecondary plan.

- **SUCCESS - Provide direct assistance to all students and families through every stage of the college selection, application, and entry process (Transition to College (HS))** including, but not limited to academic planning/advising to assist with:
 - Selecting colleges with the best institutional graduation rates for their level of qualifications. (Students of all qualification levels are more likely to graduate from college if they attend a postsecondary institution with high graduation rates)
 - Researching/comparing options including short and long-term financial outcomes, comparing college graduation rates, and other statistics to narrow down options.
 - Researching living wage options such as an apprenticeship or certification programs for students who wish to work after high school and/or want to delay college.
 - Applying to multiple colleges—generally three or more.
 - Navigating financial aid and capitalizing on grant and scholarship opportunities.

Evidence, Measures, and Standards

EVIDENCE, MEASURES, AND STANDARDS			
Suggested Evidence	<ul style="list-style-type: none"> ✓ Data on college visits and college fair information ✓ Naviance Monthly Data ✓ Scholarships earned ✓ Artifacts, plans, or timelines related to successful transitions structures ✓ To & Through data 		
Measures	<ul style="list-style-type: none"> ✓ College Enrollment, Persistence, Drop Out, and Attendance Rates ✓ Early College and Career Credentials 		
Five Essentials	<table border="0"> <tr> <td>Ambitious Instruction</td> <td>Supportive Environment</td> </tr> </table>	Ambitious Instruction	Supportive Environment
Ambitious Instruction	Supportive Environment		
CPS Framework for Teaching	2b. Establishing a Culture for Learning		
CPS Performance Standards for School Leaders	C1. Creates a Culture that Supports Social Emotional Learning and Effective Effort C2. Builds a culture of high aspirations and achievement for every student.		

Expectations for depth & breadth of Quality Teaching

3 of 3 complete

Instruction:

Score

The teachers have finely honed instructional skills. They can shift from one approach to another as the situation demands by carefully monitoring the effect of their teaching on student learning. They seamlessly incorporate ideas and concepts from other parts of the curriculum into their explanations and activities. Their questions probe student thinking and serve to extend understanding. They promote the emergence of self-directed learners.

1 2 3 4

Unit plans reflect similar instructional strategies. Teachers need to use the resources found on the Knowledge Center to triage new strategies and their effectiveness on student learning. Some teachers have finely honed skills while others continue to struggle with management and routines. Teachers are encouraged to attend PD opportunities on strategies and efforts we currently employ inside our building and across the district. These opportunities are provided via the Principal, the Learning Hub, or teachers find them on their own. According to our REACH Data, the majority of our teachers need support with components, 3b, 3c, and 3d.

Guide for Instruction

- **Plan a range of effective pedagogical approaches suitable to student learning of the content/skills taught and anticipate student misconceptions.**
- **Effectively communicate with students.**
 - Guide students to articulate the relevance of the objective(s) to learning.
 - Anticipate possible student misunderstanding.
 - Enable students to develop a conceptual understanding of content while making connections to their interests, knowledge, and experience.
 - Enable students to contribute to extending the content by explaining concepts to their classmates.
 - Build on students' language development and understanding of content.
 - Use vocabulary appropriately for students' ages and development. Students contribute to the correct use of academic vocabulary.
- **Use questioning and discussion as techniques to deepen student understanding and challenge.**
 - Use a variety of low- and high-level, open-ended, and developmentally appropriate questions to challenge students cognitively, advance high level thinking and discourse, and promote metacognition.
 - Use techniques that enable students to engage each other in authentic discussions about content. And, enable students to formulate their own questions and respectfully challenge one another using viable arguments based on evidence.
 - Encourage student responsibility for ensuring all voices are heard in the discourse and that all students are listening and responding to questions and answers from their teacher and peers.
 - Require students to cite textual evidence to support/develop a claim.
- **Engage students in learning.**
 - Scaffold instruction to ensure all students, including diverse learners and English Learners, access complex texts and engage in complex tasks.
 - Provide targeted supports to individual students or groups of students based on their identified needs.
 - Provide instruction designed to develop language domains for English learners.

- **Monitor the effect of teaching on student learning and integrate formative assessment into instruction.**
 - Monitor progress and check for understanding for individual students.
 - Change instructional practice based on analysis of current data.
 - Use universally designed assessments that allow for multiple pathways for students to demonstrate understanding of the objective(s).
 - Also see *Balanced Assessment*.
- **Persist in adjusting instruction so individual student misunderstandings or advanced needs are successfully accommodated.**
 - Intervene in a timely and effective way to help students who are struggling.
 - When formative assessments show a need for intervention or enrichment, make effective impromptu adjustments that individualize instruction.
 - Use progress monitoring data to trace effectiveness of interventions and student response to intervention.

Evidence, Measures, and Standards

EVIDENCE, MEASURES, AND STANDARDS	
Suggested Evidence	<ul style="list-style-type: none"> ✓ Evidence of best practices (flexible grouping, cognitively demanding tasks, open-ended questions) ✓ Informational observations, peer observations, learning walks ✓ Lesson studies
Measures	<ul style="list-style-type: none"> ✓ SQRP Attainment and Growth ✓ REACH observation trends (de-identified)
Five Essentials	<ul style="list-style-type: none"> Ambitious Instruction Effective Leaders Supportive Environment
CPS Framework for Teaching	<ul style="list-style-type: none"> 3a. Communicating with Students 3b. Using Questioning and Discussion Techniques 3c. Engaging Students in Learning 3d. Using Assessment in Instruction 3e. Demonstrating Flexibility and Responsiveness
CPS Performance Standards for School Leaders	<ul style="list-style-type: none"> B1. Implements Curricular Scope and Sequence and Reviews Instructional Practices B2. Observes and Evaluates Staff and Gives Feedback to Staff

Multi-Tiered System of Support:

Score

The school is characterized by full implementation a system of academic and social emotional (SEL) supports for all students. Every day, in all classrooms, all teachers provide: Universal instruction in the core curriculum - academic & SEL (Tier 1) to all students; additional targeted academic and SEL supports (Tier 2) where needed; and deep and intense supports (Tier 3) based on individual and small group needs. The school also monitors On Track data (grades/GPA and attendance (ES), and course credits (HS)) to provide interventions/supports for students at risk for failure and/or truancy.

1 2 3 4

Teachers create their unit plans based on their knowledge of students (1B) and have access to various SEL supports in our building, i.e. Youth Guidance counselors, Restorative Justice Coordinator, Peace Room, our school counselor, as well as their individual student mentors. On track data is monitored by our Freshman On-Track Coordinator and or 9th/11th grade level team. In addition to our 9th grade students, our 10th-12th grade students have access to credit recovery opportunities as needed. In addition our behavioral data suggests that we are most successful with our restorative justice efforts which has helped to improve our day to day attendance efforts.

Guide for Multi-Tiered System of Support

- **TIER 1 - Persist in adjusting instruction so individual student misunderstandings or advanced needs are successfully accommodated. (3e)**
 - Intervene in a timely and effective way to help students who are struggling.
 - When formative assessments show a need for intervention or enrichment, teachers make effective impromptu adjustments that individualize instruction for students.
 - Use progress monitoring data to trace effectiveness of interventions and student response to intervention.
- **TIER 1 - Customize the learning environment, pace, and approach of teaching and curriculum in order to meet each learners' individual needs ('Personalized Learning').**
 - Empower student to advance their learning.
 - Use up-to-date individual student profiles that include strengths, needs, motivations, and outlines an individualized path to reach his/her goals.
 - Classrooms are student-centered with student agency.
 - Each student has the opportunity to advance upon demonstrating mastery.
- **ON TRACK - Provide universal supports to prevent failing and absenteeism and targeted interventions for grades below "C" or chronic absenteeism. (On Track)**
 - Identify students off track due to low attendance and poor course performance and provide intensive supports to address root causes of why students have low grades and poor attendance.
- **TIER 2 & 3 - Collaborate and work as teams of teachers and Related Service Providers (RSP) to plan and monitor targeted student support with varied instructional strategies and SEL support of varying degrees of intensity for all students.**
 - Monitor students requiring and receiving targeted and intensive instruction/interventions.
 - Use the Problem Solving Process to plan Tier 2 and 3 instruction/interventions.
 - Determine appropriate interventions for students or groups of students not making adequate progress.
 - Use progress monitoring data to track effectiveness of interventions and student response to intervention.

- **TIER 2 & 3 – Implement Personal Learning Plans (PLP** (<https://sites.google.com/a/cps.edu/kc/curriculum/instructional-supports/school-year-supports---personal-learning-plans>)) **goals and intervention strategies for students requiring school year supports as described in Elementary School Promotion Policy (Board Report 09-1028-PO2).**
 - Ensure implementation of these plans, review subsequent 5 week data, determine the effectiveness of the strategies and adjust plans as needed.
- **Communicate to parents/guardians the additional supports and/or interventions provided for their child to better align school and home environments.**

Evidence, Measures, and Standards

EVIDENCE, MEASURES, AND STANDARDS	
Suggested Evidence	✓ Evidence of multi-tiered system of supports (e.g. progress monitoring data, menu of available interventions in use, teacher team protocols in use)
	✓ Evidence of Personal Learning Plan (PLP) implementation
	✓ Integrated data system that informs instructional choices
	✓ Flexible learning environments
	✓ Use of student learning plans
	✓ Use of competency-based assessments
	✓ Use of personalized learning rubric
Measures	✓ Evidence of On Track monitoring and supports
	✓ SQRP Attainment and Growth
	✓ Attendance Rates
Five Essentials	✓ Course success rates (e.g. grade distributions, pass/failure rates)
	Ambitious Instruction
	Collaborative Teachers
CPS Framework for Teaching	Supportive Environment
	1a. Demonstrating knowledge of content and pedagogy
	1b. Demonstrating Knowledge of Students
	1d. Designing Coherent Instruction
	2d. Managing Student Behavior
	3d. Using Assessment in Instruction
CPS Performance Standards for School Leaders	3e. Demonstrating Flexibility and Responsiveness
	4b. Maintaining Accurate Records
	B3. MTSS Implemented Effectively in School

Balanced Assessment & Grading:

Score

A balanced assessment system effectively measures the depth and breadth of student learning and monitors student progress towards college and career readiness. It also produces actionable data to inform planning for instruction, academic supports, and resource allocation. To meet these goals, a balanced assessment system must include multiple measures and be responsive to the needs of all students, including diverse learners and English learners.

1 2 3 4

Teachers create formative and summative assessments with their unit plans, those assessments are presented and discussed via the formal observation cycle. Assessment data is captured via teachers' gradebooks in which students are allowed to improve their demonstration of mastery throughout the unit per our school-wide grading policy. As a school, the majority of classes' grade distribution reflects the expected bell curve however there are a couple of courses in which this is not the case. As it relates to teachers' planning documents and the REACH components, teachers objectives are standards based and aligned to a method of assessment however, we seek to create a local assessment system that is aligned to pacing guides and our instructional calendar.

Guide for Balanced Assessment & Grading

- **Use multiple measures (i.e. a range of assessment types and at multiple points in time) to supplement district-centralized assessments with other formative assessments to provide a more comprehensive picture of student learning.**
- **Use screening, diagnostic, and progress monitoring assessment to correctly identify specific gaps and monitor improvement, especially for students receiving Tier 2 and 3 services, in addition to Tier 1 core instruction. (also see MTSS and Instruction)**
- **Make assessments accessible to students, including diverse learners and English Learners through employing features of universal design (<http://www.udlcenter.org/aboutudl/udlcurriculum>) and use of accommodations and, where needed, modifications.**
 - Provide accommodations in presentation (i.e. how assessment text and tasks are presented to students), response (i.e. how students provide their answers), and/or setting/timing (i.e. scheduling/location of assessment).
- **Utilize assessments that reflect the key shifts in literacy and mathematics in teacher created or selected assessments.** (see Rigorous Student Tasks)
- **Utilize assessments that measure the development of academic language for English learners.**
- **Have access to and analyze school-wide, teacher team, and classroom assessment data to determine instructional effectiveness and subsequent learning needs**
- **Improve and promote assessment literacy.**
 - Work together on building common assessments within a department, course, or grade level team.
 - Invest resources in helping teachers evaluate and improve the quality of formative assessments. For example, use the Assessment Design Toolkit

(<http://www.csai-online.org/spotlight/assessment-design-toolkit>).

- Use common protocols and calibrate on scoring and grading in teacher teams.
- Analyze quality and alignment of assessments and tasks to ensure they meet the expectations of the standards and embed various levels of complexity.
- **Have a grading system that clearly, accurately, consistently, and fairly communicates learning progress and achievement to students, families, postsecondary institutions, and prospective employers.**
 - Ensure that students, families, teachers, counselors, advisors, and support specialists have the detailed information they need to make important decisions about a student's education.
 - Measure, report, and document student progress and proficiency:
 - Against a set of clearly defined cross-curricular and content-area standards and learning objectives collaboratively developed with staff.
 - Separately from work habits, character traits, and behaviors, so that educators, counselors, advisors, and support specialists can accurately determine the difference between learning needs and behavioral or work-habit needs. academic mindsets and behaviors (CCSR).
 - Ensure consistency and fairness in the assessment of learning, and assignment of scores and proficiency levels against the same learning standards, across students, teachers, assessments, learning experiences, content areas, and time.
 - Ensure grades are not used as a form of punishment, control, or compliance.

Evidence, Measures, and Standards

EVIDENCE, MEASURES, AND STANDARDS	
Suggested Evidence	<ul style="list-style-type: none"> ✓ Examples of a variety of teacher created and teacher selected assessments ✓ Units and lesson plans with formative and summative assessments embedded in a long term plan ✓ Evidence of assessment data analysis for the purpose of planning ✓ Assessment calendar ✓ Examples of gradebooks ✓ School's grading policy ✓ Grade distribution reports (course success rates)
Measures	✓ SQRP Attainment and Growth
Five Essentials	Ambitious Instruction
CPS Framework for Teaching	1c. Selecting Learning Objectives 1e. Designing Student Assessment 3d. Using Assessment in Instruction 4a. Reflecting on Teaching & Learning 4b. Maintaining Accurate Records
CPS Performance Standards for School Leaders	B1. Implements Curricular Scope and Sequence and Reviews Instructional Practices

Expectations for Quality & Character of School Life

6 of 6 complete

Culture for Learning:

A culture for learning is characterized by a school atmosphere that reflects the educational importance of the work undertaken by both students and staff. It describes the norms that govern the interactions among individuals about the mindsets (e.g. ability/confidence to grow with effort), academic behaviors (e.g. attending classes, completing assignments), the learning strategies and skills, the value of perseverance despite challenges and obstacles, and the general tone of the school. The classroom is characterized by high cognitive energy, by a sense that what is happening there is important, and that it is essential to "get it right." There are high expectations for all students. The classroom is a place where teachers and students value learning and hard work, and students take visible delight in accomplishing their work. Staff believe they can make a difference, that their hard work is the fundamental cause of student achievement, and are invested in student outcomes.

Score

1 2 3 4

According to our Five Essentials report we performed strong with Ambitious instruction. This year our student expectations are what drive our incentives and our interventions and all students have been given mentors to support them in reaching and maintaining our expectations. During our 1st week of school we use each day to establish our school-wide expectations as well as classroom norms. Teachers are given the first week of school to establish the culture inside their classrooms and get to know their students via peace circles and team-building exercises. Classroom norms and expectations can be seen posted in and outside of the classrooms but there could be more throughout the school community. Our FOT Coordinator manages our PLPs for our 9th grade students as well as coordinates one-on-one meetings for our 9th and 10th grade students. We host student celebrations every 5th week and recognize students' academic and social achievements.

Guide for Culture for Learning

- **Create a culture that reflects a shared belief in the importance of learning and hard work.**
 - Use strategies to reinforce and cultivate student curiosity.
 - Make learning goals relevant to students, and inspire students to stay committed to their learning goals.
 - Consistently communicate the expectation that all students can achieve at high levels.

- Utilize strategies to encourage daily and timely attendance.
- **Convey high learning expectations for all students and develop structures that enable practice and perseverance for each individual student.**
 - Clearly display school-wide expectations for academic and personal success throughout the building.
 - Set high expectations according to grade-appropriate learning objectives.
 - Differentiate expectations so all students stretch to not only meet but exceed personal learning goals.
 - Recognize high levels of student achievement. All students receive recognition.
 - Encourage student resilience and hard work.
 - Ensure students feel safe to share misunderstandings and struggles.
- **Encourage students to take ownership and pride in their work where students assume responsibility for high-quality work by persevering, initiating improvements, addressing critiques, making revisions, adding detail and/or helping peers.**
 - Students self-assess (e.g. checking own work before giving to teacher) to develop a reflective habit of mind essential for improvement. This ensures students take responsibility for their own learning, focuses attention on criteria for success, and increases effort and persistence.
- **Provide students frequent, informative feedback.**
 - Tell/show students what they have done well (through positive reinforcement) and what they need to do to improve, including clarifying criteria and goals.
 - Give feedback on the task, the processes used to complete the task, and on the student's ability to self-regulate their own learning.
- **Develop academic mindsets and behaviors.**
 - Teach a growth mindset that over time with effort and practice, students can learn and succeed.
 - Encourage students' sense of belonging to the school and classroom community (see Relational Trust).
 - Employ strategies including ongoing monitoring and support of students' academic behaviors.
 - Praise effort and process. For example, "Good job, that must have taken a lot of effort" instead of, "Good job. You must be really smart."

Evidence, Measures, and Standards

Evidence, Measures, and Standards	
Suggested Evidence	✓ Sample of individual student learning goals from a cross-section of teachers ✓ Also review student work evidence from Rigorous Student Tasks
Measures	✓ Five Essentials – Ambitious Instruction ✓ SQRP Attainment and Growth
Five Essentials	Ambitious Instruction Collaborative Teachers Supportive Environment
CPS Framework for Teaching	2b. Establishing a Culture for Learning
CPS Performance Standards for School Leaders	C1. Creates a Culture that Supports Social Emotional Learning and Effective Effort

Relational Trust:

The school is characterized by high levels of relational trust between all school participants - the "glue" or the essential element that coordinates and supports the processes essential to effective school improvement. Interactions, both between the teacher and students and among students, are highly respectful, reflecting genuine warmth and caring. Students contribute to high levels of civility. Interactions are sensitive to students as individuals, appropriate to the ages and development of individual students, and to the context of the class. The net result of interactions is that of academic and personal connections among students and adults.

Score

1 2 **3** 4

All staff members have mentees and through this relationship we support our school-wide expectations and are able to stay on top of any social concerns our students may experience. According to our 5 Essentials data our student-teacher trust is very strong at our school. Our students know that they belong to a caring environment and believe that they are cared about. Students believe that we try to support them and want them to be successful. In spite of a few hiccups, the overall interactions among students and staff are mostly respectful. Our overall rating was strong for supportive environment as our students find concern with their safety outside of the school.

Guide for Relational Trust

- **Develop trusting relationships with students so each student has at least one trusted adult in the school.**
 - Adults are responsible for occasional check-ins or serve as mentors.
- **Adult-student interactions are positive, caring, and respectful.**
 - Ensure a greater proportion of interactions are positive (as opposed to corrective) between staff and student consistently school-wide.
- **Student interactions are mutually supportive and respectful, with strong norms for positive behavior.**
 - Create opportunities for students to build positive relationships with peers.
 - Create opportunities for older students to mentor younger students.
- **Understand diversity and its impact on student learning; recognize and integrate the learning opportunities that come from a diverse community.**
 - Create opportunities for students to learn about the community they serve (e.g. culture and neighborhoods).
 - Have mutual respect for individual differences (e.g. gender, race, culture, etc.) at all levels of the school—student-student; adult-student; adult-adult and overall norms for tolerance.
 - Provide training to engage diverse families and communities.

- **Support and respect one another, personally and professionally (Teacher-Teacher Trust, Teacher-Principal Trust)**
 - Respect other teachers who take the lead in school improvement efforts.
 - Respect colleagues who are experts at their craft.
 - Exchanges are marked by genuinely listening to what each person has to say and by taking these views into account in subsequent actions. Even when people disagree, individuals can still feel valued if others respect their opinions.
 - Personal regard springs from a collective willingness to extend beyond the formal requirements of a job definition or a union contract (e.g. openness or reaching out to others).
- **Utilize relationships as a means of deterring truant behavior brought on by unspoken hurdles a child may be facing.**

Evidence, Measures, and Standards

EVIDENCE, MEASURES, AND STANDARDS	
Suggested Evidence	<ul style="list-style-type: none"> ✓ Five Essentials/My Voice, My School Survey ✓ School Climate Standards Self-Assessment
Measures	<ul style="list-style-type: none"> ✓ Five Essentials
Five Essentials	<ul style="list-style-type: none"> Collaborative Teachers Supportive Environment
CPS Framework for Teaching	<ul style="list-style-type: none"> 1b. Demonstrating Knowledge of Students 2a. Creating an Environment of Respect and Rapport
CPS Performance Standards for School Leaders	<ul style="list-style-type: none"> D2. Creates, develops and sustains relationships that result in active student engagement in the learning process E1. Creates a Culturally Responsiveness Climate

Student Voice, Engagement, & Civic Life:

Students are interested and engaged in learning, invested in their school, and contributing to their community. The school provides early and ongoing exposure to a wide range of extracurricular activities and rigorous courses and programming.

Score

1 2 3 4

There are extracurricular activities that speak to the interests of our students, however, our students have expressed a desire for more varied academic options. As it relates to student voice, we currently have a Peace Ambassadors training program and we have 5-7 students who currently serve on our School Marketing/Recruitment team, this team is comprised of students from all grade levels. We currently do not have student council that meets regularly.

Guide for Student Voice, Engagement, & Civic Life

Students...

- **Have equitable access to a wide range of extracurricular and enrichment opportunities that build leadership, nurture talents and interests, and increase attendance and engagement with the school.**
 - Student needs, interest, and input are solicited for student programming.
 - Impact and quality of extracurricular and enrichment activities are measured regularly.
- **Have equitable access to rigorous courses/programming (e.g. AP, IB, magnet, dual credit, CTE).**
 - Student needs, interest, and input are solicited for student programming.
- **Have a choice.**
 - Respectful student questioning and inquiry is embraced. Students choose issues of concern, research topics relevant to their lives, and develop their own plans to address them.
 - Learning activities are personalized to match students' needs and interests, and students are involved in decisions that affect their learning.
- **Have a voice and take informed action.**
 - Students are included in key conversations about their learning experience and work with the principal and staff to identify issues and implement solutions. (e.g. student voice committee).
 - Students initiate and lead some school improvement initiatives.
 - Students participate in democratic decision-making at the school level.
 - Students identify and research issues of relevance and work together to propose/advocate for solutions.
- **Connect to decision-makers.**
 - Students learn about the structures and roles of government and civil society. They learn how to engage with elected officials and decision makers, and learn they have power and practice using it.
 - Students learn about issues and candidates, prepare voter education materials and get involved.
 - All eligible students are asked to register to vote.
- **Make positive contributions to the school and community.**
 - Civic engagement is the project of entire school. Teachers and school staff collaborate across disciplines and grade levels to align and embed civic skills and content in curriculum.
 - Curriculum based projects, including service learning experiences, are present in various disciplines, and link students to community resources and partners.
 - Incorporate writing for audience beyond the teacher (presentation based learning).
- **Learn to evaluate and consider multiple viewpoints by discussing current and controversial topics.**
- **Consider how people in a democratic society effect change.**
- **Consider their roles and responsibilities as a member of the community.**
- **In high school, students are enrolled in Civics courses.**

Evidence, Measures, and Standards

Evidence, Measures, and Standards	
Suggested Evidence	<ul style="list-style-type: none"> ✓ Extracurricular offering info (e.g. descriptions of sports and clubs, list of partner organizations, participation data) ✓ Student interest surveys (and/or other avenue for student input) ✓ Policies regarding student engagement in decision making ✓ Student government or committee charter and responsibilities ✓ MVMS Student Survey completion rates and results
Measures	✓ Five Essentials – Supportive Environment
Five Essentials	Supportive Environment
CPS Framework for Teaching	1b. Demonstrating Knowledge of Students 2a. Creating an Environment of Respect and Rapport 3c. Engaging Students in Learning
CPS Performance Standards for School Leaders	D3. Utilizes Feedback from Multiple Stakeholders for School Improvement
Content Standards	Social Science 3.0 Social Emotional Learning Standards

Safety & Order:

The school is characterized by high levels of safety and order. Students feel physically and emotionally safe from harm, and adults work to actively maintain a safe, orderly school environment.

Score

1 2 3 4

According to our 5 Essentials Report our students do not feel safe. We are interested to know how they feel in school versus transitioning to and from home; we wonder would this separation make a difference therefore identifying a different need. Inside the classroom, the majority of our teachers are able to manage their procedures, however need to re-direct off task behavior when it challenges the classroom norms and expectations.

Guide for Safety & Order

- **Ensure students and adults feel physically, socially, intellectually, and emotionally safe throughout the school.**
- **Provide clear procedures for reporting and responding to safety concerns.**
- **Manage efficient and orderly transitions between activities.**
 - Manage classroom routines and procedures to maximize instructional time.
 - Orchestrate the environment so students contribute to the management of classroom routines (e.g. transitions) without disruption of learning).
 - Arrival, dismissal, and other school-wide transitions are safe, efficient, and orderly.
- **Provide a framework for positive behavior throughout the school based on shared values and expectations.**
 - Have shared expectations for positive behavior. (See Restorative Approaches to Discipline)
- **Teach, model, and reinforce (by all staff members) clear behavior expectations for all areas of the school.**
 - All adults use active supervision (move, scan, and interact) in all settings.
- **Emphasize proactive, instructive, and restorative approaches to student behavior and minimize punitive consequences through policies and procedures. (See Restorative Approaches to Discipline)**
 - Adults correct misbehavior in ways that reinforce established expectations and cause minimal disruption to learning.
- **Clarify criteria for office referrals versus classroom managed behavior.**

Evidence, Measures, and Standards

EVIDENCE, MEASURES, AND STANDARDS	
Suggested Evidence	<ul style="list-style-type: none"> ✓ MVMS score – “Safety” ✓ % of teachers proficient or distinguished in 2c (Management of Transitions) on the Framework for Teaching? ✓ Examples of teacher practice improving in Domain 2 of the Framework for Teaching. ✓ School Climate Standards Rubric/Assessment
Measures	<ul style="list-style-type: none"> ✓ Five Essentials – Supportive Environment score ✓ My Voice, My School Survey “Safety” score
Five Essentials	Supportive Environment
CPS Framework for Teaching	2a. Creating an Environment of Respect and Rapport 2c. Managing Classroom Procedures 2d. Managing Student Behavior
CPS Performance Standards for School Leaders	A4. Creates a Safe, Clean and Orderly Learning Environment

Restorative Approaches to Discipline:

Score

The school is characterized by having and implementing policies and procedures that emphasize proactive, instructive, and restorative approaches minimizing punitive consequences. Discipline practices primarily focus on shaping behavior as opposed to punishing behavior. The school only uses out-of-school suspension as a last resort and utilizes a systems-change approach to bring about a more restorative culture. The school is also characterized by strong and consistent school and classroom climates. The school reinforces positive behaviors and responds to misbehaviors in calm, respectful, and thoughtful ways, teaching students important social and emotional skills that enable them to get along with others, make responsible decisions, and focus on learning. When misbehavior occurs, the school seeks to understand the underlying reasons (root cause) in order to design a response that effectively changes student behavior using a menu of instructive, corrective and restorative responses.

1 2 3 4

Our behavioral data suggest that 64% of our discipline infractions are resolved using restorative practices. At the start of our school year, we always engage our students around peace circles and restorative conversations so that they will know how matters will be handled during the school year.

Guide for Restorative Approaches to Discipline

- **PROACTIVE - Reinforce positive student behavior with clear expectations, routines, and procedures.**
 - A team meets regularly to organize systems that support a restorative environment.
 - Post and refer to clear, positively stated expectations and model expected behaviors.
 - Create routines and procedures central to the learning environment.
 - Engage families as partners.
 - Contact families frequently to inform them of positive student behavior and progress.
 - Vary acknowledgements and provide both short and long term opportunities for reinforcement for all students.
- **INSTRUCTIVE - Integrate universal SEL skills instruction and core content.**
 - Intentionally teach competencies outlined in SEL Standards. Use discipline as opportunity to teach these skills.
 - Use a Multi-tiered System of Supports (MTSS) for social, emotional, and behavioral growth.
 - Use data to determine which behaviors should be retaught or more heavily reinforced.
 - Explicitly teach expected behavior and positively reinforce consistently school-wide.
 - Avoid power struggles with students by offering choices. Redirect students privately and respectfully.
- **RESTORATIVE - Employ a continuum of responses to behavior to effectively change student behavior.**
 - Ensure classroom instruction continues when problem behavior occurs.
 - Prefer responses that do not remove students from regular instructional setting or after school activities.
 - Respond to behavior to address the cause, reteach expectations, build social emotional skills, and repair relationships with staff or peers.
 - Designate an administrator, such as a dean or restorative practices coordinator, responsible for leading centrally-managed response to behaviors using consistent, restorative procedures.
 - Support teachers to engage in restorative conversations or respond to behavior incidents.
 - Provide opportunities for students to take responsibility for repairing harm caused by their actions.
 - Assign detention and ISS only for students who have a pattern of misbehavior and have not responded to non-exclusionary interventions, or when separation is a logical response to the behavior.
 - Include specific interventions to address social and emotional skill development, communicate with teachers to repair relationships, maintain classroom work, and connect to behavioral intervention services as necessary.
 - Establish a clear procedure for obtaining assignments from teachers to mitigate the impact of lost instruction for students assigned to ISS.
 - Designate space and consistent staff to support implementation of ISS.
 - (Optional) Develop a Behavioral Health Team to coordinate appropriate behavioral interventions.

Evidence, Measures, and Standards

EVIDENCE, MEASURES, AND STANDARDS	
Suggested Evidence	✓ Misconduct data (Dashboard)
Evidence	✓ My Voice, My School survey responses
Measures	✓ Five Essentials – Supportive Environment
Five Essentials	Supportive Environment
CPS Framework for Teaching	2a. Creating an Environment of Respect and Rapport 2d. Managing Student Behavior 4c. Communicating with Families
CPS Performance Standards for School Leaders	C3. Staff/Student Behavior Aligned to Mission and Vision of School
Content Standards	Social Emotional Learning Standards

Parent Partnership:

Score

The school develops strong parent partnerships characterized by involving parents in the instructional program, messaging expectations, fostering a better connection between the school and home, and inspiring participation and high levels of collaboration with families. The school provides opportunities for families to volunteer, build its parent community, and support the school's operations through activities including but not limited to participation on parent councils (e.g. PACs, BACs and PLNs). There are high

1 2 3 4

levels of communication between schools and families is mutual and two-way. Families have a way to voice concerns and schools address and respond to input.

According to our 5 Essentials data this is an area of improvement for our school as we were rated Weak. We have an active Local School Council and Parent Teacher Advisory (PTA), however we currently do not have an active Parent Advisory Council. Each year our PTA host parent outreach events such as the Grandparents Luncheon, Mothers' Day Brunch, and they recognize our teachers each year on Teacher Appreciation Day. We do have opportunities for parents to volunteer and parents interested in this effort, however, we need to follow through with this as a school so that it happens. We communicate with families each day regarding student behaviors and they are able to see the dean and principal upon request. INCLUDE YOUTH GUIDANCE, PARENT SUPPORT GROUP, TWICE

Guide for Parent Partnership

- **Establish a non-threatening, welcoming environment that is warm, inviting, and helpful.**
- **Provide frequent, high quality, well publicized opportunities for families and community to participate in authentic and engaging activities in the school community (e.g. student performances/ exhibitions, literacy or math events).**
- **Provide multiple opportunities for parents to ask questions, raise concerns, and give feedback.**
 - Respond to families' concerns and requests for information professionally and in a timely manner, providing resources and solutions to address the concerns.
- **Solicit the support and engagement of families as partners in the instructional program (e.g. volunteering, working at home with their child, involvement in class and school projects in and out of school, and parent workshops).**
 - Host events for parents to share with other parents how home and school complement each other.
 - Share best practices around learning and development with parents to support students at home.
 - Inform parents of grade level standards and expectations and grading policies with a clear description of what meeting the standard looks like.
 - Inform parents of attendance expectations and the impact of attendance on a student's trajectory.
 - Assist parents to volunteer in the school and/or participate on teams/committees.
 - Promote the use of **Parent Portal** and **Parent University** to connect and engage parents with school.
- **Frequently communicate with families about class and individual activities and individual student's progress.**
 - Regularly inform parents of their child's progress across all relevant measures: attendance, discipline, academics, social-emotional learning, and health and wellness.
 - Send regular, positive, personalized communication from a staff member.
 - Use a variety of consistent communication methods (e.g. calls, text, newsletter, website, face to face) sensitive to cultural norms and needs.
- **Conduct intensive outreach to families in need of specialized support through home visits and collaboration with social services agencies.**
 - School responses to student excessive absences and/or tardiness includes outreach to families.
- **Provide proactive communication (e.g. parent handbook and resources).**
- **Partner equitably with parents speaking languages other than English.**
 - Information is provided to parents in their native language.
 - Parent meetings scheduled with interpreters present to facilitate participation.

Evidence, Measures, and Standards

EVIDENCE, MEASURES, AND STANDARDS	
Suggested Evidence	<ul style="list-style-type: none"> ✓ Examples of communication methods and content ✓ Participation rates for Parent University, events, parent council(s), report card pick-up, survey completion, Parent Portal, etc. ✓ Outreach efforts ✓ Documentation of responsiveness to Parent Support Center concerns raised ✓ Event agendas, flyers ✓ Fundraising activities and amounts (if applicable) ✓ How does the school honor and reflect the diversity of families including language and culture?
Measures	<ul style="list-style-type: none"> ✓ Five Essentials Score – Involved Families ✓ My Voice, My School Survey scores – outreach to parents; parent-teacher trust
Five Essentials	Involved Families
CPS Framework for Teaching	2c. Managing Classroom Procedures 4c. Communicating with Families
CPS Performance Standards for School Leaders	D1. Engages Families

Score	Framework dimension and category	Area of focus	1	2	3	4	5	☐
1	Expectations for depth & breadth of Student Learning: Curriculum	☐	☐	☐	☐	☐	☐	☐
2	Culture of & Structure for Continuous Improvement: Aligned Resources	☐	☐	☐	☐	☐	☐	☐
2	Expectations for depth & breadth of Quality Teaching: Balanced Assessment & Grading	☐	☐	☐	☐	☐	☐	☐
2	Expectations for depth & breadth of Quality Teaching: Instruction	☐	☐	☐	☐	☐	☐	☐
2	Expectations for depth & breadth of Student Learning: Instructional Materials	☐	☐	☐	☐	☐	☐	☐
2	Expectations for depth & breadth of Student Learning: Rigorous Student Tasks	☐	☐	☐	☐	☐	☐	☐
2	Expectations for depth & breadth of Student Learning: Transitions, College & Career Access & Persistence	☐	☐	☐	☐	☐	☐	☐
2	Expectations for Quality & Character of School Life: Parent Partnership	☐	☐	☐	☐	☐	☐	☐
2	Expectations for Quality & Character of School Life: Student Voice, Engagement, & Civic Life	☐	☐	☐	☐	☐	☐	☐
3	Culture of & Structure for Continuous Improvement: Instructional Leadership Team	☐	☐	☐	☐	☐	☐	☐
3	Culture of & Structure for Continuous Improvement: Leadership & Collective Responsibility	☐	☐	☐	☐	☐	☐	☐
3	Expectations for depth & breadth of Quality Teaching: Multi-Tiered System of Support	☐	☐	☐	☐	☐	☐	☐
3	Expectations for Quality & Character of School Life: Culture for Learning	☐	☐	☐	☐	☐	☐	☐
3	Expectations for Quality & Character of School Life: Relational Trust	☐	☐	☐	☐	☐	☐	☐
3	Expectations for Quality & Character of School Life: Safety & Order	☐	☐	☐	☐	☐	☐	☐
4	Culture of & Structure for Continuous Improvement: Professional Learning	☐	☐	☐	☐	☐	☐	☐
4	Expectations for Quality & Character of School Life: Restorative Approaches to Discipline	☐	☐	☐	☐	☐	☐	☐

Goals

Required metrics (Highschool)

11 of 13 complete

2014-2015 Actual	2015-2016 Actual	2016-2017 Goal	2017-2018 Goal
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My Voice, My School 5 Essentials Survey

Since 2013 our performance has improved from "partially organized" with 75% of our students and 83% of our teaching staff responding to "well organized" with 99% of our students and 95% of our teachers responding. We noticed an improvement in the areas of Ambitious Instruction, Collaborative Teachers, Effective Leaders, as well as Supportive Environment. We hope to maintain our current performance rating of "well organized" for improvement over the next two years.

(Blank)

(Blank)

(Blank)

(Blank)

National School Growth Percentile on the EXPLORE, PLAN and ACT Assessments

Currently only 6% of the students in grades 9-11 tested met BOTH benchmarks on the PSAT, the 6% comes from our 10th grade cohort. Through an analysis of our PSAT data we noticed that more than 90% of the total students tested, in grades 9-11 need to strengthen their math skills. Our students performed better on the evidence-based reading/writing portion of the PSAT as 40.3% of our 9th-11th graders demonstrated proficiency here.

10.00

(Blank)

30.00

40.00

African-American National School Growth Percentile on the EXPLORE, PLAN and ACT Assessments

Currently 0% of the students tested in this priority group met the benchmarks in ERW or Math. On average 40.6% of students met the benchmark in evidence based reading/writing, however, 0% of our students met the benchmark in math.

7.00

(Blank)

30.00

40.00

Hispanic National School Growth Percentile on the EXPLORE, PLAN and ACT Assessments

DNA

(Blank)

(Blank)

(Blank)

(Blank)

English Learner National School Growth Percentile on the EXPLORE, PLAN and ACT Assessments

DNA

(Blank)

(Blank)

(Blank)

(Blank)

Diverse Learner National School Growth Percentile on the EXPLORE, PLAN and ACT Assessments

Currently 0% of our diverse learners met both benchmarks on the PSAT of all students in grades 9-11.

(Blank)

(Blank)

10.00

15.00

National School Attainment Percentile on the EXPLORE, PLAN and ACT Assessments

According to our PSAT data 6% of our total student population met both benchmarks on the PSAT. Although 40% of our students met the benchmark in ERW our District's average is over 80% and we aspire to mirror that metric. As it relates to math, none of students met this benchmark in comparison to the District's average of 55%. We seek to improve our students' attainment on both portions of the PSAT by 10% each year

7.00

(Blank)

25.00

35.00

Freshmen On-Track Rate

At the start of SY 14-15, a Freshman On-Track Coordinator was appointed and since then our metric has improved. It is our hope that we will continue to improve through the analysis of students' personal learning plans, conducting one on one meetings for our vulnerable and high risk students, and continuing our bi-weekly grade checks with those students who are high opportunity students as it relates to the "To and Through" report created by the Network for College Success.

60.70

76.30

82.00

87.00

4-Year Cohort Graduation Rate

We know that 9th grade success informs this metric and we seek to create a college going reality at the 9th and 10th grade level so that our students know that in order to get there they must complete high school. We will create a post-secondary team to support the college related metrics found on the SQRP, i.e. graduation rate, college enrollment, and AP/college related experiences.

62.90

53.20

63.00

70.00

1-Year Dropout Rate

We will make sure that we verify our transfers so that we will decrease the number of students labeled "lost and cannot locate" Our Attendance team has created a checks and balances process by which students are released from our enrollment and transfers are verified. The number of students we have lost contact with has decreased, it is our hope that this trend will continue as a result of our current system.

15.30

9.80

4.00

0.90

College Enrollment Rate

One Goal will begin next year, it is our hope that will give our college enrollment rate a boost as those students enrolled in that course have been selected for that purpose. We will also use NCS report, "To and Through Project" to inform this work as we establish our college going efforts at all grade levels.

35.30

35.20

40.00

50.00

College Persistence Rate

In an effort to have some control around this metric, we seek to create an Alumni Counselor role whose sole purpose is to maintain relationships with Douglass graduates while they are in college and support them throughout college to ensure they complete and receive a 2-year or 4-year degree.

39.50

61.10

65.00

70.00

Average Daily Attendance Rate

will draw students to school and allow us to "check-in" with them each day. We noticed that the establishing a mentor program this year encouraged some students to improve their daily attendance as well as out of uniform days. In addition, we hope that with the creation of our Student Voice Committee we may learn of new strategies from the students themselves that will improve attendance.

76.60

80.70

82.00

85.00

Custom metrics

0 of 0 complete

2014-2015	2015-2016	2016-2017	2017-2018
Actual	Actual	Goal	Goal

Strategies

Strategy 1

If we do...

Develop a Parent Outreach Program that will immerse our parents in our school community on a monthly basis

...then we see...

an increased parental presence at school events, i.e. student academic celebrations, parent report-card conferences, athletic events, and opportunities designed specifically for our parents such as Mother's Day and Father's Day events...

...which leads to...

an increase in our parent-teacher trust indicator found on the My Voice, My School survey and greater support of our students' academic achievement. As a result, we hope to see a 5% increase in our average daily attendance and a 10% increase each year in our students' overall academic growth on the PSAT. We believe the more involved our parents are the more invested our students will be in their education, as a result we hope to see an increase in our graduation and college enrollment rates as well.

Tags:

Attendance, Academics, Parental involvement, Academic expectations, Achievement, Alternatives to suspension, Celebrations, 4-year graduation rate, Parent communication

Area(s) of focus:

3, 4, 5, 1

Action step

Responsible

Timeframe

Evidence for status

Status

Schedule a meeting with the Local School Council and the School Climate Team to discuss monthly parent outreach events for SY 16-17

Principal and LSC and School Climate Team

Jul 1, 2016 to Aug 31, 2016

meeting minutes from summer meetings

Not started

Attendance, Achievement, 4 year graduation rate

Create a Parent Outreach Calendar that invites parents to our campus monthly for athletic events, honor roll celebrations, academic learning walks, and after-school programs designed for our parents by our school partners, i.e. Youth Guidance.

Principal, School Climate Team, and LSC

Aug 22, 2016 to Sep 9, 2016

meeting minutes from LSC meetings and the parent outreach calendar

Not started

Parental involvement, Culture and climate, Parent communication

Assign the Parent Outreach role to someone on the LSC who will be responsible for reaching out to parents and publicizing the monthly events. These reminders will be communicated on our school's website, via robo-calls, and personal phone communications.

Parent Outreach Coordinator found on the LSC

Jul 1, 2016 to Aug 31, 2016

Parent Outreach Coordinator is identified and communicated via the LSC meeting minutes.

Not started

Parental involvement, Ownership, Culture and climate, Parent communication

Launch the Douglass Parent Outreach Program at our first football game and during our school's orientation week.

Douglass LSC

Sep 6, 2016 to Sep 9, 2016

-Copies of Parent Outreach Calendar with the events outlined for the entire school year.
-LSC members at our school's first football game prior to the start of the new school year.
-Announcement about the Parent Outreach Program on the school's website and via robo-calls

Not started

Parent engagement, Parent contact, Parent communication

Invite parents to be a part of our Instructional Learning Walks to engage them in what happens inside the classroom.

Principal and Instructional Leadership Team

Oct 3, 2016 to Jun 23, 2017

-Parents' Names found on the Learning Walk teams.
-Parents seen inside classroom during the learning walks capturing data and speaking with students about their learning.
-Reminders placed on the Parent Outreach Calendar identifying when to invite parents for the scheduled learning walk.

Not started

Strategy 2

If we do...

Create pacing guides that identify the Common Core anchor standards for each core course found in grades 9-12 and a local assessment system with scheduled 2-week, 5-week, and 10-week check-ins

...then we see...

Greater student engagement and authentic conversations as the assessments will be aligned to the rigorous learning tasks created by the teacher

...which leads to...

A 10% increase in student growth and attainment each year on PSAT, a 5% increase in 9th and 10th grade on-track rates, as well as a 5% increase in our daily attendance. It will also lead to a greater showing among Douglass teachers as it relates to the REACH components 3a, Communicating with Students, 3c, Engaging Students in Learning, and 3d, Using Assessment in Instruction.

Tags:

Core Instruction, Academic learning, Continuity, Designing assessments

Area(s) of focus:

1, 2

Action step ?

Conduct professional development on "Backwards Design" during summer planning 2016 for all instructional staff.

Responsible ?

Principal and ILT

Timeframe ?

Jun 27, 2016 to Jun 29, 2016

Evidence for status ?

-Summer Planning Agenda
-Backwards Design presentation shared via Google Drive.
- sign in sheets from summer planning

Status

Not started

Cycles of learning, Writing assessment

Teachers collaborate to create the expectations of the 2-week, 5-week, and 10-week check-ins during summer planning.	Douglass Instructional Staff	Jun 27, 2016 to Jun 29, 2016	<ul style="list-style-type: none"> -Local Assessment calendar shared via Google Docs. -Meeting Minutes from teacher meetings over the summer and from summer planning. -Exemplars of the 2-week, 5-week, and 10-week assessments. 	Not started
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On track, Planning, Academic expectations, Accountability, Academic rigor, Organization, Collaborative planning

Create a local assessment calendar for the entire school year that outlines the dates and expectations of the 2-week, 5-week, and 10-week check-ins. These dates will be included on our Professional Learning Calendar.	Douglass Instructional Staff	Jun 27, 2016 to Jun 29, 2016	<ul style="list-style-type: none"> Next Steps from Summer Planning time. -Working local assessment calendar created during summer planning by the teaching staff so that they can create their units/assessments over the summer. 	On-Track
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Rigorous tasks, Assessment, Pacing guide

Teachers will collaborate to create pacing guides based on the standards found on the District's BOY and EOY assessments as well as the Common Core anchor standards for each core course during summer planning 2016. The pacing guides will be developed in 5-week increments and teachers will meet in department teams to discuss vertical alignment and set skills/standards that will be taught in their subject area at each grade level.	Douglass Instructional Staff	Jun 27, 2016 to Jun 29, 2016	<ul style="list-style-type: none"> -Summer Planning Agenda -Common Core Anchor Standards handout/booklet -Working pacing guides at the close of summer planning that are vertically aligned. 	On-Track
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Teacher Teams/Collaboration, Assessments, Academic rigor, Pacing guide, Collaborative planning

Teachers speak with all students in grades 9-12 about the local assessment system and its purpose and how it will be used to measure the skill mastery during the second week of school.	Douglass Instructional Staff	Sep 12, 2016 to Sep 16, 2016	<ul style="list-style-type: none"> -Talking points communicated when teachers return to school in August. -Students being able to answer questions about the expectations of the 2-week, 5-week, and 10-week check-ins. 	On-Track
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Communication, Balanced grading and assessment, Student expectations

Strategy 3

If we do...

Teachers collaborate to develop two thematic units, one during Semester 1 and another during Semester 2, to include project-based learning, equipped with rubrics, and multiple opportunities for students to demonstrate mastery of the skills found on the pacing guides...

...then we see...

Students excited about going to class as they will engage in rigorous learning activities that challenge all students regardless of their developmental level

...which leads to...

an increased 9th and 10th grade on-track rate, an improvement in our daily attendance and as a result of the collaboration, it will lead to an increase in the proficiency found among our teachers as it relates to the REACH Framework's Domain 1.

Tags:
 Student engagement, Teacher collaboration, Unit planning, Planning for instruction

Area(s) of focus:
 2, 1, 4

Action step	Responsible	Timeframe	Evidence for status	Status
Teachers of the same grade level will need to meet to discuss standards/skills that will be assessed and activities to be completed in the topic of choice.	All teachers	Jun 27, 2016 to Sep 30, 2016	Unit Plan	Not started

Teacher Teams/Collaboration, Common planning time, Standards based grading, Cross curricular-planning, Planning for instruction

Conduct the first in a series of PD sessions on standards-based grading and rubric development.	Principal and ILT	Aug 31, 2016 to Sep 2, 2016	-Agenda for August PDs -Professional reading around assessment and grading. -Use of rubrics, exemplars found on the Knowledge Center.	Not started
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Professional development, Grading, Rubrics

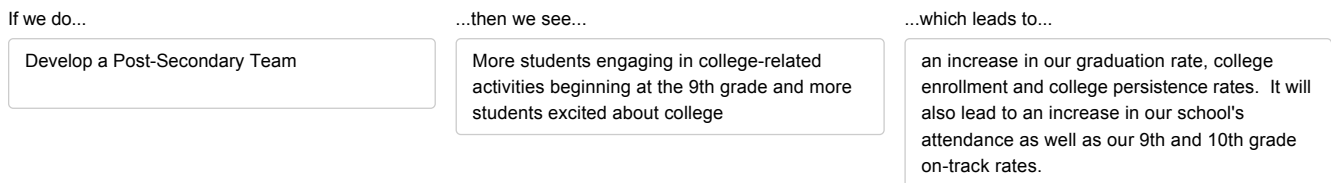
We will conduct professional development around project-based learning with our school partner Facing History. This PD will demonstrate how to collaboratively plan a unit.	ILT and Facing History representative	Sep 5, 2016 to Jan 31, 2017	-Agendas for Principal Directed Prep around project based learning -Meeting Minutes from department team time.	Not started
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Project-based learning, Professional development, Standards based grading

Teachers will develop rubrics to communicate their expectations to their students about how to be successful on a particular learning task, project, or assessment.	Douglass Teachers	Jun 27, 2016 to Jan 31, 2017	-Rubrics shared via Google Drive -Meeting minutes from ILT and department meetings	On-Track
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Assessment, Communication, Rubrics, Student expectations

Strategy 4



Tags:
 College Access and Persistence, On track, Post secondary supports, Post-secondary, Onegoal

Area(s) of focus:
 3, 1, 4

Action step	Responsible	Timeframe	Evidence for status	Status
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Identify the Post-Secondary Team Members	Principal	Jun 27, 2016 to Aug 31, 2016	-Minutes from the organizational meeting of the Post-Secondary Team -Members are identified at the staff PD in August. Members have been identified...as of 09/25/2016.	On-Track
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Post secondary supports, College

Create a regular meeting schedule with the post-secondary team	Principal and Post-Secondary Team	Sep 1, 2016 to Sep 8, 2016	- Monthly meeting schedule -Meeting minutes	Behind
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Post secondary supports, Multi-tiered support systems

Meet with Post-Secondary team each month to monitor progress around college enrollment and graduation rate.	Principal	Sep 12, 2016 to Jun 19, 2017	-Meeting minutes -Progress made on action items	Not started
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College enrollment, Graduation

Provide PD for our Post-Secondary Team on the indicators for which they are responsible.	Principal, Counselor, and NCS representative.	Aug 31, 2016 to Sep 23, 2016	-Sign-in sheet from PD given by NCS representative -Reflection/Evaluation from PD	Not started
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Professional development, Post secondary supports

Create the Douglass Alumni Counselor role to maintain communication with Douglass graduates.	Principal	Oct 1, 2016 to Sep 5, 2017	-Interviews for the Alumni Counselor position -Planned outreach events for Douglass Alumni -Creation of the Douglass Alumni page	Not started
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College Access and Persistence

Strategy 5

If we do...

Create a sustainable, consistent and committed School Climate Team, which utilizes all the diverse talents and capacities of the staff and community partners in the school

...then we see...

More students excited about coming to school as the environment will be more safe and serene.

...which leads to...

Greater student voice opportunities, an increase in our student attendance, an increase in student achievement in their classes, and it will have an impact on our graduation rate. We also hope that we will improve on how safe our students feel while in school; according to our MVMS data, we are weak in School Safety.

Tags:

School climate, Culture and climate

Area(s) of focus:

3

Action step

Recruit staff and students to learn about the School Climate Team. Go over the operations of the School Climate Team and find a meeting time upon which everyone can agree

Responsible

Principal and Restorative Justice Coordinator

Timeframe

May 31, 2016 to Aug 31, 2016

Evidence for status

Inquiry messages have been emailed to staff already
-Meeting minutes for the SCT organizational meeting.

Status

On-Track

Restorative justice, Student organizations

Host monthly meetings with School Climate Team to assess its effectiveness and progress toward our SQRP goals	Principal and Network Support	Sep 1, 2016 to Oct 31, 2016	We have created an MTSS spread that serves as a school-wide communication tool in which all staff members are expected to read each week to see if they are involved in an intervention. As we continue to develop we may identify a grade level team member to communicate the needs to those involved in the student interventions.	On-Track
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Post secondary supports, Monitoring

Provide guidance to the SCT around its purpose and the expectations of the team via a professional development session	Principal and Network support and the Learning Hub	Sep 1, 2016 to Sep 2, 2016	-Meeting minutes	Not started
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Culture and climate

Action Plan

District priority and action step	Responsible	Start	End	Status
<p>✚ Schedule a meeting with the Local School Council and the School Climate Team to discuss monthly parent outreach events for SY 16-17</p> <p>Tags: Attendance, Academics, Parental involvement, Academic expectations, Achievement, Alternatives to suspension, Celebrations, 4-year graduation rate, Parent communication, Attendance, Achievement, 4 year graduation rate</p>	Principal and LSC and School Climate Team	Jul 1, 2016	Aug 31, 2016	Not started
<p>✚ Create a Parent Outreach Calendar that invites parents to our campus monthly for athletic events, honor roll celebrations, academic learning walks, and after-school programs designed for our parents by our school partners, i.e. Youth Guidance.</p> <p>Tags: Attendance, Academics, Parental involvement, Academic expectations, Achievement, Alternatives to suspension, Celebrations, 4-year graduation rate, Parent communication, Parental involvement, Culture and climate, Parent communication</p>	Principal, School Climate Team, and LSC	Aug 22, 2016	Sep 9, 2016	Not started
<p>✚ Assign the Parent Outreach role to someone on the LSC who will be responsible for reaching out to parents and publicizing the monthly events. These reminders will be communicated on our school's website, via robo-calls, and personal phone communications.</p> <p>Tags: Attendance, Academics, Parental involvement, Academic expectations, Achievement, Alternatives to suspension, Celebrations, 4-year graduation rate, Parent communication, Parental involvement, Ownership, Culture and climate, Parent communication</p>	Parent Outreach Coordinator found on the LSC	Jul 1, 2016	Aug 31, 2016	Not started
<p>✚ Launch the Douglass Parent Outreach Program at our first football game and during our school's orientation week.</p> <p>Tags: Attendance, Academics, Parental involvement, Academic expectations, Achievement, Alternatives to suspension, Celebrations, 4-year graduation rate, Parent communication, Parent engagement, Parent contact, Parent communication</p>	Douglass LSC	Sep 6, 2016	Sep 9, 2016	Not started
<p>✚ Invite parents to be a part of our Instructional Learning Walks to engage them in what happens inside the classroom.</p> <p>Tags: Attendance, Academics, Parental involvement, Academic expectations, Achievement, Alternatives to suspension, Celebrations, 4-year graduation rate, Parent communication</p>	Principal and Instructional Leadership Team	Oct 3, 2016	Jun 23, 2017	Not started
<p>✚ Conduct professional development on "Backwards Design" during summer planning 2016 for all instructional staff.</p> <p>Tags: Core Instruction, Academic learning, Continuity, Designing assessments, Cycles of learning, Writing assessment</p>	Principal and ILT	Jun 27, 2016	Jun 29, 2016	Not started

District priority and action step	Responsible	Start	End	Status
<p>✦ Teachers collaborate to create the expectations of the 2-week, 5-week, and 10-week check-ins during summer planning. Tags: Core Instruction, Academic learning, Continuity, Designing assessments, On track, Planning, Academic expectations, Accountability, Academic rigor, Organization, Collaborative planning</p>	Douglass Instructional Staff	Jun 27, 2016	Jun 29, 2016	Not started
<p>✦ Create a local assessment calendar for the entire school year that outlines the dates and expectations of the 2-week, 5-week, and 10-week check-ins. These dates will be included on our Professional Learning Calendar. Tags: Core Instruction, Academic learning, Continuity, Designing assessments, Rigorous tasks, Assessment, Pacing guide</p>	Douglass Instructional Staff	Jun 27, 2016	Jun 29, 2016	On-Track
<p>✦ Teachers will collaborate to create pacing guides based on the standards found on the District's BOY and EOY assessments as well as the Common Core anchor standards for each core course during summer planning 2016. The pacing guides will be developed in 5- week increments and teachers will meet in department teams to discuss vertical alignment and set skills/standards that will be taught in their subject area at each grade level. Tags: Core Instruction, Academic learning, Continuity, Designing assessments, Teacher Teams/Collaboration, Assessments, Academic rigor, Pacing guide, Collaborative planning</p>	Douglass Instructional Staff	Jun 27, 2016	Jun 29, 2016	On-Track
<p>✦ Teachers speak with all students in grades 9-12 about the local assessment system and its purpose and how it will be used to measure the skill mastery during the second week of school. Tags: Core Instruction, Academic learning, Continuity, Designing assessments, Communication, Balanced grading and assessment, Student expectations</p>	Douglass Instructional Staff	Sep 12, 2016	Sep 16, 2016	On-Track
<p>✦ Teachers of the same grade level will need to meet to discuss standards/skills that will be assessed and activities to be completed in the topic of choice. Tags: Student engagement, Teacher collaboration, Unit planning, Planning for instruction, Teacher Teams/Collaboration, Common planning time, Standards based grading, Cross curricular-planning, Planning for instruction</p>	All teachers	Jun 27, 2016	Sep 30, 2016	Not started
<p>✦ Conduct the first in a series of PD sessions on standards-based grading and rubric development. Tags: Student engagement, Teacher collaboration, Unit planning, Planning for instruction, Professional development, Grading, Rubrics</p>	Principal and ILT	Aug 31, 2016	Sep 2, 2016	Not started
<p>✦ We will conduct professional development around project-based learning with our school partner Facing History. This PD will demonstrate how to collaboratively plan a unit. Tags: Student engagement, Teacher collaboration, Unit planning, Planning for instruction, Project-based learning, Professional development, Standards based grading</p>	ILT and Facing History representative	Sep 5, 2016	Jan 31, 2017	Not started
<p>✦ Teachers will develop rubrics to communicate their expectations to their students about how to be successful on a particular learning task, project, or assessment. Tags: Student engagement, Teacher collaboration, Unit planning, Planning for instruction, Assessment, Communication, Rubrics, Student expectations</p>	Douglass Teachers	Jun 27, 2016	Jan 31, 2017	On-Track
<p>✦ Identify the Post-Secondary Team Members Tags: College Access and Persistence, On track, Post secondary supports, Post-secondary, Onegoal, Post secondary supports, College</p>	Principal	Jun 27, 2016	Aug 31, 2016	On-Track
<p>✦ Create a regular meeting schedule with the post-secondary team Tags: College Access and Persistence, On track, Post secondary supports, Post-secondary, Onegoal, Post secondary supports, Multi-tiered support systems</p>	Principal and Post-Secondary Team	Sep 1, 2016	Sep 8, 2016	Behind
<p>✦ Meet with Post-Secondary team each month to monitor progress around college enrollment and graduation rate. Tags: College Access and Persistence, On track, Post secondary supports, Post-secondary, Onegoal, College enrollment, Graduation</p>	Principal	Sep 12, 2016	Jun 19, 2017	Not started
<p>✦ Provide PD for our Post-Secondary Team on the indicators for which they are responsible. Tags: College Access and Persistence, On track, Post secondary supports, Post-secondary, Onegoal, Professional development, Post secondary supports</p>	Principal, Counselor, and NCS representative.	Aug 31, 2016	Sep 23, 2016	Not started
<p>✦ Create the Douglass Alumni Counselor role to maintain communication with Douglass graduates. Tags: College Access and Persistence, On track, Post secondary supports, Post-secondary, Onegoal, College Access and Persistence</p>	Principal	Oct 1, 2016	Sep 5, 2017	Not started

District priority and action step	Responsible	Start	End	Status
<p>➤ Recruit staff and students to learn about the School Climate Team. Go over the operations of the School Climate Team and find a meeting time upon which everyone can agree</p> <p>Tags: School climate, Culture and climate, Restorative justice, Student organizations</p>	Principal and Restorative Justice Coordinator	May 31, 2016	Aug 31, 2016	On-Track
<p>➤ Host monthly meetings with School Climate Team to assess its effectiveness and progress toward our SQRP goals</p> <p>Tags: School climate, Culture and climate, Post secondary supports, Monitoring</p>	Principal and Network Support	Sep 1, 2016	Oct 31, 2016	On-Track
<p>➤ Provide guidance to the SCT around its purpose and the expectations of the team via a professional development session</p> <p>Tags: School climate, Culture and climate, Culture and climate</p>	Principal and Network support and the Learning Hub	Sep 1, 2016	Sep 2, 2016	Not started

Fund Compliance

Supplemental General State Aid(SGSA)

My school receives SGSA funds

By checking the above box, the school is verifying that the attendance center complies with the statement regarding the use of SGSA funds:

1. The attendance center allocation is correctly based on the number of students eligible to receive free and reduced lunch and breakfast.
2. The attendance center has an approved plan, developed in consultation with teachers, administrators, and other appropriate personnel, and parents of the students attending the attendance center.
3. The attendance center's plan is approved by the LSC and CPS.
4. SGSA funded activities fall within the allowable program categories: early childhood education, reduced class size, enrichment programs, remedial assistance, attendance improvement, and other educationally beneficial expenditures which supplement the regular programs as determined by the Illinois state board of education.
5. SGSA Funds supplement and do not supplant non-categorical and other categorical funds allocated to the attendance center.
6. SGSA funds are supporting only those activities specified in the school's approved plan/amendment.
7. SGSA funds are not used for capital expenditures. 8. SGSA funds are not used for any political or lobbying activities by the attendance center.

NCLB Program

NCLB Schoolwide Program

(Not available to schools receiving NCLB funds for the first time) [Title 1/SW].

The school annually reviews the schoolwide plan/program. The schoolwide program plan is available to CPS, parents, and the public, and the information in the plan is in an understandable and uniform format, and to the extent practicable in a language the parents can understand.

NCLB Targeted Assistance Program Title I funded staff participate in the school's general professional development and school planning activities. Title I funded staff assume limited duties that are assigned to similar personnel including duties beyond the classroom, or that do not benefit Title I students, as long as the amount of time spent on such duties is the same proportion of the total work time with respect to similar staff.

Non-title school that does not receive any Title funds

Parent Involvement in Targeted Assistance and Schoolwide Programs

I verify that the statement below is correct

No Child Left Behind (NCLB), the reauthorization of the Elementary and Secondary Act of 1965 continues a legislative commitment to parental involvement. Central features of prior reauthorizations, such as school-parent compacts, parent involvement policies, and the parent involvement funding formula remain unaltered. However, the NCLB reauthorization represents a notable shift in the role of parental involvement in the schools. It includes new provisions increasing parental notification requirements, parental selection of educational options, and parental involvement in governance. It envisions parents as informed and empowered decision makers in their children's education.

Parent Plan

Parent Involvement Policy

Complete

Schools must involve parents in the joint development and periodic review and revision of the NCLB, Title I school parental involvement plan and policy, and in the process of school review and improvement. Please describe how this will be accomplished.

Parents will have opportunities to review and revise said documents at LSC, PTA, and PAC meetings. Parents will be invited to the LSC meetings and meetings will be held during each report card pick up event as well.

The school will hold an annual meeting at a time convenient to parents during the first month of school to inform them of the school's participation in NCLB, Title I programs and to explain the Title I requirements and their right to be involved in the Title I programs. The school will also offer a number of additional parental involvement meetings, including school PAC meetings, at different times and will invite all parents of children participating in the NCLB, Title I program to these meetings, and encourage them to attend. Please describe how this will be accomplished. Please list the projected date of your Title I Annual Meeting and your Title I PAC Organizational Meeting

Our Title I meeting and PAC Organizational Meeting prior to October 1, 2017. Our Title I meeting was held on 09/29/2016 and our PAC Organizational Meeting was held on 10/06/2016.

Schools will provide parents information in a timely manner about its Title I program, including a description and explanation of the curriculum, the academic assessment tools used to measure children's progress, and the proficiency levels students are expected to meet. Please describe how this will be accomplished.

The principal will send home mailing detailing the current instructional program implemented at Douglass HS. In addition, this document will be found on the website and in our Main Office. We want to ensure better communication with our parents next year.

At the request of parents, schools will provide opportunities for regular meetings, including the School Parent Advisory Council meetings, for parents to formulate suggestions and to participate, as appropriate, in decisions about the education of their children. Please describe how the school will immediately respond to any such suggestions.

We will place a suggestion box in our Main Office for any requests parents may have. Also at our Title I meeting we will have a list of our meeting dates so the parents with concerns will know when and how they can communicate with their school.

Schools will provide parents a report of their child's performance on the State assessment in at least math, language arts and reading. Please describe how this will be accomplished.

Students will receive a copy of the students' score when the scores are made available by the District. Parents can also request this information from our counselor.

Schools will provide parents timely notice when their child has been assigned to, or taught by, a teacher who is not "highly qualified," as defined in the Title I Final Regulations, for at least four (4) consecutive weeks. Please describe how this will be accomplished.

Our school will make this information available for parents and mail it home, we will also have it available in our Main Office.

Schools will assist parents of participating NCLB Title I children in understanding: the state's academic content standards; the state's student academic achievement standards; the state and local academic assessments including alternate assessments; the requirements of Title I, Part A; how to monitor their child's progress; and how to work with educators. Please describe how this will be accomplished.

The school will invite parents to join our teachers in a meeting to explain how they can help their students prepare for Common Core and understand what this looks like in the classroom.

Schools will provide information, resources, materials and training, including literacy training and technology, as appropriate, to assist parents in working with their children to improve their academic achievement, and to encourage increased parental involvement. Please describe how this will be accomplished.

Douglass seeks to create a parent university to support our parents and their needs. During our monthly parent meetings we will always have a section dedicated to instructional updates so that we can keep our parents informed on what is happening inside the school.

Schools will educate all staff in the value and utility of contributions by parents and in how to reach out to, communicate and work with, parents as equal partners in the education of their children and in how to implement and coordinate parent programs and build ties with parents. Please describe how this will be accomplished.

The principal will host parent meetings each quarter that will educate parents on current school improvement efforts. There will also be Family Reading/Literacy Night as well as Math Literacy Nights to engage families in the current shifts related to Common Core. Douglass will host a Lock-In for parents as well in an effort to connect them with the school community.

Schools will, to the extent feasible and appropriate, coordinate and integrate parent programs and activities with Head Start, Reading First, Early Reading First involvement, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool, and other programs, to further encourage and support parents in more fully participating in their children's education. Please describe how this will be accomplished.

Does Not Apply

Schools will ensure that information related to the school and parent programs, meetings, and other activities is sent to parents in understandable and uniform formats, including language. Please describe how this will be accomplished.

All correspondence will be provided in English and Spanish. We will create robo-calls to communicate important to our families and school stakeholders. We will post information regarding parent events, meetings, and school efforts on our school website, our school marquee, and flyers.

Policy Implementation Activities

- The LSC will approve the school improvement plan and monitor the CIWP.
- In the CIWP, the school identifies current parental involvement practices and outlines activities related to expanding parent partnership programs.
- The school will coordinate the parent involvement programs identified in the CIWP.
- The school will evaluate the parent involvement policy for effectiveness and make improvements as necessary.

Explain why any of the boxes above are unchecked: (type "n/a" if all are checked)

N/A

Parent Compact

Complete

The school will provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating student to meet the State's student academic achievement standards. Describe how the school will provide high-quality curriculum and instruction in a supportive environment. (Restate the school mission.)

The Douglass HS mission is to provide a training ground for all stakeholders, where our students are trained to become great readers, critical thinkers, and experts at the written word. In an effort to reach this goal, our instructional staff must undergo cycles of professional learning to improve their capacity to impact student achievement.

The school will hold parent-teacher conferences. Describe the kinds of parent-teacher conferences that will be held and the dates on which they are scheduled.

The school will host parent teacher conferences in accordance with the calendar developed by Chicago Public Schools. Conferences are scheduled in November and April. Douglass host separate parent-teacher conference session at the close of Semester 1.

The school will provide parents with frequent reports on their children's progress. Describe when and how the school will provide reports to parents.

Douglass will provide student progress reports every 5 weeks in accordance with CPS policy. Progress reports and weekly grade updates will be readily available on Parent Portal. All parents will have their own personal sign-in to access their students' grades. Any parent needing a sign-on can see our Technology Coordinator.

The school will provide parents access to staff. Describe when, where and how staff will be available for consultations with parents.

Parents will be allowed to schedule conferences before, 8:15am-8:45am and after school, any time after 4:15pm. Parents should request a conference via email, by phone, or by visiting our Main Office.

The school will provide parents opportunities to volunteer and participate in their children's classes. Describe how and when parents may volunteer, participate, and observe classroom activities.

Douglass will implement a Parent Volunteer Program in which parents will assist with day to day operations in addition to our Parent Shadowing program where parents can request a day to shadow their students throughout their instructional day. Douglass seeks to implement a Parent Motivation Day, where parents greet the students and motivate them to attend class.

The parents will support their children's learning. Describe how the parents will assist learning (i.e. monitoring attendance, homework completion).

Parents will be expected to support the school-wide expectations that require their students to behave appropriately and make adequate progress toward graduation. Parents are can assist with their student's success making sure they attend school on-time and reinforce the school-wide expectations.

The parents will participate in decisions relating to the education of their children. Describe when, where and how parents will consult with the school.

Parents have the liberty to consult with the school, by scheduled appointment between the hours of 9am-4:15pm, daily. Appointments can be made in our Main Office or via email or phone with teacher or staff member in question.

The students will share the responsibility for improved student academic achievement. Describe how the students will assure academic achievement (i.e. good attendance, positive attitude, class preparation).

Our school wide expectations will be explained to our students via the Student Handbook during the first week of school. At the same time students will have an opportunity to hear from their peers as to why it is important to uphold the school wide expectations and what the appropriate behaviors are. During our 1st week of school our students participate in many team-building exercises and peace circles. During this time we establish norms and school-wide expectations.

Parent Budget

Not complete

Goals: Indicate goals, timeline of activities and training topics that are designed to assist Parents with increasing their students' academic achievement. The overarching goal is to increase student academic achievement through parental involvement; specify your goals.

(Blank)

Allocate your Mandated Title 1 Parent Involvement Funds to support your Parent Involvement Program.

Account(s)	Description	Allocation
51130, 52130	Teacher Presenter/ESP Extended Day For Teacher presenter, ESP Extended Day, please remember to put money on the benefits line. Non-Instructional pay rate applies.	\$ 0 .00
53405	Supplies In addition to supplies for parent program, please use this account to also purchase books for parents only. Use this account for equipment with a per unit cost of less than \$500.	\$ 0 .00
53205	Refreshments Allocation CAN NOT EXCEED 25% of the Parent Budget. Refreshments must be used for Title 1 PAC meetings, trainings and workshops.	\$ 150 .00
54125	Consultants For Parent Training Only. Consultant must have a CPS vendor number and paid with a Purchase Order after service is rendered (NO CHECKS ARE ALLOWED)	\$ 0 .00
54505	Admission and Registration Fees, Subscriptions and memberships For Parents use only.	\$ 500 .00
54205	Travel Buses for Parents use. Overnight Conference travel- schools must follow the CPS Travel Policy. The CPS Parent Overnight Travel Approval Form and Conference Travel Form must be completed.	\$ 500 .00
54565	Reimbursements Allocation CAN NOT EXCEED 25% OF THE Parent Budget. All Parent Reimbursements related to Title 1 Parent Involvement must be paid from this account. Receipts must be clear unaltered and itemized. School must keep all receipts.	\$ Amount .00
53510	Postage Must be used for parent involvement programs only.	\$ Amount .00
53306	Software Must be educational and for parent use only.	\$ Amount .00
55005	Furniture and Equipment Must have a parent room or a secure place to keep furniture/equipment. Cannot be placed in the main office or where staff and students have access too. To be used only by parents.	\$ Amount .00