

2023 – 2024
Parent and Family Engagement Plan
Planning Guide

Amos P. Godby High School

School

Meeting Date:	Approval Date:	Mid-Year Review:	End-of Year Review:



Title I, Part A Parent and Family Engagement Plan 2023 – 2024

Amos P. Godby High School

I, Desmond Cole, do hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of assurances for these waivers. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited.

Assurances

- The school will be governed by the statutory definition of parent and family engagement, and will carry out programs, activities, and procedures in accordance with the definition outlined in Section 8101, ESEA; as amended by ESSA.
- Involve parents/families of children served in Title I, Part A in decisions about how Title I, Part A funds reserved for parent and family engagement are spent.
- Jointly develop/revise with parents the school parent and family engagement plan, distribute it to parents of participating children, and make available the parent involvement plan to the local community.
- Involve parents and family members in an organized, ongoing, and timely way, in the planning and review, of the school parent and family engagement plan.
- Use the findings of the parent and family engagement policy to review and design strategies for more effective family engagement, and to revise, if necessary, the school's parent and family engagement plan.
- If the plan for Title I, Part A, is not satisfactory to the parents of participating children, the school will submit parent comments with the plan to the local educational agency.
- Provide to each parent an individualized student report about the performance of their child (ren) on the state assessment in ELA, Math and Science.
- Provide each parent timely notice when their child has been assigned or been taught for (4) four or more consecutive weeks by a teacher who has not completed the criteria for state certification.
- Provide each parent timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals.



Signature of Principal



Date Signed

Mission Statement

Parent and Family Engagement: Mission Statement (Optional)

Response:

The mission at Amos. P. Godby High School is to produce graduates who have the academic and technological skills necessary to think analytically and communicate clearly so they can be productive members of our global community.

Engagement of Parents

Describe how the school will involve parents in an organized, ongoing, and timely manner, in the planning, review, and improvement of Title I programs including involvement in the decisions regarding how funds for parent and family engagement will be used [Sections 1116].

Response:

The school will provide opportunities throughout the school year to meet with parents. An effort will be made to meet at times that work best for the majority of parents. Information will be shared about informing parents about school Title I participation and plans; parent training activities (training specific to curriculum - reading/math; engagement at home to prepare students to succeed; individual needs in schools and community; how to successfully access resources); and staff training activities (engaging parents at home and in school events). Title I funding protocol will also be discussed. Parents may offer input about how funds are spent to benefit the student achievement and the school in general.

Coordination and Integration

Describe how the school will coordinate and integrate parent and family engagement programs and activities that teach parents how to help their children at home, to the extent feasible and appropriate, including but not limited to, other federal programs such as: Head Start, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool, Title I, Part C, Title II, Title III, Title IV, and Title VI [Section 1116].

Count	Program	Coordination
1	Title I, Part A	The school collaborates and coordinates opportunities to meet with parents. The school will share information about the district parent and family engagement training that would address and support comprehensive needs of the school.

2	Title I, Part D	The school provides ongoing support to children and youth in the school who are neglected, delinquent, or at-risk. School counselors, the registrar, administration and teachers, identify those students who need services.
3	Title II, Teacher and Principal Training	Teachers and administrators are provided technical assistance and staff development to support and assist students. Instructional developers also offer high quality support to the school.
4	Title III, ESOL	The school provides training for teachers and administrators to meet requirements and maintain compliance. District Title I will coordinate meetings between this program and the migrant program. Title I will also be represented at Title III-ESOL parent meetings.
5	Title IV	The school provides support for a well-rounded education, safe/healthy schools, and use of technology. These funds help provide quality gifted services beyond what Title I funds are able to support.
6	Title IX, Part A FIT	The school collaborates with the district FIT Coordinator to ensure information is accurate. The information is then communicated to campus stakeholders. The school also coordinates activities, update events and provide program information about homeless students in the school.

Annual Parent Meeting

Describe the specific steps the school will take to conduct an annual meeting designed to inform parents of participating children about the school's Title I program, the nature of the Title I program (school-wide or targeted assistance), Adequate Yearly Progress, school choice, supplemental educational services, and the rights of parents. Include timeline, persons responsible, and evidence the school will use to demonstrate the effectiveness of the activity [Section 1116].

Steps	Annual Title I Meeting(s) Activities/Tasks	Person(s) Responsible	Timeline	Evidence of Effectiveness
A	Determine date for Annual Title I Meeting	Administration	July 2023	
B	Prepare presentation, handouts, and agenda	Administration	July 2023	Agenda Presentation Handouts Feedback from administration, teachers, and parents
C	Create flyer/invitation informing families of the meeting (include translated versions)	Administration	August 2023	Social media Post, listserv, school website, flyers.

D	Create sign-in sheet “Annual Title I Meeting” (include school name; date; location; time; parent/guardian’s name; student name(s); phone number; email address; and role) and create evaluation	Administration	August 2023	Sign in Sheet Evaluation
E	Send out meeting notifications at least two (2) weeks prior to the meeting date	Administration	August 2023	Flyer
F	Send reminder notices via school robocalls; post to social media outlets; school marquee, etc.	Administration	August 2023	Social media Post, listserv, school website, flyers.
G	Conduct meeting and record minutes	Administration	August/September 2023	Agenda Minutes
H	Provide opportunities for feedback	Administration	August/September 2023	Parent survey
I	Complete and upload required documentation for compliance to folder on SharePoint	Administration	August/September 2023	Flyer Agenda Minutes Sign in Sheets Presentation Handouts Parent survey

Flexible Parent Meetings

Describe how the school will offer a flexible number of meetings, such as meetings in the morning or evening, and how will the school provide with Title I funds, transportation, childcare, or home visits, as such services related to parent and family engagement [Section 1116].

Response:

The school will work with parents to determine the day of the week and time of day informational meetings should be held. Childcare and transportation may be factors when making this decision. If childcare or transportation are barriers, Title I funds could be used.

Building Capacity

Describe how the school will implement activities that will build the capacity for strong parent/family involvement, in order to ensure effective involvement of parents and to support a partnership among the school, and the community to improve student academic achievement. Describe the actions the school will take to provide materials and training to help parents work with their child to improve their child’s academic achievement. Include information on how the school will provide other reasonable support for parent/family engagement activities under [ESEA Section 1116].

Family Capacity Building: Content and Type of Activity	Person(s) Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
Annual Title I Meeting	Administration Title I Staff	Parents should become more knowledgeable about resources to assist them to support their children. Student achievement should increase.	August/September 2023	-State test scores, student grades, improved school, -Parent survey
Families in Transition (FIT)	School counselors, registrar, assistant principals	When families experiencing homelessness are able to access community resources needed for their children, student achievement should increase.	Spring 2024	-Improved academic effort and confidence and test scores -Climate survey
9 th – 11 th Grade Parent Nights	School Counselors	Educating parents on academic, graduation requirements, and other support services	Fall 2023	-Increase parent knowledge/awareness and improve graduation rate -Decrease dropout rate -Parent survey
Senior Parent Night	12 th Grade Counselors	Educating parents on the requirements and	Fall 2023	-Increase parent knowledge/awareness and improve graduation rate

		expectations to meet state graduation requirements.		-Parent survey
Financial Aid Parent Night	12 th Grade Counselors	Navigating parents through the benefits of financial aid	Fall 2023	-Increase parent knowledge and offer greater opportunities to earn financial aid to be able to attend college -Parent survey -Percentage of completed FASFA applications

Staff Training

Describe the professional development activities the school will provide to educate the teachers, specialized instructional support personnel, principals, other school leaders and other staff with the assistance of parent/families, in the value and utility of contribution of parents/families. Describe how the school will reach out, communicate with and work with parents/families as equal partners. As well as implementing and coordinating parent/family programs, and in building ties between parents/families and the school. [ESEA Section 1116].

Staff Capacity Building: Content and Type of Activity	Person(s) Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
Human Trafficking Training	Dean of Students and administration	Improved faculty and staff knowledge	Fall 2023	Increase student awareness to improve safety. Academic improvements/test score improvements. Climate survey
Trauma Informed Training	Guidance Team	Improve awareness of the trauma students manage	Spring 2024	Improved student self-worth and self-esteem, and better focus academically Climate survey
Active Shooter Training	School Resource Officer (SRO)	Improved school safety and faculty and staff awareness	Fall 2023	Increased student and staff awareness of related safety procedures Climate survey
Youth Mental Health First Aid Training	Principal/School Counselors	Increased teacher understanding of what students are faced with relative to mental health	Fall 2023	Improved self-worth and self-esteem and improved test scores Climate survey

Subject Area PLCs	Administration, Department Chairs, Instructional Coaches, Teachers	Effective implementation of pacing guides, standards	On-going	Lesson plans Climate survey
Literacy PLC	Literacy Coach	Increased proficiency and student learning gains	On-going	Lesson plans Student achievement scores PM Data

Other Activities

Describe the other activities, such as parent resource centers, the school will conduct to encourage and support parents in more fully participating in the education of their children [ESEA Section 1116].

Response:

Parent engagement events will be held throughout the school year covering a variety of topics parents would find useful. Godby has a Food Pantry and a Clothing Closet on our campus.

Communication

Describe how the school will provide the following under [ESEA Section 1116].

- Provide a description of how parents/families will be given timely information about the Title I programs.
- Describe and explain the curriculum at the school, the forms of academic assessment used to measure student progress and the achievement level standards the students will obtain.
- If requested by parents, how will the school provide opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children; and
- Methods the school will use to submit parents/families comments if the school-wide program plan is not satisfactory to the parents of participating children, that will be made available to the local education agency [ESEA Section 1116].

(Please add a statement to the response below to address this.)

Response:

Parents will receive communication regarding activities at the school level as well as districtwide activities through backpack notification, FOCUS parent portal notices, Remind messaging, public announcements, emails, and listserv. Each Title I school will communicate by posting their parent engagement activities on listserv, the school website homepage, in monthly newsletters, on school marquees, through social media, and announcements made via Public Address (PA) system. Hard copies of related parent engagement information will be available upon request in the front office and/or in the Parent Resource Room. Flyers and newsletters will be sent home to parents by student packs.

Accessibility

Describe how the school will provide full opportunities for participation in parent/family engagement activities for all parents/families and how the school plans to share information related to school and parent/family programs, meetings, school reports and other activities in an understandable, uniform format and in languages that the parents/families can understand.

Response:

Information will be made available to parents in their native language whenever possible. Translators will be available to parents at meetings, workshops, and conferences to ensure parents are able to fully participate in school activities as requested. The district and Leon County ESOL/ELL office will work together to monitor change fluctuations in ESOL/ELL student populations and respond accordingly.

In the event parents with disabilities are identified, the school will consult with the Florida Diagnostic and Learning Resource System (FDLRS) to ensure parents can fully participate. All schools will remain in compliance with the American Disabilities Act (ADA).

The district will ensure Title I schools receive needed translation services as needed. The English Language Survey results will be used to determine the number and specific needs for translations into language other than English.

Discretionary Activities (Optional)

Activities that are not required, but will be paid for through Title I, Part A funding (for example: home visits, transportation for meetings, activities related to parent/family engagement, etc.)

Count	Content/Type of Activity	Description of Implementation Strategy	Person(s) Responsible	Anticipated Impact on Student Achievement	Timeline
1					
2					
3					
4					

Barriers

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

particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background) [Section 1116].

Barrier	Steps to Overcoming Barrier	Persons Responsible	Timeline
Lack of transportation	School will provide referral assistance through community partners to assist with transportation. When appropriate, offer opportunities to meet virtually.	Guidance Counselor District ESOL Department School Social Worker	On-going
Lack of awareness of school information, to include district and school events	Newsletters, workshop flyers, parent conference notices, parent workshops, grade level list serves, FOCUS communication, marquee announcements, varied social media platforms, school list serve communication and other methods of communication will be used to share information with parents.	Administrators, Tech Cons, Teachers	On-going
Parents may not feel comfortable or welcome in a school setting	Opportunities for parents to participate in conferences, workshops, and school events, will support and encourage parents to feel more comfortable and welcome at the school.	Administration, Guidance Counselors	On-going
Lack of childcare	Provide childcare during face-to-face parent workshops and other meetings, if available, to encourage participation. Offer opportunities to meet virtually if possible.	Administration Guidance	On-going
Job schedule conflicts with school activities/events	Schedule flexible meetings and activities on varying days, dates, and times to accommodate parents as much as is feasible. Offer the opportunity to meet virtually.	Administration	On-going

Evaluation of the Previous School Year’s Parent Involvement Plan

Building Capacity Summary

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

Count	Content and Activity Type	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Title I Open House	1	75	Increased awareness of school activities and school protocols
2	Senior Parent Involvement Night 1 Please list workshops/trainings individually, i.e. 9 th – 12th Grade Parent Night.)	1	200	Provide information and training to parents/families to better assist and improve student academic achievement – increase parent knowledge of school activities, and the impact of state assessments/test scores, financial aid literacy.
3	Underclassman Night	11	50	Provide information and training to parents/families to better assist and improve student academic achievement – increase parent knowledge of school activities, and the impact of state assessments/test scores,
4	Dual Enrollment Interest Parent Night		100	Provide information and training to parents/families interested in students pursuing college and career dual enrollment offerings.
6	Disseminating useful, relevant, and user-friendly information to parents	8	300	Increased awareness of school activities and school protocols

Provide a description of the steps the school will take during the upcoming school year to overcome the barriers (with particular attention paid to parents/families who are disabled, have limited English proficiency and parents/families of migratory children)? [Section 1116].

Response:

The school will provide numerous opportunities throughout the school year to share information with parents regarding how the school's Title I program can be a benefit. When meeting to share information or to provide parent training, the barriers families face to attend or effectively communicate must be considered. The school will make a good faith effort to pay special attention to parents who have limited English proficiency and those who are a part of a migrant population. A translator will be provided in those cases where English is a second language. Additionally, we must also try to ensure that attention is paid to the parents or familial support with limited mobility or who are disabled.

Staff Training Summary

Provide a summary of the professional development activities provided by the school during the previous school year to educate staff on the value and utility of contributions of parents; how to reach out to, communicate with, and work with parents as equal partners; the implementation and coordination of parent programs; and how to build ties between parents and the school [Section 1116 (e)(3)].

Count	Content and Activity Type	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	School Level Teacher Training – Literacy Strategies in the Content Area	5 (Pre-planning and once quarterly)	80	Increased teacher knowledge of the impact parents have on the overall teaching and learning experience. Seek ways to fundamentally assist parents in supporting their child's educational experience.
2	Teacher and Staff Training	2	100	Increased teacher and staff sensitivity, improved student self-esteem, improved test scores, and maintaining or improving school grade
3	School Counselor Training	4	4	Increased sensitivity, improved student self-esteem, improved fondness of school and the overall teaching and learning process, understanding the importance of graduation, and improved test scores

Evidence of Input from Parents/family members

Evidence of parent input in the development of the plan. (SAC agenda, sign in sheets, minutes and other document with parent input).

Submit Parent and Family Engagement Plan with principal signature.

Parent-School Compact

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

Submit Parent-School Compact with principal signature.

Evidence of Parents/family members in development of Parent-School Compact

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

Evidence of parent input in the development of the compact.