

# Title I, Part A Parent and Family Engagement Plan 2022-2023

## James S. Rickards High School

I, Douglas Cook, 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

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## Mission Statement

Parent and Family Engagement:

Response: The mission of James S. Rickards High School is to involve all stakeholders (i.e., parents/guardians, community leaders) to ensure that we produce graduates with skills and competencies to succeed on local, state, national, and international levels and who are responsible, self-supporting, and productive members of society.

## 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 hold monthly School Advisory Council (SAC) meetings. During these meetings, school officials will share the Title 1 budget to allow stakeholders to provide input on how the funds are allocated as it relates to parent and family engagement.

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## 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].

Program	Coordination
Title I, Part A	Provide workshops to train parents on strategies to support their student(s) achievement.
Title IV, Part B 21 Century Afterschool	Provide family literacy that offers services to parents and students; additional, we will provide academic and enrichment resources/activities for participating students during afterschool hours.
Title 2	Provide staff with professional development to discuss expectations, strategies, and effective school-parent communication.

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## Annual Parent Meeting

Describe the specific steps the school will take to conduct an annual meeting designed to inform parents of participating children about the school's Title I program, the nature of the Title I program (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].

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Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
Annual Title I Meeting: Develop invitations, place invites on listserv, Canvas, website, social media, and school marquee. Discuss Parent Right to Know.	Principal, Assistant Principal	August 2022	At least 10% of parents will attend one of the Title I meetings.
Advertise and publicize events.	Principal, Assistant Principal	Ongoing	Copies of the flyers will be placed in the parent engagement notebook.
Develop an agenda, sign-in sheets, handouts, and presentation materials to address the required components.	Principal, Assistant Principal	Ongoing	Copies of agendas, sign-in sheets, handouts, presentations, and surveys.
Maintain all documentation	Principal's Designee	Ongoing	All Title I documents will be placed in the Title I Binder stored in the Title 1 liaison's office and uploaded to the Title I SharePoint for LEA monitoring.

### 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:** James S. Rickards High School will work with parents' schedules and other obligations when scheduling parent-teacher conferences and meetings. We will provide parents the opportunity to meet with their child's teacher(s) before or after school (based on the teacher's availability). We understand the demands placed on our parents, who are solely responsible for the monetary well-being of their children while maintaining gainful employment. For this reason, we are flexible and will continue to offer virtual meetings via MS Teams.

### 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].

Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
Orientation: provide an overview of JSRHS, including but not limited to Title 1 Programs and Curriculum.	Administration, Team Leaders	Provide students and parents an opportunity to learn more about Title I schools, Rickards High School, and resources available for students' success.	August 2022	Notifications Flyers Agenda Sign-in Sheets Surveys

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Annual Title I meeting: Teachers and staff highlight their academic, social, and extra-curricular programs, and parents have the opportunity to begin building parent-teacher rapport.	Teachers, Team Leaders, Administration, Staff	Active parents want to learn more about our school's policies and procedures as well as our school data, specifically test data. When parents and teachers build rapport, we all can expect desirable outcomes regarding student success.	September 2022	Notifications Flyers Agenda Sign-in Sheets Surveys
Parent Workshops/Meetings/Conferences – to provide information on graduation requirements, FOCUS, CANVAS, available resources, standardized testing requirements (EOC, FSA, IB/AP Exams), CAS Requirements, EE Requirements, Dual Enrollment Requirements, NCAA/NAIA.	Guidance Counselors, Administration, Teachers, Team Leaders	When parents and students understand expectations and are aware of and how to use available resources, students' performance increases	October 2022 (Ongoing)	Notifications Flyers Agenda Sign-in Sheets Surveys
Individual/Group Consultation with Parents	Guidance Counselors, Teachers, Staff, Administration	Collaboration between all stakeholders allows for implementing strategies to assist parents in working with their students effectively.	September 2022– May 2023	Conference feedback form.

### 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].

Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
Faculty/Staff/ Department Meetings where the faculty receive information including but not limited to curriculum, available resources to engage parents and students, and professional development on effectively communicating with parents.	Administration, Department Chair	Collaboration between all stakeholders within the organization to identify ways to assist parents in working with their students more effectively. Faculty and staff will be able to communicate more effectively with parents and students to create positive working relationships between the school and home.	Monthly	Notifications Agenda Sign-in Sheets Surveys Presentation

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AVID District Trainings/Summer Institute provides professional development for teachers to ensure the fidelity of the implementation of the AVID Program.	Administration, AVID Coordinator/Department Chair, AVID Elective Teachers	WICOR Strategies implementation will impact student performance in academic core classes	Ongoing/ June 2022	Certificate of completion
District Parent Involvement Meeting/Workshops – receive information including but not limited to resources to implement parent/family programs in the school environment.	Administration, Parent Designee, DAC/SAC Representative	Collaboration between all stakeholders, including parents who are involved in their children's education, their children are most likely to excel in their school work	September 2022 - Ongoing	Agenda

### 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:** James S. Rickards High School will continue to secure literature and resources for parents and families to aid their students in varying subject areas to achieve learning goals both at home and in the classroom. Parents can request materials deemed necessary to work with their students. Additionally, parents who struggle with finding activities/resources are encouraged to seek additional help from department chairs, child's teachers, guidance counselors, New Horizon Counselor, Parent Designee, or any school site official with knowledge of available resources.

### 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 provides 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].

**Response:** Information about our Title I Program will be shared with our stakeholders, according to ESEA Section 1116. Opportunities will be provided to parents to attend regularly scheduled meetings. Such meetings will allow parents to formulate suggestions and participate in decisions relating to their child's education.

James S. Rickards High School will continue to build positive relationships, communicate curriculum and assessment data with our parent and community partners via many forms of communication such as emails, Listserv, Website, Flyers, Canvas, Social Media, and PeachJar, to share with our community of learners. Our responsibility is to provide and share Title I information, academics, and social school-related information with our student body and community. One of our priorities is to make sure that we are promptly sharing and distributing vital information to our parents, students, and community promptly; to ensure that parents, teachers, students, and our stakeholders are kept well informed about our students' academic progress and development, and success.

Success will be measured using the Title I and School Climate Survey results,

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feedback from discussions in SAC meetings, Parent Input Forms, and parent-teacher conferences. Data will be shared with parents. Furthermore, a school-created parent needs survey will be administered to receive input from parents regarding their needs and concerns. We use the following programs/curriculum for progress monitoring: CommonLit, Math Nation Gizmo, and Unify.

## 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:** James S. Rickards High School will make available opportunities for parent/family involvement. Current and newly enrolled students' parents are encouraged to become a part of the school family during Orientation, Open House, Parent Conferences, and throughout the school year. The SAC Chair and Volunteer Coordinator recruits parents for volunteering and mentoring as they enter the school. Administration, faculty, and staff support families and make sure materials to assist students/parents are readily available. Upon request, document translation is available.

## 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.)

Activity	Description of Implementation Strategy	Person Responsible	Impact on Student Achievement	Timeline
Parent Workshops/Nights to engage parents/family on how to support their students and ways they can get involved.	To increase participation, we will provide light snacks during parental involvement evening workshops to alleviate the stress of parents/guardians leaving work, coming to a meeting, then going home to prepare meals. On some occasions, we will host meetings virtually via Zoom/MS Teams	Administration, Guidance Counselors, Team Leaders	When parents are informed about expectations, students excel academically because the school and home can work hand-in-hand	Ongoing
Lunch and Learn offers flexible times for parent engagement in the learning environment.	Since we want to increase parental involvement and some parents cannot attend functions in the afternoon, we offer Lunch and Learns during the day. Lunch and Learn to provide parents with information to assist their student's academic and personal development.	Administration, Guidance Counselors, Team Leaders	Providing resources to parents to assist the student in and out of school. Well informed parents inadvertently lead to higher student success	

## 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].

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Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
Language Barriers- ELL parents	<ul style="list-style-type: none"> <li>• Offer opportunities for parents to learn English and become involved in their student's education.</li> <li>• Provide information in parents' native language to ensure comprehension.</li> </ul>
Reading/Comprehension – Communication	<ul style="list-style-type: none"> <li>• Provide resources/materials for parents of ELL, ESOL, and SWD students to check out and use at home to improve communication.</li> <li>• Train school personnel on how to effectively communicate and build positive relationships with parents IB Workshops/Conference</li> </ul>
Transportation- Economically Disadvantage	<ul style="list-style-type: none"> <li>• Provide resources for economically disadvantaged parents who want to participate in parent involvement activities by scheduling hybrid meetings, implementing flexible meeting schedules, and light snacks when appropriate.</li> </ul>

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## Evaluation of the Previous Year's Parental Involvement Plan

### Building Capacity Summary

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

Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
Student/Parent Orientation	1	100	Students and parents meet the administration team, review the synopsis of the school as a whole, receive upcoming year schedules, meet faculty/staff, and tour the campus
Open House/Title 1 Annual Meeting	1	100	Students and parents gain in-depth knowledge of classroom academic expectations for the student to have a successful school year. Overview of Title 1 school -parents reviewed and provided feedback Compact and PFEP.
Grade Level Nights	3	246	Provide parent and student requirements for being promoted, as well as graduation and college and career requirements
Senior Night	1	100	Receive information on senior's timelines and requirements prior to graduation

**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 offer opportunities for parents to learn English and become involved in the learning environment of their students; additionally, we will provide resource materials for SWD, ELL, ESOL, and other parents to check out to assist in improving communication and if applicable, materials will be accessible in the parents native language.

### 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)].

Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
IB Workshops/Conference	11	10	Increase pass rate on IB Exams
Department Meetings	10	@78	Increase content comprehension – strategies and techniques.
Faculty Meetings	10	@78	Building rapport to increase opportunity for student success – (i.e., standard-based)
AVID Site Meetings	10	6	Increase WICOR strategies – college and career readiness
AP Conference	6	6	Increase AP exams scores – teaching and learning practices