



## James S. Rickards High School

**2023-2024**

### Title I Parent & Family Engagement Plan

Principal: Mr. Douglas Cook

Assistant Principal for Curriculum: Dr. Deborah Barnes

Assistant Principal for Discipline: Mr. Sam Striplin

Assistant Principal for Attendance/Facilities: Mr. Christopher Cowart

Parent Liaison: Ms. K. A. Satchell

Plan Draft Approval Date by Planning Committee Parents/ Administrators/Teachers: March 3, 2023

Draft Plan Approval Date by Parent Feedback Form: 4-18-23

Final Plan Approval Date by SAC: April 18, 2023

Meeting Date:	Approval Date:	Mid-Year Review:	End-of Year Review:
MARCH 21, 2023	April 18, 2023		

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

Douglas Cook  
Signature of Principal

4-27-2023  
Date Signed

## Mission Statement

Parent and Family Engagement: Mission Statement (Optional)

### Response:

The mission of James S. Rickards High School is to 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 our 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 III B].

### Response:

James S. Rickards High School will continue to hold monthly School Advisory Council (SAC) meetings to involve and engage parents on all levels. School Advisory Council will review and provide feedback for the improvement, development, implementation, and evaluation of the School Improvement Plan (SIP), Comprehensive Needs Assessments, Title I budget, and the Parent & Family Engagement plan.

At James S. Rickards High School, we encourage all parents to participate in our School Advisory Council and the School Improvement Plan (SIP) process via social media posts, the school website, and Open House. Additionally, the SAC members provide input on the allocation of the Title I budget as it relates to parent and family engagements. We will use Title I Surveys (Spring/Fall) and Parent Engagement activities Survey (Ongoing) to document parents' feedback. Parents' feedback will guide the development of the school improvement plan and The Title I Parent and Family Engagement Plan.

## 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 III B].

Count	Program	Coordination
1	Title I, Part A	Provide: <ul style="list-style-type: none"> <li>Parents with strategic training that will assist in supporting student achievement.</li> <li>Students with early intervention services and extension programs (Saturday and Summer School)</li> </ul>
2	Title IV, Part B 21 Century Afterschool	Provide: <ul style="list-style-type: none"> <li>Family literacy services for parents and students</li> <li>Additional academic support and enrichment resources/activities for students participating in the 21<sup>st</sup> Century program to improve academic achievement</li> </ul>
3	Title I, Part C ESOL Students	Provide: <ul style="list-style-type: none"> <li>Students with academic and social support to improve and enhance their educational experience</li> <li>Teachers, staff, and students with translation tools for each core academic department and front office (Pocket translators)</li> <li>Students with course materials in their home language</li> </ul>
4	Title II, Part A	Provide: <ul style="list-style-type: none"> <li>Professional development for staff to develop strategies to enhance effective school-parent communication</li> </ul>

## 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 III(6)].

Steps	Annual Title I Meeting(s) Activities/Tasks	Person(s) Responsible	Timeline	Evidence of Effectiveness
A	Determine the date for Annual Title I Meeting	Principal/Assistant Principal/Parent Liaison	August/September 2023	At least 10% of parents will attend one of the Title I meetings.
B	Create a flyer/invitation informing families of the meeting (include translated versions).	Principal's Designee	August/September 2023	Copies of the flyers will be placed in the parent engagement notebook.
C	Prepare presentation, handouts, and agenda	Principal/Assistant Principal/Parent Liaison	August/September 2023	Copies of agendas, handouts, presentations, and surveys
D	Send out meeting notifications at least two (2) weeks before the meeting date.	Principal's Designee	August/September 2023	Screen Shot of the school's website, social media, and listserv.
E	Create sign-in sheets for the "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 an evaluation tool.	Principal's Designee	August/September 2023	Copies of sign-in sheets and evaluation
F	Send reminder notices via the school's listserv; post to social media outlets; school marquee; Remind; and School website.	Principal's designee	August/September 2023	Screen Shot of the school's website, social media, and listserv.
G	Conduct the meeting and record the minutes.	Principal/Assistant Principal/Parent Liaison	August/September 2023	Minutes from meeting
H	Provide opportunities for feedback	Principal's Designee	August/September 2023	Surveys
I	Complete and upload the required documentation for compliance to the SharePoint folder.	Principal's Designee	August/September 2023	All Title I documents will be stored in the Title I Binder in the Title I 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 III(6)].

### Response:

James S. Rickards High School believes in the strength of parent and family engagement; therefore, we will work with parents' schedules and other obligations when scheduling parent-teacher conferences and meetings. James S. Rickards High School will schedule meetings before school, after school, and Saturdays. 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, phone calls, emails, and home visits if needed. Title I funds can be used to pay for child care, home visits, and transportation during the school year if needed.

## 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
Orientation: provides an overview of JSRHS, including but not limited to Title I 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 2023	<ul style="list-style-type: none"> <li>Agenda</li> <li>Sign-In Sheets</li> <li>Survey Results</li> </ul>
Annual Title I meeting: Teachers and staff highlight their academic, social, and extra-curricular programs, and parents can begin to build parent-teacher rapport.	Administration, Team Leaders, Teachers, 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 can expect desirable student success outcomes.	September 2023	<ul style="list-style-type: none"> <li>Agenda</li> <li>Sign-In Sheets</li> <li>Survey Results</li> </ul>
Open House	Administrators, Guidance Counselors, Teachers, Team Leaders	Parents are allowed to visit the school and become acclimated with the student teachers and staff. Parents receive information on school and classroom expectations and the curriculum. Parents and students become accumulated to the learning goals and teacher mode of communication. Additionally, parents can become active participants in their student's learning environment.	September 2023 January 2024	<ul style="list-style-type: none"> <li>Agenda</li> <li>Sign-In Sheets</li> <li>Survey Results</li> </ul>
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.	Administrators, Guidance Counselors, Teachers, Team Leaders	Parents will gain knowledge of grade-level expectations and available resources. When parents and students understand expectations and know how to use resources, parents can monitor students' academic progress, attendance, etc., which increases students' performance.	October 2023 (Ongoing)	<ul style="list-style-type: none"> <li>Meeting notification</li> <li>Agenda</li> <li>Sign-In Sheets</li> <li>Surveys Results</li> <li>Conference feedback forms</li> <li>Resource Sign-Out sheets</li> </ul>
Individual/Group Consultation with Parents (SAC)	Guidance Counselors, Teachers, Staff, Administration	Collaboration between all stakeholders allows for the implementation of strategies to assist parents. When school and parents partner, parents feel supported and are more involved in working with their students effectively.	Ongoing	<ul style="list-style-type: none"> <li>Meeting notification</li> <li>Agenda</li> <li>Sign-In Sheets</li> <li>Survey Results</li> <li>Conference feedback form</li> </ul>
Weekly Listserv/Social Media & Website Updates	Administration, Team Leaders, Principal's Designee	Listserv/Social Media & School website posts are designed to spotlight students' academic achievements. These outlets increase parents' awareness of school and neighborhood activities.	Ongoing	<ul style="list-style-type: none"> <li>Listserv</li> <li>Social Media posts</li> <li>School Website</li> <li>Survey Results</li> </ul>

## 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 IIIIG].

Staff Capacity Building: Content and Type of Activity	Person(s) Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
Monthly Faculty Meetings	Administration, Teacher Lead, Instructional Coaches, Teachers	<ul style="list-style-type: none"> <li>• Collaboration to identify strategies and instructional practices to maximize student achievement.</li> <li>• To develop staff knowledge and school wide implementation to improve relationships, effectively communicate, and work with parents and students to create positive school-home relationship</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>• Agenda</li> <li>• Sign-In Sheets</li> <li>• Presentation</li> <li>• Sample parent communication documents</li> <li>• School Climate Survey</li> </ul>
Subject Area PLC	Administration, Department Chairs, Instructional Coaches, Teachers	<ul style="list-style-type: none"> <li>• Effective implementation of pacing guides</li> <li>• Review of standards</li> <li>• Discuss progress monitoring</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>• Lesson plans</li> </ul>
AVID District Trainings/Summer Institute.	Administration, AVID Coordinator/Department Chair, AVID Elective Teachers	<ul style="list-style-type: none"> <li>• WICOR Strategies implementation will impact student performance in academic core classes</li> <li>• provides professional development for teachers to ensure that AVID strategies are implemented with fidelity</li> </ul>	June 2023 Ongoing	<ul style="list-style-type: none"> <li>• School-wide implementation of WICOR</li> <li>• Certificate of Completion</li> </ul>
Data Chats	Administration, Instructional Coaches, Teachers	<ul style="list-style-type: none"> <li>• Teachers will utilize data from assessments to prioritize student groupings, to inform instruction, and to communicate more effectively with parents</li> <li>• Effective implementation of pacing guides</li> <li>• Review of standards</li> <li>• Develop Teacher Action Plan (TAP)</li> <li>• Identify target students</li> <li>• Analyze district progress monitor</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>• Progress monitoring assessment results</li> <li>• Benchmark assessment results</li> </ul>
District Parental Involvement Meeting/Workshops –	Administration, Parent Designee, DAC/SAC Representative	<ul style="list-style-type: none"> <li>• 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</li> <li>• Provide information including but not limited to resources to implement parent/family programs in the school environment.</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>• Agenda</li> <li>• Sign-In Sheets</li> <li>• Parent Survey Results</li> <li>• Presentation</li> <li>• Sample parent communication documents</li> </ul>

### 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 assist 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. Parents who struggle with finding activities/resources are encouraged to seek assistance from department chairs, the child's teachers, guidance counselors, the school social worker, the New Horizon counselor, the Parent Liaison, or any school site official with knowledge of the available resources. James S. Rickards High School aims to encourage and support parents and families in more meaningful engagements in the education of their child(ren).

### 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].

### Response:

James S. Rickards High School will share information about our Title I Program with our stakeholders, according to ESEA Section 1116. Parents will be provided information at our annual Title I Parent Meeting and subsequent SAC meetings regarding Title I programs, curriculum, and academic assessments. Parents will receive ample and timely notification regarding the dates and times of these meetings. These meetings will allow parents to ask questions, formulate suggestions, and participate in decisions making to improve our current programs and plans.

James S. Rickards High School will continue to build positive relationships with our parent partners by offering many forms of communication, such as emails, listserv, website, flyers, CANVAS, social media posts, marquee, and PeachJar, to share with our community of learners. Our responsibility is to provide and share Title I information, academics, and school-related information with our student body and community. One of our priorities is to promptly share and distribute vital information to our parents, students, and community; to ensure that parents, teachers, students, and our stakeholders are well informed about our students' academic progress, development, and success. To help us maintain this goal, we have employed the following tools to ensure effective and continuous communication: website, listserv, telephone calls, emails, social media, FOCUS, CANVAS, daily announcements, marquee, and PeachJar. Furthermore, the Parent and Family Engagement Plan and Parent Compact will be displayed on the school's website, and a hard copy will be available to view in the Main Office.

Success will be measured using the Title I and School Climate Survey results, feedback from discussions in SAC meetings, parent input forms, and parent-teacher conferences. James S. Rickards High School will share the collected data with SAC for discussion, review, and updates. Additionally, a school-created parent survey will be developed and administered to gain input from parents regarding their concerns.

Curriculum and assessment data are shared with parents in various ways, such as orientation, open house, parent-teacher and student conferences, grade-level meetings, SAC, and other scheduled parent meetings/workshops throughout the year. Our ELA courses use McGraw Hill Florida StudySync ELA to assist in increasing the reading level of all students. Our Math department uses McGraw Hill Florida Reveal to help students in mastering math courses using instructional videos, workbooks, progress monitoring, and adaptive assessments and support. With the adoption of new math textbooks last year, students will be more equipped for the B.E.S.T standards. Math and ELA classes will also use Imagine learning to support our Tier-3 math and ELA students. Science classes use Gizmo virtual labs to enhance students' learning experience.

Additionally, our teachers use Unify, vFlorida Assessment of Student Thinking (FAST), and other curriculum approved assessments to assess our students' progress at all grade-level.

## 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 provide opportunities for parent/family involvement. Current and newly enrolled students' parents are encouraged to join the school family during orientation, open house, parent conferences, and throughout the school year. The SAC chair, the volunteer coordinator, and the mentor coordinator will recruit parents and community members for volunteering and mentoring as they enter the school. Administration, faculty, and staff support families and ensure materials needed to assist students/parents are readily available. Upon request, document translation is available; parents may also request from the ELL coordinator additional resources or check out one of our pocket translators.

## 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	Parent Workshops/Nights to engage parents/family on how to support their students and ways they can get involve.	To inform parents of expectations, curriculum, and ways to become involved	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
2	Lunch and Learn offers flexible times for parent engagement in the learning environment.	To offer flexible times for parent engagement in the learning environment and 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 at home and at school	Ongoing
3	SWD Parent Workshop	Provide resources and support for parents of SWD to ensure that parents can help their child benefit from special education services and advocate for their student.	Administraton ESE Department 504 Coordinator.	Increase in parent involvement leads to students academic success and classroom motivation	ongoing
4	ESOL Parent Workshops	Provide English support and resources for our ELL parents to assist in the academic achievement and English language acquisition.	Administration ESOL Coordinator	Providing ELL workshops for parents will have a positive impact on students allowing for student success in the classroom.	Ongoing

## 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
Language Barrier	<ul style="list-style-type: none"> <li>Translate school communication, flyers, emails, listserv, etc.; in parents' native language to ensure comprehension</li> <li>Offer opportunities for parents to learn English and become involved in their student's education.</li> <li>Provide translators or translator equipment during parent and family engagement events; provide translators/transtating tools as requested.</li> </ul>	Guidance Counselor ESOL Coordinator District ESOL Department	Ongoing
Communication	<ul style="list-style-type: none"> <li>Post flyers on the school website; share flyers via Listserv, Class Dojo, Remind, etc.; promote events</li> <li>Provide parents with a brief description of available programs</li> <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>	Administrators, Tech Cons, Teachers, Parent Liaison	Ongoing
Meeting Attendance	<ul style="list-style-type: none"> <li>Integrate meetings/trainings with an event that features student performance or participation</li> <li>Coordinate meetings with family nights throughout the year</li> <li>Consider flextime for teachers and childcare</li> </ul>	Administration, Special Area Teachers, Sports/Club Sponsors Parent Liaison	Ongoing
Transportation	<ul style="list-style-type: none"> <li>Provide transportation to and from parent engagement activities</li> <li>Provide resources for parents who want to participate in parent involvement activities by scheduling hybrid meetings, implementing flexible meeting schedules, and light snacks when appropriate.</li> </ul>	Administration, Parent Liaison	Ongoing

## 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	Student/Parent Orientation	1	49	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
2	Annual Title I Meeting/Open House	1	100	Overview of Title I schools -parents review and provide feedback on Compact and PFEP. Students and parents gain in-depth knowledge of classroom academic expectations for the student to have a successful school year.
3	Grade Level Workshops/Night	3	100	Provide parent and student with grade level requirements, assessments, graduation, and college and career requirements.
4	Senior Night	1	62	Provide parents and students with information pertaining to their senior year, timelines, graduation requirements, and assist with completing FASFA.
5	Curriculum Night	1	150	Provide an opportunity for parents and students to review, explore, and discuss information with teachers and counselors about course choices for the upcoming school year.

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:

James S. Rickards High School will offer opportunities for families with disabilities to become involved in the learning environment of their students. Additionally, we will provide resource materials for SWD, ELL, ESOL. 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)].

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

### 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.**

**SEE BELOW**

### 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.**



## JAMES S. RICKARDS HIGH SCHOOL

3013 Jim Lee Road

Tallahassee, Florida 32301

### Parent-School-Student Compact 2023 – 2024

The students and parents of James S. Rickards High School agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

#### Parent Responsibilities

As parents, we will support our children's learning in the following ways:

- Establish routines to support my child's success in school.
- Communicate regularly with the teacher.
- Communicate the significance of success in school & its relationship with success in life.
- Attend all scheduled conferences.
- Ensure that my child attends school on a regular basis and on time.
- Make sure that my child's assignments are completed and **submitted to the respective teachers on time.**
- Stay informed about my child's education by reading all notices from the school or district sent **via email or postage, posted to the school website, Peachjar, Canvas, FOCUS**
- Notify the school promptly and appropriately when issues and/or concerns arise.

#### School Responsibilities

The school's faculty, staff, and administrators will:

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that supports children in meeting the State's student academic achievement standards.
- Provide access to progress reports to students and parents.
- Attend parent teacher conferences
- Set high expectations for staff, students, and parents by ensuring a challenging curriculum
- Implement programs targeted at increasing student achievement, and committing to recruit, retain, and train qualified staff.
- Provide parents the opportunities to volunteer in areas deemed necessary by the school.
- Provide parents reasonable access to staff.
- Maintain open lines of communication with parents and students

#### Student Responsibilities

As students, we will take ownership to improve and maintain our academic achievement and meet state/local requirements. Specifically, we will:

- Attend school regularly by arriving on time and being prepared for class.
- Complete all assignments and submit them to the respective teachers by the indicated deadline.
- Abide by the Leon County Schools/James S. Rickard High School's Code of Conduct.
- **Be responsible for providing family members with all information sent or relayed from school, i.e., announcements from teachers and administrators.**
- Use time wisely (time management), take notes (organization skills), and follow the IB learner's profile

Parent(s): \_\_\_\_\_

Date: \_\_\_\_\_

Student name: \_\_\_\_\_

Date: \_\_\_\_\_

Principal Signature: \_\_\_\_\_

Date: \_\_\_\_\_