



**2024 – 2025**  
***Parent and Family Engagement Plan***

James S. Rickards High School  
*School*

Meeting Date:	Approval Date:	Mid-Year Review:	End-of Year Review:
April 16, 2024	April, 24, 2024		



## 2024 – 2025 Parent and Family Engagement Plan

School Name	James S. Rickards High School
LEA	Leon County Schools

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  
Mission Statement

4-26-2024  
Date Signed





## Parent and Family Engagement: Mission Statement (Optional)

### Response:

The mission of James S. Rickards High School is to produce graduates who have the academic and analytical skills and competencies to succeed on the local, state, national, and international levels 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:

James S. Rickards High School will continue to hold monthly School Advisory Council (SAC) meetings to involve and engage parents on all levels. SAC 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.

## 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 V [Section 1116].

Count	Program	Coordination
1	Title I, Part A	Provide: <ul style="list-style-type: none"> <li>Parents with strategic training to support student achievement</li> <li>Students with early intervention services and extension programs (Saturday/Summer School).</li> </ul>
2	Title I, Part C Education of Migratory Students	Provide: <ul style="list-style-type: none"> <li>Students with academic and social support to improve and enhance their educational experience</li> <li>Students with course materials in their home language</li> <li>Parents with information in their home language</li> </ul>
3	Title II, Part A Supporting Effective Instruction	Provide: <ul style="list-style-type: none"> <li>Professional development for staff on strategies to enhance instruction</li> <li>Teachers and administrators with professional development on educational technology to improve instruction and student achievement</li> </ul>
4	Title IV, Part B 21 Century Afterschool	Provide: <ul style="list-style-type: none"> <li>Additional academic support, resources, and enrichment activities for students participating in the 21st Century program to improve and enhance academic achievement</li> <li>Family Literacy services for parents and students</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 1116].

**\*Include translated version of all documents.\***

Steps	Annual Title I Meeting(s) Activities/Tasks	Person(s) Responsible	Timeline	Evidence of Effectiveness
A	Determine the date for the Annual Title I Meeting	Administration	August/ September 2024	At least 10% of parents will attend one of the Title I meetings.
B	Prepare presentation, handouts, and agenda	Principal's Designee	August/ September 2024	Copy of: presentation, handout, agenda
C	Create notification informing families of the meeting (include translated versions)	Principal's Designee	August/ September 2024	Copy of: notification
D	Create a 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 the evaluation.	Principal's Designee	August/ September 2024	Copy of: sign-in sheets, survey results
E	Distribute initial meeting notifications at least three (3) weeks prior to the meeting date.	Principal's Designee	At least three (3) weeks prior to the meeting	Copy of: notification, survey results
F	Distribute notices via various platforms, i.e., website, social media, marquee, FOCUS, CANVAS, and Remind.	Principal's Designee	One (1) week prior to the meeting	Copy of: notification, survey results
G	Conduct the meeting and record minutes.	Administration/Principal's Designee	August/ September 2024	Copy of: sign in sheets, agenda, minutes, survey results
H	Provide opportunities for feedback	Principal's Designee	August/ September 2024	Copy of: Parent Feedback forms, survey results
I	Complete and upload the required documentation for compliance to the SharePoint folder.	Parent Liaison Compliance Contact	By September 30, 2024	Copy of: notification, agenda, minutes, sign in sheets, presentation, handout, survey results

## 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 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 Curriculum Leadership Team	Provide students and parents an opportunity to learn more about Title I schools, resources available for students' success, and the School Improvement Plan	August 2024	<ul style="list-style-type: none"> <li>Meeting Notification</li> <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	To inform parents of the purpose of Title I programs and how Title I funds support of the school and academics.	Fall 2024	<ul style="list-style-type: none"> <li>Meeting Notification</li> <li>Agenda</li> <li>Sign-In-Sheets</li> <li>Survey Results</li> </ul>
Open House	Administrators, Guidance Counselors Team Leaders Teachers	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 familiarized with the learning goals and teacher's mode of communication. Additionally, parents can become active participants in their student's learning environment.	September 2024 January 2025	<ul style="list-style-type: none"> <li>Meeting Notification</li> <li>Agenda</li> <li>Sign-In-Sheets</li> <li>Survey Results</li> </ul>

<p>Parent/Workshops/Meetings/Conferences: to provide information on graduation requirements, FOCUS, CANVAS, standardized testing requirements (B.E.S.T, F.A.S.T, International Baccalaureate /Advance Placement Exams).</p> <p>Requirements for:</p> <ul style="list-style-type: none"> <li>• Creativity, Activity, and Service (CAS)</li> <li>• Extended Essay</li> <li>• Dual Enrollment</li> <li>• National Collegiate Athletic Association (NCAA)</li> <li>• National Association of Intercollegiate Athletics (NAIA)</li> </ul>	<p>Administrators Guidance Counselors Team Leaders Testing Coordinator</p>	<p>Parents will gain knowledge of grade-level expectations, examinations, 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.</p>	<p>October 2024 (Ongoing)</p>	<ul style="list-style-type: none"> <li>• Meeting Notification</li> <li>• Agenda</li> <li>• Sign-In-Sheets</li> <li>• Survey Results</li> </ul>
<p>Individual/Group Consultation and Meetings with Parents (SAC)</p>	<p>Administration Guidance Counselors Teachers Staff</p>	<p>Meeting 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.</p>	<p>Ongoing</p>	<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>
<p>Weekly FOCUS, CANVAS, Website, and Social Media Updates</p>	<p>Administration Team Leaders Principal's Designee</p>	<p>Focus, Canvas, Website, and Social media updates are designed to spotlight students' academic achievements and provide parents with pertinent information. These outlets increase parents' awareness of school and community activities.</p>	<p>Ongoing</p>	<ul style="list-style-type: none"> <li>• FOCUS/CANVAS</li> <li>• Social Media Post</li> <li>• School Website</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 1116].



Staff Capacity Building: Content and Type of Activity	Person(s) Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
Annual Title I PFE Training	Administration, Parent Liaison	<ul style="list-style-type: none"> <li>Equip staff with strategies designed to foster, strengthen, and improve communication with families.</li> </ul>	By September 30, 2024	<ul style="list-style-type: none"> <li>Parent survey results</li> </ul>
Monthly Faculty, Curriculum Leadership Team (CLT), and Department 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> <li>Effective implementation of pacing guides</li> <li>Review of state standards</li> <li>Discuss progress monitoring</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>
AVID Summer Institute	Administrators AVID Coordinator AVID Teachers	<ul style="list-style-type: none"> <li>Implementation of WICOR strategies to impact student academic performance</li> <li>Provide professional development for teachers, ensuring that AVID strategies are implemented with fidelity.</li> </ul>	June 25	<ul style="list-style-type: none"> <li>School-wide implementation of WICOR</li> <li>Certificate of Completion</li> </ul>
Data Chats	Administrators Teachers	<ul style="list-style-type: none"> <li>Teachers will utilize data from previous assessments to prioritize student grouping, inform instruction, and communicate effectively with parents regarding students' achievement levels</li> <li>Effectively implement pacing guides</li> <li>Review of standards</li> <li>Develop Teacher Action Plan (TAP)</li> <li>Identify target students</li> <li>Analyze school/district progress monitoring.</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>State assessment results</li> <li>District assessment results</li> <li>School (classroom) assessment results</li> </ul>
District Parent Involvement Meetings/Workshop		<ul style="list-style-type: none"> <li>Provides an open forum for parents to discuss issues affecting students and classrooms.</li> <li>Build school-home relationships which supports students academic achievement</li> </ul>	Ongoing	<ul style="list-style-type: none"> <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, website, flyers, FOCUS,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, 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 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. Our teachers will also implement Alex, Gizmo, Unify, and other approved assessment tools to enhance students' learning experience and assess students learning.



## 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.

## Discretionary Activities (Optional)

The Parent and Family Engagement Plan includes the following discretionary activities that the District, in consultation with parents, chose to undertake to build parents' and families' capacity for engagement in the school and school system to support their children's academic achievement.

Count	Content/Type of Activity	Description of Implementation Strategy	Person(s) Responsible	Anticipated Impact on Student Achievement	Timeline
1	Parent Workshops to engage parents/families on how to support their students and ways they can get involved.	To inform parents of expectations, curriculum, testing requirements, and ways to become involved	Administration, Guidance Counselors, Team Leaders	Inform parents of expectations and how to become involved.	Ongoing
2	Flexible Parent Meetings	Offer flexible times for parent meetings to provide parents with information to assist their student's academic and personal development.	Administration, Guidance Counselors	Provide information, resources, and strategies to parents to assist students both in school and at home.	Ongoing
3	ESOL Parent Workshops	Provide English support and resources for our ELL parents to assist in academic achievement and English language acquisition.	Administration ESOL Coordinator	Provide resources for ELL families to support their children.	Ongoing

## Barrier

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].

	Steps to Overcoming Barrier	Persons Responsible	Timeline
Language	<ul style="list-style-type: none"> <li>Translate school communication, flyers, emails, FOCUS, 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/translation 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 FOCUS, CANVAS, 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 communicate and build positive relationships with parents effectively.</li> </ul>	Administrators, Tech Cons, Teachers Parent Liaison	Ongoing
Meeting Attendance	<ul style="list-style-type: none"> <li>Integrate meetings and training with an event that features student performance or participation.</li> <li>Consider Flex time for teachers and students.</li> </ul>	Administration Teachers Sports/Club Sponsors	Ongoing
Transportation	<ul style="list-style-type: none"> <li>Provide transportation to and from parent engagement activities</li> <li>Provide virtual, hybrid, flexible meeting times and a light snack or dinner when appropriate.</li> </ul>	Administration Counselors Coordinators Parent Liaison	Ongoing

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 by providing resource materials for SWD, ELL, and ESOL for parents to check out to assist in improving communication and if applicable, materials will be accessible in the parents native language.



## Evaluation of the Previous School Year's Parent and Family Engagement 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	Annual Title I Meeting/Open House	1	43	Provide parents and stakeholders with an 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
2	Parent Night: Senior	1	98	Provide parents and students with information pertaining to their senior year, timelines, graduation requirements, and new test information, and assist with completing FASFA.
3	Parent Night: Freshmen	1	41	Provide parents and students with grade level requirements, assessments, graduation, and college and career requirements.
4	Parent Night: Sophomore/Juniors	1	47	Provide parents and students with grade level requirements, assessments, graduation, and college and career requirements.
5	Parent Night: Testing	1	83	Provide parents with information regarding the different tests their students will be partaking in. Introduce the new testing requirements and testing environment. Provide resources and strategies to assist students prior to testing.
6	Parent Night: IB Open House	1	33	Provide parents with an overview of the IB program, requirements, and academic path.
7	Parent Night: Curriculum	1	62	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.
8	New Student Orientation	1	68	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.

## 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/AP Workshops/Conference	11	244	Increase pass rate on IB exams
2	Department Meetings	10	667	Increase content comprehension – strategies and techniques
3	Faculty Meeting	10	726	Building rapport to increase opportunity for student success – (i.e., standard-based)
5	ELA Training/Workshop	4	45	Increase teachers' understanding of the ELA curriculum and provide strategies for student engagement and academic success.

## 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 documents 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.**

**Please see attached.**