

**JAMES S. RICKARDS HIGH SCHOOL**

**SCHOOL PARENTAL INVOLVEMENT POLICY/ PLAN**

**2015-2016**

**Contact Information**

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**Year of Implementation:** 2014-2015

**JAMES S. RICKARDS HIGH SCHOOL Title I, Part A Parental Involvement Plan**

Our school held a properly noticed public hearing at which we reviewed the Parental Involvement Policy Plan mission and goals. We certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of assurances listed below. Our administrative procedures and requirements for fiscal control and maintenance of records will be implemented with fidelity to ensure accountability for the expenditures of funds. We further acknowledge that all expenditures will be obligated on or after the effective data and prior to termination date of the project. All records will be available for review by appropriate state and federal staff.

**ASSURANCES**

* Parents will be provided an individual students report about the performance of their child on the state assessment in at least mathematics, language arts, and reading [Section 1111(h) (6) (B) (i);
* Each parent will be provided timely notice about information regarding their right to request information on the professional qualifications of their student’s classroom teachers and paraprofessional [Section (h)(6)(a)
* The school will submit a satisfactory Title I Plan, Part A, to parents for their review and comments. If needed changes will be made and submitted to the local educational agency [Section 1118(g)]
* Design strategies based on the findings from parental involvement, revise, if necessary to improve our parental involvement policy and the joint development of the school-wide program plan under section 1114(b) (2) [Section 1118(h).
* Involve parents and students to serve on Title I Plan Committee, as well as SAC, about how Title I, Part A funds reserved for parental involvement are spent [Section 1118 (b) (1) and (c) (3)];
* James S. Rickards High School will be governed by the statutory definition of parental involvement and will carry out programs, activities, and procedures in accordance with the definition outlined in Section 9101 (32), ESEA;

Douglas Cook August 12, 2015

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 Signature of Principal or Designee Date Signed

**Parental Involvement Mission Statement**

James S. Rickards High School The staff and administration believe that all students can learn; therefore, we accept the challenge to teach all students, so they may attain their maximum educational potential. It is for the reason we decree ourselves as full partners with the parents of our students. It is the obligation of RHS faculty and the parents of our school to provide our students with an excellent education that includes high academic standards. We want to educate our students to live and work with all people, to think critically, to function in the world in which they live through the use of technology and appreciation of the arts, to possess positive character traits. Furthermore, we want to mole our students to value a democratic society in which they become responsible, productive citizens. We believe as we continue to work together as partners, our students will reach their highest potential. With a goal of advancing improving student achievement, Rickards High School will continue to offer opportunities to encourage parental involvement, such as: Parent Nights, Monthly SAC Meetings, Parent Workshops, and a Parent Center, located in the 1400 Building of the school. The Parent Center will be open for the benefit of parents. They are encouraged to visit during school hours. Furthermore, a designated Parent Coordinator or Facilitator will be available to help with the needs of parents. Many activities/programs will take place throughout the year with specific information to be found in the School ListServ, Parent Newsletter, and the school website.

**Involvement of Parents**

Describe how the school will involve parents in an organized, ongoing, and timely manner, in the planning review, and improvement of Title 1 program, including involvement in the decisions regarding how funds for parental involvement will be used [Sections 1118(c)(3), 1114(b)(2), and 1118(a)(2)(B)].

Response: Rickards High School administrators and educators, we will always strive to teach and lead so that our students at James S. Rickards High School achieve their highest potential. We will work to provide a safe and healthy learning environment that stimulates an environment conducive for learning. Furthermore, we will show compassion and understanding to our students through patience and devotion. We will strive to maintain a friendly and positive attitude in which our students and parents feel comfortable asking questions. We want to develop positive, professional, and working relationships with our parents and students as we realize that parents are our most influential partners in educating their students; After all, parents are our students’ first teacher.

**Principal’s Role**

James S. Rickards High School leaders understand the importance of involving parents and community as a whole in promoting student achievement and best practices between the school and those we serve. Under the leadership of our instructional leader, Douglas Cook, Principal, Rickards High School will strive to develop and maintain the standards for meaningful and productive parental involvement partnership that involves the community as well as mandated in Title I, Part A, Section 1118.

**Parent’s Role**

Our parents will take an active role in the education process at Rickards High School. This process is vital for the academic success of all students. A parent’s willingness to volunteer, to monitor students’ progress, to communicate with faculty, and to encourage student involvement are all key roles that our parents will pay. This type of collaboration allows students to see strong, positive, and healthy relationships between the parents, teachers, and school leaders.

**Student’s Role**

Our students will play a vital role in their education by:

* Their willingness to attend school with a desire to learn. Our teachers are highly qualified and ready to teach many things that will benefit our students for the rest of their lives.
* Set high standards for themselves for what they hope to achieve and be willing to work hard to achieve it and succeed.
* Always do their best
* Be prepared for class by writing down assignments, completing all assigned work, following school rules, participate in school activities and sports, treat others fairly by showing respect to fellow students and teachers, and remember the main purpose of our school is to help them to receive the best-quality education possible.

**Teacher’s Role**

Our teachers will always strive to teach our student so that they achieve their highest potential. Our teachers are committed to provide a healthy and safe learning environment that stimulates an environment conducive to learning. Furthermore, teachers will show compassion and have great patience in understanding our students and the way they learn. Our teachers will strive to maintain a friendly and positive attitude in which our students and parents feel comfortable to asking them questions. Together, our teachers and parents will build an equal partnership to educate our students.

**SAC’s Role**

Our SAC Team is composed of the principal, assistant principal, representations of parents, staff members, teachers, students, local business owners, and community citizens; who also serve as proportionate of the ethnic, racial, social-economics population of students served by the school. Our SAC’s role will consist of the following: Hold regularly scheduled meetings; Create a schedule of meeting for the year and make the schedule available for all stakeholders; Maintain active, two-way communication with stakeholders; Hold at least two community meetings each year get information out to parents, students, and community members about what’s going on at our school; and to get feedback from those stakeholders; To work with community partners, parents, and school staff to disseminate information on the work of the SAC and solicit input from stakeholders; Review and approve the Budget and School Improvement Plan; Review and approve school-based policies, including policies governing school safety and discipline; truancy, and extracurricular activities; and to Act as a catalyst to develop a culture of community support and involvement in decision-making for school-based policy.

**Coordination and Integration**

Describe how the school will coordinate and integrate parental involvement 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 1118(e) (4)].

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| **Numbers** | **Description/Program** | **Coordination** |
| **1**Parental Involve-ment Meetings | Rickards High School will meet with staff, parents, and the community. Parents meetings will include: math, literacy, science workshops, and parent nights. The parents' meeting will be documented through sign-in lists: agendas; brochures and handouts; meeting notes/minutes; and other means as appropriate through the year.  | Parents Facilitator, principal, assistant principals, teachers, students, and parent volunteers.  |
| **3**Parent Workshop-Understanding Graduation Requirements.  | Rickards High School will provide parents and students several opportunities to learn about and receive a written graduation plan. Graduation requirements and plan will be discussed at Parent Nights by grade levels and AVID and Title I Parent nights, as well as 21st CCLC showcases. Furthermore, the Parent Portal will aid our parents by providing Internet access to attendance, discipline, grades, academic history, graduation confirmation, and standardized test scores in a secure password-protected environment. | Parent Facilitator/Coordinator, 21st CCLC, AVID Coordinator, assistant principals, guidance counselors, parent volunteers, teachers, student leaders, IT Coordinator, |
| **4**Understanding EOC Assess-ments and Testing Requirements (Common Core) | Rickards High School will disseminate an annual parent evaluation report to share with parents, staff, and the community of the parent involvement program at one of the fall Meeting. Parent meetings will be held to help parents understand the requirements of the EOC’s test students will take during high school. Additionally, parents and students will be able to attend a help session that will be held continuously. During scheduled help sessions, parents will meet their child’s tutors and learn about the steps involved in helping their child prepare for EOC Assessments.  | Parent Facilitator/Coordinator, AVID, 21st CCLC Coordinator, assistant principals, guidance counselors, parent volunteers, teachers, student leaders, IT Coordinator,  |

**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), Adequately Yearly Progress, school choice, supplemental education services, and the rights of parents. Include timeline, persons responsible, and evidence the school will use to demonstrate the effectiveness of the activity [Section 1118(c) (1)].

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| **Number Count** | **Activity/Tasks** | **Person Responsible** | **Timeline** | **Evidence of Effectiveness** |
| **1** | Title I Purpose/Open House | Principal | September 2015 | Invitation via Listserv and Website, Sign-in sheets |
| **2** | School Advisory Council (SAC) | SAC Committee Chair, Assistant Principal | Monthly scheduled meetings (including summers) | Reminders via e-mail, Listserv, sign-in sheets, agendas,  |
| **3** | Graduation Requirements | Principal, Assistant Principal for Curriculum, Guidance Counselors | September 2015, continuous | Announcement via e-mail, letters, Listserv, Website, parent survey |
| **4** | AVID Open House and AVID Parent Night, 21st CCLC Showcases andLights-On  | AVID Coordinator, Parent Coordinator, 21st CCLC Coordinator, principal, assistant principals, teachers, tutors | September 2015, continuous | Announcement via e-mail, letters, Listserv, Website, survey |

**Flexible Parent Meetings**

Describe how the school will offer a flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I fund, transportation, child care, or home visits, as such services related to parental involvement [Section 1118(c)(2)].

James S. Rickards High School will work with working parents’ work schedule and other obligations when scheduling Parents and SAC Meetings. We understand the demands that are placed on our parents who are solely responsible for the monetary well-being of their children while maintaining gainful employment. It is for this reason we are flexible. Our morning meetings will be offered at 7:00 a.m.; depending on the nature of the meeting.

**Building Capacity**

Describe how the school will implement activities that will build the capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership between the schools involved, parents, and the community to improve student academic achievement [Section 1118(e)]. 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 [Section 1118(e) (2). Include information on how the school will provide other reasonable support for parental involvement activities under Section 1118 as parents may request [Section 1118(e) (14)].

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| **Number Count** | **Content and Type of Activity** | **Person****Responsible** | **Correlation to Student Achievement** | **Timeline** | **Evidence** |
| **1** | Rickards High School will host a parent orientation night to help parents better understand graduation requirements, AYP, standardized tests; as well as provide opportunities for future students.  | Administration and Team Leaders | Parent Involvement Orientation will provide an opportunity for students and parents to learn more about Rickards High School, visit classrooms, pick up class schedules and meet other stakeholders.  | August 2015 | Announcements via e-mail, Listserv, and website, program agenda, and sign-in sheets. |
| **2** | Open House-Rickards High School will host our annual open house. This is an evening event that welcome students and parents. Our teachers and staff showcase their academic, social, and athletic programs; and students and teachers have an opportunity to communicate with faculty and staff. | Teachers, Lead Teachers, Administration, and Staff | Active parents want to learn more about our school’s policies and rules as well as our school data, particularly, test data. When parent and teachers work together, we all can expect desirable outcomes.  | September 2015 | Announcements via e-mail, Listserv, and website, program agenda, and sign-in sheets |
| **4** | James S. Rickards High School will provide a variety of interactive and hands-on workshops for parents, such as: Math, Reading, Science, Tutoring and Homework Help, ACT, AVID, and 21st CCLC, and Title I. | Teachers, Lead Teachers, Administration, and Staff | Current research by Joyce Epstein (2012) shows a correlation between students who scored high on math and reading FACT, ACT, and SAT scores parents were active involved in their education progress.  | Continuous as outlined and school’s calendar | Announcements via e-mail, Listserv, and website, program agenda, and sign-in sheets  |

**Staff Training**

Describe the training the school will provide to educate the teachers, pupil services' personnel, principals, and other staff in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs, and build ties between parents and schools [Section 1118(e) (3)].

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| **Number Count** | **Content and Type of Activity** | **Person Responsible** | **Correlation to Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| **1** | Webinar Series: Family, School, and Community Engagement | Classroom Teachers | The Webinar Series is an opportunity for stakeholders representing national, regional, and local organizations to learn about family, school, and community engagement research, best practices from the field, and new innovations that make a difference in school improvement and student learning. | On-going | Sign-in sheets, flyers, ListServ, agendas, surveys |
| **3** | District Parent Involvement Meeting | Parent Coordinator, SAC President, and DAC Rep | Our Title I leaders understand the vital role that parents, guardians, and our community play in the education of our students. Countless research has shown that parents who are involved in their children’s education, their children are most likely to excel in their school work. In accordance with No Child Left Behind legislation, the Title I office has developed a comprehensive parent/community involvement program.  | October2015 | Minutes from meetings, agendas, e-mails |
| **4** | The Florida Parental Information and Resource Center (PIRC) | Parent Coordinator | Parent information and Resource Centers help implement successful and effective parental involvement policies, programs, and activities that lead to improvements in students’ academic achievement. This is an effective tool that will be used to strengthen partnership between all stakeholders to meet the needs of our students.  | 2014-2015 School-Year | Sign-in sheets |

**Communication**

Describe how the school will provide parents of participating children the following [Section 1118(c) (4)]: 1118(c) (4) (A)];

* Information about our Title I Program will be shared with our stakeholders, accordingly to [Section 1118(c)(4); 1118(c)(4)(A);
* A detailed description and explanation of the curriculum at the school in the forms of academic assessment will be used to measure student progress, and the proficiency levels of students are expected to meeting according to [Section 1118(c)(4)(B)];
* Opportunities will be provided to parents to attend regularly scheduled meetings. Such meetings will give parents an opportunity to formulate suggestions and to participate in decisions relating to their child’s education.
* Under Section 1114(b) (2) schools are required to submit a plan that meets the State of Florida's requirements; as well as met parents’ satisfactory. We will ensure that a school-wide plan has been reviewed and approved by our stakeholders as well as district, state, and federal requirements.

Response: James S. Rickards High School will continue to build positive relationships with our parent partners by offering many forms of communication such as: e-mails, Listserv, Website, Flyers, and so on; to share with our community of learners. It is our responsibility 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 sharing and distributing vital information to our parents, students, and community in a timely manner; to ensure that parents, teachers, students, and our community are kept well informed about our students’ academic progress, development, and success. To help us maintain this goal, we have employed the below tools to ensure effective and continuous communication:

* Website
* ListServ
* Telephone Calls
* E-mails
* Social Media (Face Book)
* Parent Portal
* Daily Announcements
* Newsletter

**Accessibility**

Describe how the school will provide full opportunities for participation in parental involvement activities for all parents (including parents with limited English proficiency, disabilities, and migratory children). Include how the school plans to share information related to school and parents programs, meetings, school reports, and other activities in an understandable and uniform format and to the extend practical, in a language parents can understand 1118(e)(5) and 1118(f)].

Response: James S. Rickards High School will make available opportunities for the involvement and contribution of parents of students with limited English proficiency, parents of students with disabilities, and parents of migratory and Title I students. Information and school activities, to the extent possible, will be in a language that parents can understand. Translators, to the extent possible, will be provided for parent-teacher conferences. Newsletters and other forms of communication will be distributed in a language the parent can understand.

**Discretionary Activities**

Discretionary School Level Parental Involvement Policy Components check if the school does not plan to implement discretionary parental involvement activities. Check all activities the school plans to implement:

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| **Count** | **Activity** | **Description of Implementation Strategy** | **Person Responsible** | **Correlation to Student Achievement** | **Timeline** |
| **1** | Providing necessary literacy training for parents form Title I, Part A funds, if the LEA has exhausted all other reasonably available sources of funding for the training [Section 1118(e)(7);  | The purpose of our literacy training meeting is to expose and educate our parents about how to find the information they need to complete daily or life- long tasks. Furthermore, our literacy meetings will provide an opportunity for parents to become familiar with organization s that would be most helpful to them. Other vital information related to literacy training for parents will be shared.  | Guidance, Parent Liaison, 21st CCLC Coordinator  | Scientifically-based research has shown that workshops that are research driven such as: Math, Reading, and Science, are designed to help promote student success. Activities will be correlated to the State of Florida Next Generation Standards and will explore curriculum connections across the disciplines. | on-going Through the school year |
| **2** | Training parents to enhance the involvement of other parents [Section 1118(e)(9)]; | Open House-Rickards High School is a district-wide meeting date. The purpose of an Open House meeting that usually takes place in the evening is to show the school’s academic, social, and athletic programs; as well as to provide an opportunity to students and parents to meet their child’s teachers and build relationships.  | Administration, lead teachers, IB Coordinator, Assistant IB Coordinator, 21st CCLC Coordinator, Title I Coordinator  | Open House orientation and other parent-related training provide an opportunity for students to get familiar with the school’s campus prior to the first day of school; as well as a chance to learn more about Rickards High, meet teachers, review class schedule, etc.  | Within the first 30 days of school |
| **3** | Maximizing parental involvement and participation in their children’s education by arranging school meetings at a variety of times, or conducting in home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school [Section 1118(e)(10)]: | Over 90 percent of Rickards High School parents are working parents; and of that number, approximately 49% are single parents. It is for the reason Rickards High is flexible to parents’ work scheduled and other obligations. Therefore, we offer meetings and conferences at various times and days throughout the work day in order to accommodate our parents.  | Administration, lead teachers, IB Coordinator, Assistant IB Coordinator, 21st CCLC Coordinator, Title I Coordinator, Parent Liaison  | Active parents are always concerned about their child’s behavior and academic struggles. Rickards High School will provide a variety of teacher and school data in hopes of developing a more individualized education plan for each student. Results will be shared with teachers, parents, and other's stakeholders.  | Once every Nine Weeks |
| **4** | Adopting and implementing model approaches to improving parental involvement [Section 1118(e)(l l)];  | STEM Night  | Administration, lead teachers, IB Coordinator, Assistant IB Coordinator, 21st CCLC Coordinator, Title I Coordinator, Parent Liaison |  | Continuous |

**Unload Evidence of Input from Parents**

Note: As a component of the school-level parental involvement 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 the improvement of student academic achievement [Section 1118(d)].

**Upload an electronic version of the Parent-School Compact**.

Uploaded Document

**Upload Evidence of Parental Involvement in Development of Parent-School Compact**

Note: as a component of the school-level parental involvement 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 1118(d)].

**Upload evidence of parent input in the development of the compact.**

Uploaded Document

**Evaluation of the 2014-2015 Parental Involvement Plan**

Building Capacity Summary

Provide a summary of activities provided during the 2014-2015 school year that were designed to build the capacity of parents to help their children [Section 1118 € (1-2). Include participation data on the Title annual meeting.

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| Count | Content and Type of Activity | Number of Activities | Number of Participants  | Correlation to Student Achievement |
| **1** | Orientation-The purpose for orientation is for our incoming freshmen to make the transaction from middle to high school to minimize their level of anxiety, fear, frightening experience prior to entering high school. Orientation provides parents an opportunity to get acclimated to their child’s teachers and school environment.  | **4** | 350 | Orientation meetings are vital to incoming freshmen. It is an open invitation for students and their parents to meeting their child’s teachers, staff, and administration team; as well as learn their way around school, pick up their class schedules, and meet other students.  |
| **2** | Open House-Rickards High School’s Open House is a district-wide evening event that provides teachers and staffs the opportunity to showcase their academic, social, and athletic programs to students, parents, guardians, and stakeholders.  | **1** | 350 | Active parents want to learn more about our school’s policies and rules as well as our school data, particularly, test data. When parent and teachers work together, we all can expect desirable outcomes. |
| **4** | James S. Rickards High School provides several types of interactive, educational, and fun-filled meetings and workshops. A complete list is listed below:Open House-September (each year 375)Senior Night-September (250)Junior Night-September (200)Sophomore Night-October (150)Freshman Night-October (100)EOC Parent Night-October (150)NCAA Clearinghouse-September (100)21st CCLC Parent Night-April (400)AVID Parent Night-April (250)Junior Night II-February (150)Algebra EOC-December (75)Awards4U Meeting-Nov and April (225) | **12** | 1286 | Scientifically-based research has shown that workshops that are research driven such as: Math, Reading, and Science, are designed to help promote student success. Activities will be correlated to the State of Florida Next Generation Standards and will explore curriculum connections across the disciplines |

**Staff Training Summary**

Provide a summary of the professional development activities provided by the school during the 2013-2014 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 1118 (E) (3)].

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| **Count** | **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Correlation to Student Achievement** |
| **1** | Pinpoint Training  | 2 | 77 | New and returning teachers are provided an opportunity to receive training on the Pinpoint Program every school year. This program is adopted at RHS to ensure on-going communication between teachers and parents, after the regular school day hours. Furthermore, Pinpoint is used to provide parents with a status of their child’s academic progress at all times.  |
| **2** | District Parent Involvement Meeting | 4 | 4 | Title I is recognized as a vital systematic program that parents, guardians, and community benefit from. Such program as our Title I Program is designed to meet No Child is Left Behind legislation. Our Title I District Office has developed a comprehensive parent/community involvement program to further assist Title I schools in meeting the needs of students and parents.  |

**Barriers**

Describe the barriers that hindered participation by parents during the 2013-2014 school year in parental involvement activities. Include the steps the school will take during the 2014-2015 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 1118(a) (E)].

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| **Count** | **Barrier (Including the Specific Subgroup)** | **Steps the School will take to Overcome** |
| 1 | Rickards High School does not have a formal, active Parent Teacher Organization (PTO). It was dissolved over five years ago. Unfortunately, the school, teachers, students, and parents will not and do not reap the benefits that PTOs are known to provide. However, through our SAC Committee, we have more parents participating and volunteering in school’s activities and clubs; compared to the number of parent volunteers and participants recorded during the past five years. Parents are becoming more involved with their child’s education by volunteering as booster members, committee members, and chaperones.  | Our number of active parents and guardians involved in their child’s education has doubled during the past two years. We are optimistic that this number will continue to increase as we continue to offer academic, social, and athletic programs here at Rickards High School.  |