***Kirby High School Parent and Family Engagement Plan***

***2019/20***

**Kirby High School understands the importance of involving parents and the community as a whole in promoting higher student achievement and general good will between the school and those it serves. Therefore, Kirby High School shall strive to develop and maintain the capacity for meaningful and productive parental and community involvement that will result in partnerships that are mutually beneficial to the school, students, parents, and the community.**

**I. Program Components**

To support the belief of the Kirby Public Schools, the school’s parents, alumni, and community must work as knowledgeable partners. The Parental Involvement Plan will include, but not be limited to, the following components of a successful parental involvement program.

Parents, alumni, the community, and Kirby High School will provide these following opportunities to involve parents, alumni, and community.

* **Development of a parent, alumni, and community involvement organization/PTCO** PTCO will be an organization that will foster parental and community involvement with the school
* **Parental Involvement Committee** A parent, alumni, teacher, and community committee will be formed to work in collaboration with the school to establish a parental involvement plan that will be reviewed and revised annually and be disseminated to all district parent/guardians.
* **Evaluation** Kirby High School will engage parents in an annual evaluation using a comprehensive needs assessment/survey filled out by teachers, parents and school staff each fall.

 Kirby High School will ask parents and staff to fill out an interest survey at the

 beginning of each school year to get information from parents concerning the activities

 they feel will be the most beneficial to support their child academically.

The school will use the results of the needs assessment/survey to plan the parental involvement activities for the year.

The school will also evaluate the activities at the end of the year as part of the annual parental involvement plan evaluation.

Kirby School District will conduct an Annual Title I meeting for parents of the students who participate in the Title I, Part A Program to inform parents of the requirements of Title I and the school’s participation and to inform parents of their rights under Title I. The annual meeting will be held in October 2019. The agenda, sign-in sheets will be on file in the school district office.

KHS will submit any parent comments to the district if the Title I Schoolwide Plan is not satisfactory to parents, and parents may request regular meetings and an opportunity will be provided.

**II. Volunteer Plan**

* Information packets will be provided to parents that will contain school registration forms, school compact, volunteer form, and a parent interest survey which includes volunteer opportunities and information concerning school activities and parental involvement opportunities.
* A needs assessment will be conducted at the building level to determine the needs of the school staff.
* An orientation will be held to inform volunteers about the school.
* The school will provide a volunteer resource book for teachers listing the interests and availability of volunteers.

**III. Activities and Events:** To help parents understand how to enhance their child’s education:

* Open House/Orientation
* Concurrent Credit Orientation Night
* Annual Report to Public
* Veteran’s Day Program
* FFA Banquet
* Parent/Teacher Conferences (at least one each semester or as needed or by request)
* Student Health Screenings
* Choir Concerts and Competition
* PTCO Fall Festival
* Kirby PTCO Food Pantry
* Red Ribbon Week
* Wish Upon a Star
* Career and Technical Scholarship Parent Meeting
* Federal Aid Parent Night Workshop
* Awards Day Presentation
* Academic Banquet
* Memories with Mom
* Senior Showcase

**IV. Communication:**

* Open House/Orientation
* Parent-friendly letter that explains student’s academic test results and standardized test scores
* Parent/Teacher Conferences (at least one each semester or as needed or by request)
* Student Progress: midterm progress reports, end-of-quarter report cards,eschool HAC (home access any time, any computer)
* School Website: Teachers’ email addresses will be housed there, so parents can use email to communicate with members of the school faculty and staff.
* Phone Calls
* Language interpreters will be made available as needed for parents
* Kirby High School will use the student handbook, website, signage at the office entrance, and the parent orientation meeting about the Schoolwide Title I Plan
* Social Media Facebook page: ***Kirby School District***
* ***Trojan App:*** a mobile messaging platform that enables teachers, parents, students, and the administration of K-12 schools to communicate with everyone at once.

**V. Resource Materials** Kirby High School will provide parents with ample resource materials from various sources:

* Parent Center in Kirby High library – Student Activities for checkout, parenting books, pamphlets, and handouts
* Student handbooks
* Student Information Packet
* School website: www. <http://kirbytrojans.net/>
* Community resources
* Internet resources
* **Trojan app**

**VI. Information/Compact**

* Kirby High School has a school-parent-student compact developed by parents, teachers, and students that outlines how they all share the responsibility for improving student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state’s high academic standards. Each year all stakeholders will sign the compact.
* Shelly Greene has been identified as the Parent Facilitator for Kirby High in the Kirby School District.
* Student handbook and school/district calendar will be included in the compact.
* Title I, Part A will be in the compact.
* Contact information for parents about the school will be provided, e.g., facilitators, volunteers, school personnel.
* Information will be given regarding location of helpful parent materials; e.g. parent center, school media centers.
* List of resources available in the Parent Center will be provided.
* Responsibility of the parents, teachers and staff.

**VII. Parent Center**

* Kirby High School will make available, through literature in our parent section of the library, literature to provide instruction on how to incorporate developmentally appropriate learning activities in the home environment.
* Parent Center will be established.
* Location-High School Library
* Time Monday-Thursday **8:00 a.m.-4:00 p.m.** Contact Person: Shelly Greene

**VIII. School Policies**

* School policies/procedures do not discourage a parent from visiting the school. Each school will develop guidelines and procedures for parent visitation and student checkout and pick-up procedures.
* Staff development requirements will include a minimum of two hours for teachers and three hours for administrators in effective parent/involvement strategies. Documentation of hours will be noted on each teacher/administrator’s professional development plan.

**IX. Parent Facilitator**

The principal will designate one certified staff member as Parent Facilitator to organize meaningful training for staff and parents promoting and encouraging a welcoming atmosphere for parental involvement in the school and to undertake efforts to ensure that parental participation is recognized as an asset to the school. Name, location, and contact telephone number(s) will be provided.

**X. Reservation of Funds**

If Kirby High School receives, from the district, a 1 percent reserve, the school will share with parents the budget for parent and family engagement activities and programs at the Annual Title I meeting. Parents will have input into how the funds will be used by participation in a needs assessment survey.