

West Fork High School Family and Community Engagement Plan

FACE Facilitator: Crissy Brasher

Plan Review/Revision Date: July 8, 2021

District Level Reviewer: Carl Clements

West Fork High School utilizes various communication strategies to provide additional information to parents and to increase parent and family engagement in supporting classroom instruction.

- Each Monday, teachers/mentors meet with their assigned mentees for 35 minutes. Prior to each meeting, teachers review their mentees' grades and attendance. Each teacher/mentor is responsible for contacting their mentees' parents with comments, advice, and updates regarding each child's grades as well as upcoming school activities.
- Parents and CAP advisors/mentors will meet in person each August to discuss students' academic progress, transcripts, and course requests for the upcoming school year.
- Teachers contact parents on an individual basis to communicate about their child's progress.
- The school will provide to parents progress reports/report cards throughout the year with information regarding their child's academic progress.
- Parents can access their child's grades using an access code for HAC or Moodle that they receive at the beginning of the school year. Parents may also use email or phone calls to communicate with members of the school staff.

West Fork High School utilizes various parent meetings, conferences, and activities throughout the year to increase parent and family engagement.

- Teachers will hold conferences individually with parents of children at least two times a year.
- Parents will be given a summary of the student's test scores and an explanation of the interventions teachers are using to assist the child in reaching achievement goals. Parents will be engaged in discussion of how they can support these efforts. Parents will also be given explanations of homework and grading procedures.
- The school will encourage parents in the following types of roles and activities to increase their involvement and support for student learning:
 - Academic awards presentation assembly
 - Literacy night
 - Sciences fair
 - Orientation presentations, including but not limited to the concurrent credit program, NTI, and athletics
 - Open house, CAP night, and registration
 - WFHS Parent-Teacher Organization and its subcommittees, including Project Grad, Friends of the Library, and Teacher Appreciation

- Choir/Band concerts and Band Booster Club
- Athletic events
- Career Day
- Various committees
- Updates via the high school's Facebook and Instagram accounts
- The Family & Community Engagement facilitator will organize an enrichment program that will operate during the Monday Mentoring sessions. The enrichment program will incorporate local businesses, law enforcement, city leaders, etc. and their expertise into 35 minute sessions for those mentees who require enrichment during their mentor period.

West Fork High School will provide information to parents about volunteer opportunities in a variety of ways.

- The school will provide a list of volunteer opportunities for parents and solicit ideas for other types of volunteer efforts. Teachers will encourage parents to become involved in the school. Brief training sessions will provide parents and community members with the information they need to participate as school volunteers in order to put them at ease and make the experience pleasant and successful on an as-needed basis.
- Bright Futures West Fork will provide volunteer and donation opportunities within the community to help meet students' basic needs.
- West Fork High School will work with West Fork Middle School to provide a smooth transition from one school to the next by raising parent awareness of procedures and related activities. Parents will have the opportunity to meet new teachers at Open House, and eighth grade students will be given an opportunity to choose high school courses in the spring semester. Parents and students will attend CAP conferences with their high school advisor to plan for future academic success.
- WFHS will provide instruction to parents on how to incorporate developmentally appropriate learning activities in the home environment, including without limitation: role play and demonstration by a trained volunteer, the use of and access to the Department of Education website tools for parents, assistance with nutritional meal planning and preparing and other strategies or curricula developed or acquired by the school district for at-home parental instruction approved by the Department of Education.*
- Teachers will receive no fewer than 2 hours of professional development designed to enhance the understanding of effective parental involvement strategies. Administrators will receive no fewer than 3 hours of parental involvement professional development designed to enhance understanding of effective parent involvement strategies and the importance of administrative leadership in setting expectations and creating a climate conducive to parental participation.*

West Fork High School will work with parents to create a School-Parent Compact.

- School staff, parents, and students will develop a school-parent-student compact. This compact will outline how parents, school staff, and students 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. All stakeholders will sign the compact.

West Fork High School will provide opportunities for parents to be involved in the development, implementation, and evaluation of the school-wide school improvement plan.

- The school shall enable the formation of a Parent Teacher Organization that will foster parental and community involvement within the school.*
- To take advantage of community resources, the school shall consider recruiting school alumni to create an alumni advisory commission to provide advice and guidance for school improvement.*
- The school shall email and call parents to make them aware of various surveys throughout the school year.

West Fork High School will provide resources for parents.

- A Parent Center has been created in the high school, located in the library classroom.
- Parents may check out materials, use the computer to check grades and visit educational websites.
- A suggestion sheet shall be available for parent input near the Parent Center.
- The school will distribute Informational Packets each year that includes access information for the school parent and family engagement plan and a copy of the school's parent and family engagement plan, survey of volunteer interests, recommended roles for parents/teachers/students and school, suggestions of ways parents can become involved in their child's education, parental involvement activities planned for the current school year and information about the systems that will be used to allow parents and teachers to communicate.*
- To promote and support responsible parenting, the school shall, as funds are available: Purchase parenting books, magazines, and other informative materials regarding responsible parenting through the school library, advertise the current selection, and give parents the opportunity to borrow the materials for review.*
- The school handbook includes the process for resolving parental concerns, including how to define a problem, whom to approach first, and how to develop solutions.*
- The principal of our school has designated a certified staff member, Crissy Brasher, who serves as Family and Community Engagement coordinator.*

West Fork High School includes parents in the evaluation of our parent engagement efforts.

- Parents will be given questionnaires and/or surveys following parent nights to provide the school with comments and input into the effectiveness of the parent night activity.

West Fork High School will use parent interest surveys to select, plan, and implement parental involvement activities that will be offered throughout the year.

- The school will ask parents to fill out a parent survey at the beginning of each school year to get information from parents concerning the activities they feel will be most beneficial in their efforts to support their child academically.
- The school will use the results of the parent interest survey to plan the parental involvement activities for the year.
- The school will evaluate the activities that were suggested by the parents at the end of the year as part of the annual parental involvement plan evaluation.
- CAP conferences will be provided for ninth through twelfth grade parents and students to inform them of how to be involved in the decisions affecting course selection, career planning, and preparation for post-secondary opportunities.*

Parent & Family Engagement Committee Members:

Crissy Brasher, Family and Community Engagement Facilitator

Rachel Houts, Parent

Crystal Reeves, Parent

Mandy Sharp, Parent

Cassie Wood, Parent

Tim Billings, Special Education Teacher

Last Revision Date: July 2021