

# Kirk Elementary School Parent Involvement Plan

*In accordance with The No Child Left Behind Act of 2001*

Parents, staff, and the building administrator have developed this Parent Involvement Plan in accordance with NCLB Section 1118 activities which are accomplished at Kirk Elementary School in the ways listed in each section.

NCLB Section	Ways in Which Kirk Elementary Staff Accomplish these Activities
<p><b>1118 (c) (1)</b> Convene an Annual Title I Parent Meeting at a time convenient to parents to inform parents of the Title I requirements and their right to be involved</p>	<p>An annual meeting is held which includes information for parents on:</p> <ul style="list-style-type: none"> <li>• The definition of Title I</li> <li>• Adequate Yearly Progress</li> <li>• Services provided by Title I</li> <li>• How students can exit the program</li> <li>• Parent Involvement</li> </ul>
<p><b>1118 (c) (2)</b> Offer flexible number of meetings at times convenient to parents and provide transportation, child care, or home visits as it relates to parent involvement</p>	<p>Meetings are offered at times convenient for parents and if needed, home visits can be arranged.</p>
<p><b>1118 (c) (3)</b> Involve parents in an ongoing and timely way in the planning, reviewing, and improvement programs under Title I, including the development of the Parent Involvement Plan and schoolwide Plan</p>	<p>Parents are involved in the development of the school improvement plan and Title I Program development in the following ways:</p> <ul style="list-style-type: none"> <li>• Attending Student Assistance Team meetings</li> <li>• Attending Parent Teacher Organization meetings when reviewing School Improvement Plan and School Parent Compact</li> <li>• Attending Parent Teacher Conferences when reviewing parent involvement and School Parent Compact</li> <li>• Using the parent suggestion box to communicate</li> <li>• Parent survey located on the Kirk Webpage</li> <li>• Parent survey sent home to all Title I parents</li> <li>• Verbal via telephone</li> <li>• Written correspondence via email</li> <li>• Participation in Positive Behavioral Interventions and supports committee</li> </ul>
<p><b>1118 (c) (4) (A)</b> Provide parents of Title I children timely information</p>	<p>Parents are provided information regarding the school programs in the following ways:</p> <ul style="list-style-type: none"> <li>• Reviewing the School Parent Involvement Policy at Kindergarten round up</li> <li>• Posting the Parent Involvement Policy for parents to review during parent Teacher Conferences as well as posted in each classroom</li> <li>• School Parent Compact is posted in each classroom</li> <li>• Reviewing and distributing the School Parent Compact during parent teacher conferences</li> <li>• Expanding all communication with parents including but not limited to school newsletters, classroom newsletters, district publications and the Millington Community Schools Website</li> <li>• Attending the Annual Title I meeting</li> <li>• Attending Student Assistance Team meetings</li> <li>• Receiving written communication explaining intervention classes</li> <li>• Attending Parent Teacher Organization meetings</li> <li>• Attending Kirk Annual Open House</li> <li>• Attending Parent Teacher Conferences</li> <li>• Volunteering in the classroom</li> <li>• Joining the Positive Behavioral Interventions and Supports Committee</li> <li>• Classroom Newsletters</li> <li>• Through teacher communications via email and phone</li> </ul>

<p><b>1118 (c) (4) (B)</b> Provide parents of Title I children a description and explanation of the curriculum used at the school, the forms of academic assessment used to measure progress, and the proficiency levels students are expected to meet</p>	<p>Parents are provided information about the school’s curriculum, assessments, and proficiency level expectations in the following ways:</p> <ul style="list-style-type: none"> <li>• Kindergarten round up</li> <li>• Weekly take home folders</li> <li>• Kirk Elementary Handbook</li> <li>• Parent Teacher Conferences</li> <li>• Written Communications including newsletters</li> <li>• Report Cards</li> <li>• Progress Reports</li> <li>• DIBELS Reports</li> <li>• NWEA Reports</li> <li>• Student Assistance Team meetings</li> </ul>
<p><b>1118 (c) (4) (C)</b> Provide parents of participating Title I students opportunities for regular meetings to formulate suggestions, to participate in decision making as it relates to their child’s education, and to respond to any suggestions as soon as possible</p>	<p>Parents have opportunities to share suggestions, participate in decision making, and respond to any suggestions in the following ways:</p> <ul style="list-style-type: none"> <li>• Annual Title I meeting</li> <li>• Parent Teacher Conferences</li> <li>• Parent Teacher Organization meetings</li> <li>• Suggestion Box</li> <li>• Surveys – both online and written</li> <li>• Student Assistance Team meetings</li> <li>• Kirk Annual Open House</li> <li>• Kindergarten Round Up</li> </ul>
<p><b>1118 (c) (5)</b> Ensure that if the schoolwide program plan is not satisfactory to parents of participating students, submit any parent comments on the plan when the school makes the plan available to the Local Education Agency</p>	<p>If parents are not satisfied with the school improvement plan or programs, they have opportunities to make comments by:</p> <ul style="list-style-type: none"> <li>• Attending Parent Teacher Organization Meetings</li> <li>• Attending Parent Teacher Conferences</li> <li>• Attending Kirk Annual Open House</li> <li>• Participating in Kirk Surveys – online and written</li> </ul>
<p><b>1118 (d) (1)</b> Jointly, with parents, develop a compact that outlines how the entire school staff, parents, and students will share the responsibility for improved student academic achievement</p>	<p>The Parent/School Compact was developed with the Parent Teacher Organization and reviewed annually. The revisions are made after open discussions at PTO meetings, parent surveys, parent teacher conferences, and parent suggestions found in the suggestion box. The Compact is given and reviewed at parent teacher conferences held in November and are posted in each classroom.</p>
<p><b>1118 (d) (2) (A)</b> Include a schedule for Elementary Parent/Teacher Conferences, at least annually, during which the Compact will be discussed with parents as it relates to the individual child’s achievement</p>	<p>The Parent/School Compact will be shared annually at Parent/Teacher Conferences each fall. This is an opportunity for the parents and the teacher to share ways in which they can jointly support the child’s learning at home and school. The Compact is also displayed in each classroom and in the Kirk Elementary Handbook.</p>
<p><b>1118 (d) (2) (B)</b> Provide frequent reports to parents on their child’s progress</p>	<p>Student progress is reported to parents in several different ways at a variety of time throughout the school year including:</p> <ul style="list-style-type: none"> <li>• Regular progress reports</li> <li>• Weekly communication folders</li> <li>• Report Cards – 4 times per year</li> <li>• During Student Assistance Team meetings</li> <li>• Email correspondence</li> <li>• Telephone correspondence</li> <li>• Parent Teacher Conferences</li> </ul>

<p><b>1118 (d) (2) (C)</b> Afford parents of children receiving Title I services, reasonable access to staff, opportunities to volunteer, and participate in their child’s class, and observation of classroom activities</p>	<p>School staff ensure parents have access to communicate with them about their child’s education in a variety of ways including:</p> <ul style="list-style-type: none"> <li>● Parent Teacher Conferences</li> <li>● Parent Teacher Organization</li> <li>● Room volunteer</li> <li>● Positive Behavioral Interventions and Supports Committee and Planning</li> <li>● Chaperones for field Trips</li> <li>● Kirk Annual Open House</li> <li>● Grandparents Day</li> <li>● Kirk Family Picnic</li> <li>● Email communications</li> <li>● Telephone Communications</li> </ul>
<p><b>1118 (e) (1)</b> Shall provide assistance to parents served by the school in understanding the State’s academic content standards, the State and Local assessments, and how to monitor their child’s progress</p>	<p>School staff annually shares the State’s content expectations with parents, the state’s annual assessment (MEAP) with parents, and how to monitor their child’s progress by:</p> <ul style="list-style-type: none"> <li>● Attending Parent Teacher Conferences – teachers cover the following: expectations and curriculum, Compass Learning and its components, Assessment data, proficiency levels, resource packets to help at home, school parent compact, PTO opportunities, any current community opportunities (held twice per year – additional conferences by request of parents and or teachers)</li> <li>● Parent copy of academic expectations</li> <li>● MEAP letters are sent home to parents</li> <li>● Progress reports with explanations and expectations</li> <li>● Local assessment information (DIBELS, NWEA, district common assessments – shared at conferences)</li> <li>● Weekly newsletters</li> </ul>
<p><b>1118 (e) (2)</b> Shall provide materials and training to help parents work with their children at home to improve their children’s achievement</p>	<p>Staff will provide parents with appropriate materials and offer training in our school to enable them to support their child’s academic progress. These include:</p> <ul style="list-style-type: none"> <li>● Attending Student Assistance Team meetings where proficiency levels are discussed and resources to use at home. These meetings are designed to discuss and plan for academic success. Parents are provided with written communication explain exactly what intervention class their child has been placed in for extended help and what are will be their primary focus.</li> <li>● Parent teacher conferences – academic discussions take place and suggestions with resources are provided to parents. A mini data review also takes place in language parents can understand.</li> <li>● Monthly meetings to discuss progress and reevaluate the plan for academic success. At these meetings, parents are asked to be active participants in their child’s plan and progress.</li> </ul>
<p><b>1118 (e) (3)</b> Shall educate staff in the value and utility of parents’ contributions. Staff shall receive guidance in ways to reach out to parents, to communicate with parents, to coordinate and implement parent involvement programs, and to build relationships between the parents and the school</p>	<p>On-going professional development for staff on effective ways to increase parent involvement occurs annually.</p> <ul style="list-style-type: none"> <li>● Monthly Staff meetings</li> <li>● Monthly love and logic literature</li> <li>● Monthly Grade Level Meetings</li> <li>● Annual Whole School Professional Development before school begins</li> </ul>

<p><b>1118 (e) (4)</b> Shall coordinate and integrate parent involvement programs and activities with other programs that encourage and support parents in more fully participating in the education of their children</p>	<p>Coordination with other programs for parent involvement includes:</p> <ul style="list-style-type: none"> <li>• Preschool meetings with parents</li> <li>• Great Start Readiness Program meetings</li> <li>• Backpack program - Food Bank of Eastern Michigan</li> <li>• PE-Nut – A nutrition and physical education program provided by ISD</li> <li>• Lions Club – help arrange for eye glasses</li> <li>• Vision and Hearing screening by ISD</li> <li>• Yearly Dental screening program provided by local dentist at no charge</li> </ul>
<p><b>1118 (e) (5)</b> Shall ensure information is shared with parents in a language and format they can understand</p>	<p>Information is shared with parents in a language and format they can understand. Examples include:</p> <ul style="list-style-type: none"> <li>• All communication is done in a parent friendly manner and assurances are in place to allow parents to ask questions</li> <li>• Enrollment packets include a home language survey</li> <li>• Parent teacher conferences are held twice per year</li> <li>• Continuous parental contact through telephone calls, emails and weekly newsletters</li> </ul>
<p><b>1118 (e) (14)</b> Shall provide other reasonable support for parental involvement activities as parents may request</p>	<p>Parents are provided with other reasonable support such as:</p> <ul style="list-style-type: none"> <li>• Student Assistance Team Meetings</li> <li>• Monthly Student Assistance Team Meetings</li> <li>• Love and Logic Parenting information</li> <li>• DHS and counseling resources</li> </ul>
<p><b>1118 (f)</b> Shall provide full opportunities for participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children</p>	<p>Staff provide opportunities for full parent participation:</p> <ul style="list-style-type: none"> <li>• A home language survey is included in the enrollment packet to identify if a need exists and what needs are to be met.</li> <li>• At this time, Kirk does not have parents of migratory children</li> </ul>