* **Kirby Elementary Parental Involvement Plan**

**2017-18**

**Philosophy: We recognize the family as the first and primary influence in a child’s life.**

**We believe:**

**Family involvement in a child’s education has the most important influence on a child’s success and achievement at school and beyond.**

**A child’s education is a responsibility shared by school and family.**

**Families and school must work as knowledgeable partners.**

**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 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 Elementary 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 Elementary 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.

**II. Volunteer Plan**

* . In the month of September, the school will provide a parent volunteer information form in which they can list their abilities and interests as volunteers.
* . A needs assessment will be conducted at the building level to determine the needs of the school staff. A list of needs will be compiled and distributed to parents in September. A copy will be in the office for anyone to review.
* . 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
* Family Reading Night
* Annual Report to Public
* Elementary Music Program
* Parent/Teacher Conferences (at least one each semester or as needed or by request)
* Grandparents Day
* Choir Competition
* PTCO Fall Festival
* Red Ribbon Week
* Awards Day Presentation
* Book Fair Helpers

**IV. Communication**

* Open House per grade level
* Parent/Teacher Conferences (at least one each semester or as needed or by request)
* Student Progress: midterm progress reports, end-of-quarter report cards,e- school home access (any time, any computer)
* School Newsletter-a weekly newsletter for parents that is developed with participation of parent-school organization, principal, staff and parent volunteers. It includes school news, a calendar of school activities, and parenting tips
* School Website/Teacher Pages-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 Elementary School will use the student handbook, website, signage at the school entrance, and the parent orientation meeting about the Schoolwide Title I Plan and how to get a copy upon request.

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

* Parent Center in Kirby Elementary library – Student Activities for checkout, parenting books, pamphlets, and handouts
* Student handbooks
* Student Information Packet
* School website/Teacher pages www. <http://kirbytrojans.net/>
* Community resources
* Internet resources
* School newsletter-with parental involvement blurb

**VI. Information/Compact**

* Kirby Elementary 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 Elementary in the Kirby Public 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 Elementary 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-Elementary Library
* Time **8:00 a.m.-3:05 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.

**V. 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.

***Revised by PI Committee 5-22-17 for next school year 17-18***