

# Irving College Elem. School Parent Involvement Plan

Developed jointly by parents, staff, students, and community members of Irving College Elementary School

<u>Title I Requirement</u>	<u>Activities and Strategies</u>	<u>Timeline</u>	<u>Person(s) Responsible</u>	<u>Evaluation Strategy</u>
Parents will help develop; a written parent involvement plan that outlines expectations for parent involvement.	Parents will be on a parent involvement advisory committee that meets to discuss school laws, goals, testing, improvements, and expectations for parent involvement.	Fall 2005-2006	Dr. Walker; school wide committee; parent advisory committee; support learning	Sign-in sheets, agendas, minutes of meetings
Irving College will hold an annual meeting and invite all parents.	An annual meeting will be held in the fall. Accommodations for physical handicaps will be addressed. Attendance of classroom teachers school, and county staff will be encouraged.	Fall 2005-2006	Dr. Walker; school staff; district personnel	Invitations; agendas; sign-in sheets
Meetings will be held at flexible times for parent convenience.	Meetings will be held before school, during school, after school and evenings.	School year 2005-2006	Dr. Walker; school staff; parents	Invitations, phone call logs, sign-in sheets, notes, schedules
Parents will be involved in an organized, ongoing, and timely way to plan, review, and improve programs for parent involvement.	Send invitations and reminders with as much notice as possible. Parents will be involved in : schoolwide committee, parent involvement advisory committee, TSIP, PTO meetings.	School year 2005-2006	Dr. Walker; schoolwide committee; parent advisory committee; support learning	Minutes, sign-in sheets, school web site
Parents will be provided timely information about parent programs.	Introductory letters about parent programs will be sent home. Materials will be displayed at school functions. Brochures explaining school wide assessments will be sent home annually.	Ongoing throughout 2005-2006	Dr. Walker; faculty and staff	Letters, websites, parent advisory committee
Our school will provide parents a description of the curriculum, forms of assessment, and proficiency levels that students should meet.	Curriculum materials will be displayed at school functions. Brochures explaining required assessments and expected levels of proficiency for students will be sent home annually.	Dates for school functions: Spring 2006	Irving College School Faculty	Handbook, web sites, brochures, sign-in sheets
Parents will be provided with opportunities for regular meetings. Parents will be invited to offer suggestions and will help make decisions regarding their child's education	Parents are encouraged to communicate with their child's teachers. Agenda books go home daily.	School year 2005-2006	Faculty, parents	Parent meetings, agenda books
School staff and parents will develop a school-parent compact.	The parent involvement advisory committee will examine the existing compact and make suggestions to improve it. Compact will be signed by ICES teachers and sent home for parent and student signatures. A copy will be kept on file in the Support Learning classroom.	Fall 2005-2006	Parent advisory committee; teachers; parents; students	School-parent compact

The parent involvement plan will be available to all parents and community members.	A copy of the parent involvement plan will be sent home to parents. A copy will be posted on the school website. The plan will include activities, strategies, responsible persons, and evaluation strategies. A copy will be available in Spanish.	2005 -2006	School staff	School and district website; copy of parent involvement plan
The parent involvement plan will be periodically updated to meet the changing needs of the parents and school.	The parent involvement plan will be reviewed and revised as needed by the parent advisory committee. It will be reviewed annually at the annual meeting.	Fall 2005	School staff; parent advisory committee	Minutes of meetings; agendas; sign-in sheets
The school will provide assistance to parents in understanding topics: academic achievement, content standards, child's progress, NCLB, etc.	Make parents aware of resources explaining NCLB and parent involvement (website addresses). Teachers will explain test scores and required standards during parent/teacher conferences. Materials/brochures will be made available at PTO meetings.	Ongoing 2005 -2006	Dr. Walker; parents; school staff	Minutes of meetings; agendas; sign-in sheets; parent/teacher conference notes; websites
The school will provide materials and training to help parents work with their children to improve their achievement.	Materials/websites, etc. will be made available at PTO meetings. Information on parenting classes will be made available to parents. Links to parenting resources are posted on the school website.	Ongoing 2005 -2006; Winter 2006	School staff	Parent training sessions; agendas; minutes of meetings; sign-in sheets
The school will provide training for the staff and administration on how to communicate with parents.	Staff training on parent involvement will be provided. Research and workshop materials will be shared. Parent resource center will offer help in strengthening family/school communication.	Spring 2006	Administration; district office personnel; Parent Resource Center	In-service, faculty meetings
The school will integrate parent involvement programs with other "child services" programs.	Local Head Start parents and staff will be invited to share parenting activities. Information from the Family Resource Center will be made available to parents, as needed.	Winter 2006; 2005 -2006	Administration; Family Resource Center Director	Agendas; Minutes; Sign-in sheets
The school will send information related to the school and its programs to parents in a language parents can understand.	All notes sent home will be available in Spanish, as needed.	Ongoing 2005 -2006	Administration, ESL staff	Notes
The school will provide full opportunities for participation of all parents.	The District Parent Involvement Plan, the school parent involvement plan, and all school reports (to the extent practicable) will be written in an understandable format.	Ongoing 2005 -2006	Administration; ESL staff; SPED staff	Handbook; websites; brochures; letters