

## SUPPORTING INFORMATION FOR 6.11 AND 6.12

This information is offered to assist you in developing your parental involvement policies/plans and is **not** to be included in your district's policy manual.

### Parental Involvement Plan Checklist for ACA § 6-15-1701-1705

Below is a list of questions that districts can use as a checklist. The purpose of the checklist is to assist school districts in creating a Parental Involvement Plan. Careful attention should be paid to ACA §§ 6-15-1702, 1703, and 1704 as schools and school districts create their Parental Involvement Plans.

1. Who are the people who participated in creating the district's parental involvement plan? Suggestion: create a list of participants, and indicate whether each person is a parent, staff member or member of the community. In the case of parents, reference the parents' names and grade levels of their children, and the school(s) the children attend. Document the dates, times and places that the group met to create the district's parental involvement plan.

2. Do you have copies of each parent packet developed for the various ages and grades of children in the school district? Parent packets must be distributed at least annually. Suggestion: retain copies of each packet and document when and where the packet are distributed to parents.

- My school district uses \_\_\_\_\_ (number) different parents' packet for the following age groups (list).
- These are given to parents \_\_\_\_\_ (insert occasion(s) or time(s) of year distributed).
- Does each packet contain *at least* the following minimum content:

-description of school's parental involvement program

-state's recommended roles for parents, students, teachers and the school

-ways for parents to become involved in the school and their children's education

-lists activities planned throughout the year to encourage parental involvement

-survey which the parent is invited to complete and return to the school, regarding the parent's interest in volunteering at the school

-explains system in place to permit meaningful, 2-way communication with a child's teacher and principal.  
Example: space for teacher comments and parent notes to teacher in the required assignment notebook.

- list any other information your district includes in the parent packet as helpful to parents

3. What are the dates of the (minimum one per semester for K-6) planned parent-teacher conferences scheduled for this school year? Suggestion: retain a copy of the school calendar, with the conference dates circled.

4. What other activities is each school planning that will encourage communication with parents? Example: Weekly newsletter from school to parents sent home with students. Suggestion: collect documentation that relates to all of these activities.

5. What are the titles of the parenting books, magazines, and other informative material related to responsible parenting obtained by the school funds permitting? Have you advertised to parents explaining the existence of this material, and how to borrow this material from the school? Suggestion: retain a copy of any advertising (advertising does not have to be in a commercial medium), and the dates and methods it was communicated to parents. Consider photographing a display of parenting material in your school's media center as further documentation.

6. Where are the district's parent centers? What services and information are available there?

7. What are the other activities planned by the schools and school district that will promote responsible parenting? Suggestion: retain documentation of activities and materials used.

8. What are the dates of the planned parental involvement events? Suggestion: retain copies of any materials distributed.

The meetings must include the following:

- parents are given a report on the state of the school
- parents are given an overview of what students will be learning
- student assessment is explained
- parents are told what to expect from their child's education
- parents are told what they can do to assist and make a difference in their child's education
- instruction is provided to parents on how to incorporate developmentally appropriate learning activities in the home environment such as role playing, the use of the ADE website as a parental tool, assisting in the planning and preparation of nutritional meals, or other at-home parental instruction strategies or curricula approved by the ADE.

9. What other activities are planned by each school in your school district and by the school district as a whole that will help parents assist in their children's education? Suggestion: retain documentation of all planned activities and materials used.

10. Verify that your school district has no policies which would discourage parents from appropriately visiting the school or visiting a child's classroom.

11. Is staff encouraged to utilize the returned surveys from the parent informational to create a volunteer resource book and make it available to school employees? Note that availability options listed on the survey

must include the possibility of volunteering once a year as well as the option to perform volunteer work at home. Suggestion: retain a copy of your school district's volunteer resource book, which should list the interests and availability of school district volunteers.

12. What activities does each school in your school district engage in to welcome parents to the school?

13. Does your school/school district have a written process for resolving parental concerns, which includes how to define the problem, whom to approach first and how to develop solutions? The concern resolution process notice must be included in the student handbook.

14. What are the date(s) of the seminar or seminars held to inform parents of high school students about how to be involved in decisions affecting course selection, career planning and preparation for post-secondary education? Suggestion: retain any materials distributed to the parents at such seminars, as well as sign in sheets from the seminars and any material generated to invite parents to such seminars.

15. What are all the other activities that each school in your school district engages in to encourage parents to participate as full partners in the decisions that affect their child and family?

16. Has your district considered recruiting alumni from your district and encouraging them to form an alumni advisory committee? If so, what are the names of the members of the alumni advisory committee of each school in your school district? Suggestion: if there is such a group, note the dates that they met to provide advice and guidance for school improvement, and any suggestions they made to your school or school district.

17. Does your district have a Parent Teacher Association or Organization? If not, what steps has the district taken to enable such an organization to form which would foster parental and community involvement within your school community? Suggestion: if there is a PTA or PTO, document that the group exists. If no such group exists, document administrative efforts to encourage the formation of such a group or groups.

18. What other activities does each school engage in whereby the schools use community resources to strengthen school programs, family practices, and student learning?

19. What are the names of those certified staff members in each school designated by the principal to serve as Parent Facilitator? The responsibilities of the Parent Facilitator are to help organize meaningful training for staff and parents and to promote and encourage a welcoming atmosphere for parental involvement and to undertake efforts to ensure that parental participation is recognized as an asset to the school. Suggestions: list the dates of all training sessions organized by each Parent Facilitator; state how the Parent Facilitator in each school has created a welcoming atmosphere; retain a copy of the school district's salary schedule with the stipend paid to Parent Facilitators circled.