

The purpose of this exercise is to familiarize school staff and families with the Parent Involvement Policy and Compact and to provide them with the opportunity to give input on both documents. This exercise can be used during a Site Council meeting, PTA/PTO meeting, Family Night, or a Parent Focus Group. If there is not a time for families and staff to be together for this activity, it can be done with each group at a separate time.

**Time:** 20 - 30 minutes

## **Materials**

Current Parent Involvement Policy (if available)  
Current Parent Involvement Compact (if available)  
Current Family Engagement Action Plan (if available)  
Family Compact Survey (Elementary, Middle School or High School)  
Staff Compact Survey (Elementary, Middle School or High School)  
Student Compact Survey (Elementary, Middle School or High School)  
Parent Involvement Policy & Compact Handout (pg. 5)  
Flip Chart  
Markers  
Reflection Forms

## **Workshop Sequence**

### **Welcome and Introductions**

Have materials ready prior to participants' arrival. Set up one flip chart at the front of the room. Distribute the Parent Involvement Policy and Compact Handout and the current Parent Involvement Policy, Compact, and Family Engagement Action Plan if available.

### **Opening Activity**

After welcoming participants, explain that each school is required to develop and use a Parent Involvement Policy and Compact. Share the purpose of each document.

- The Parent Involvement Policy will explain how the school will support the involvement of parents in education.
- The Compact is a written statement of what schools and parents agree to do to help students achieve.

Ask participants to discuss the following questions (answers may be scribed on the flip chart):

1. What is an example of a successful partnership between families and the school?
2. What do we want families, students and teachers to commit to in our partnership?
3. How will school staff and families use the compact to help students learn better?

### **Central Ideas**

Share with participants that the Compact can be used to share communication expectations for our staff, students and families. The compact could be a tool that supports increased student achievement, consistent homework expectations, improved attendance, positive behavior and cultural proficiency.

In order for the Compact to be utilized effectively, a face to face conversation should take place between teachers, parents and students before signing. It should not be another form to sign and file away.

The following are ways families can use the Parent Involvement Policy and Compact:

1. The Compact should list some of the things teachers, families and students can do to support student progress at school (i.e. check homework, read to your child daily, etc.).
2. The Parent Involvement Policy and Compact can be used to make sure that each stakeholder (parent, teacher and student) is doing what they need to do to ensure that students are achieving the standards.
3. The Parent Involvement Policy and Compact can be used as a starting point for conferences.
4. The Compact can be used in discussions at home and in the classroom to go over what students can be doing to support his or her own learning.

**\*\*If your school's Compact includes open items for individual goal setting, explain to participants the purpose of those open items. (The purpose of the open items is to address individual family, student and teacher needs.)**

### **Activity 2**

Distribute the Learning Compact Surveys to participants. Ask participants to select 5 items they feel are most important to include. Collect surveys for tabulation.

Distribute the Parent Involvement Compact Survey for Students to **staff** participants. Ask them to distribute the surveys to their homeroom students. Collect the surveys and return to a designated individual (Family Engagement Site Contact).

### **Alternate Activity 2: For staff (if families are not a part of the PD session)**

#### For Middle and High School:

Distribute the Parent Involvement Compact Survey for Families to participants. Ask participants to distribute the surveys to homeroom students and ask to have their parent/guardian complete the survey and return to the homeroom teacher or designated individual (Family Engagement Site Contact).

Distribute the Parent Involvement Compact Survey for Students to participants. Ask them to distribute the surveys to their homeroom students. Collect the surveys and return to the designated individual.

*(Facilitator may ask participants to select 5 students and 5 families from their homeroom to complete the survey. The goal is to get as many surveys completed and returned as possible.)*

For Elementary School:

Distribute the Parent Involvement Compact Survey for Families to participants. Ask participants to distribute the surveys to their classroom students. Have the students' parent/guardian complete the survey and return to the classroom teacher or designated individual (Family Engagement Site Contact).

Distribute the Parent Involvement Compact Survey for Students to participants. Ask them to distribute the surveys to their students (you may want to distribute to intermediate grades rather than primary grades). Collect the surveys and return to the designated individual.

**Conclusion and Reflection**

As this session comes to a close, explain to participants that the Compact is a working document and will be reviewed regularly. Distribute the reflection form and ask participants for feedback.

**Parent Involvement Policy and Compact  
Family Reflection**

- **This is what I learned about the Parent Involvement Policy and Compact:**

- **This is how I plan on using our Parent Involvement Policy and Compact:**

- **A question I still have is:**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

## **Parent Involvement Policy & Compact Family Handout**

### **How can I use the Compact?**

1. You can use the compact to make sure that the school is doing its job teaching your child what he or she needs to know in order to achieve the standards.
2. You can use the compact as a starting point for conferences with teachers and other school staff.
3. The compact can also be used at home to talk with your child about what they can be doing to support their own learning.

### **Who can answer questions you may have about the Parent Involvement Policy and Compact?**

Your child's teacher can answer many of them. Or you can ask:

- The school principal
- The Family Engagement Team Leader
- Members of the Parent Teacher Organization
- Members of the school board
- Members of the school Site Council Committee
- Other parents