**Parent Involvement Policy and Compact Professional Development for Staff**

The purpose of this exercise is to familiarize staff with the Parent Involvement Policy and Compact and to provide staff with the opportunity to give input on both documents.

**Time:** 20 - 30 minutes

**Materials:**

Current Parent Involvement Policy (if available)

Current Parent Involvement Compact (if available)

Parent Involvement Compact Survey for Staff

Parent Involvement Compact Survey for Families

Parent Involvement Compact Survey for Students

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 current Parent Involvement Compact and Policy 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 makes a statement about the value of home-school partnerships and specifies how the school will fulfill its obligations to parents. It provides the vision for efforts to engage families.
* The Parent Involvement Compact is a written agreement between teachers, students and families. It is a commitment to share responsibility for student learning. The Compact works to communicate the vision to staff, families and students.

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

1. How have we used our Learning Compact in previous years?

Explain the purpose of the Learningl Compact: The Compact is used as a communication tool. Its primary purpose is to facilitate the development of a partnership between students, families, and school staff for student achievement. By signing pledges, all individuals become aware of their common goals, shared responsibilities, and personal commitments.

1. How have we used our Parent Involvement Policy in previous years?

A Parent Involvement Policy should be shared with staff and families. This can be done during Parent-Teacher Conferences, Meet your teacher night, Open House or any other time throughout the school year.

1. What is our definition of a successful partnership with families?
2. What do we need families, students, and teachers to commit to in our partnership?
3. How will the Compact be presented and used throughout the year?

**Central Ideas:**

Share with participants that the Compact can be used to share communication expectations of 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 effectively utilized, 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. Below are some suggestions on how to present and utilize this document:

* Parent/Student Orientation
* Open House/Meet the Teacher
* School Handbook (copies)
* Agendas (copies)
* Parent Teacher Conferences (early conferences would be most effective for introduction)
* Staff Meetings
* Discipline Meetings
* Newsletters (one component at a time)
* Posters

\*\*If your Learning 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 Parent Involvement Compact Survey for Staff to participants. Ask participants to select 5 items they feel are most important to include. Collect staff surveys for tabulation.

*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**

**Staff Reflection**

* **This is what I learned about the Parent Involvement Policy and Compact:**
* **This is how I think we should introduce and implement our Policy and Compact:**
* **A question I still have is:**