

## **Suggestions for Building Title I/Parent Involvement Site Plans**

1. Parenting Education - help all families establish home environments to support children as students.
  - a. Sample practices:
    - (1) Suggestions for home conditions that support learning at each grade level;
    - (2) Workshops, videotapes, on parenting and child rearing at each age and grade level;
    - (3) Parent education and other courses for parents (e.g., computers, citizenship, QED, etc.).
  - b. Challenges:
    - (1) Provide information to all families who want it or need it, not just to the few who can attend workshops or meetings at the school building;
    - (2) Enable families to share information with schools about culture, background, children's talents and needs;
    - (3) Make sure that all information for and from families is clear, usable, and linked to children's success in school.
2. Communication - design effective forms of school-to-home and home-to-school communication about school programs and children's progress.
  - a. Sample practices:
    - (1) Parent/teacher conferences with every parent at least once a year, with follow-ups as needed;
    - (2) Language translators to assist families as needed;
    - (3) Weekly or monthly folders of student work sent home for review and comments;
    - (4) Regular schedule of useful notices, memos, phone calls, newsletters, and other communications;
    - (5) Clear information on all school policies, programs, reforms, and transitions.
  - b. Challenges:
    - (1) Review the readability, clarity, form, and frequency of all memos, notices, and other print and non-print communications;
    - (2) Consider parents who do not speak English well, do not read well, or need large type;
    - (3) Review the quality of major communications (e.g., newsletters, report cards, conference schedules, etc);
    - (4) Establish clear two-way communications from home to school and vice versa.

3. At School - recruit and organize parent help and support.
  - a. Sample practices:
    - (1) School and classroom volunteer programs to help teachers, administrators, students, and other parents;
    - (2) Establish a welcoming Parent Center for volunteer work, meetings, resources, training, etc.;
    - (3) Establish a class parent telephone tree, or other structure to provide all families with needed information.
  - b. Challenges:
    - (1) Recruit volunteers widely so that all families know that their time and talents are welcome;
    - (2) Make flexible schedules for volunteers, assemblies, and events to enable parents who work to participate;
    - (3) Organize volunteer work; provide training; match time and talent with school, teacher, and student needs; and recognize efforts so that participants are productive.
4. Learning at Home - provide information and ideas to families about how to help students at home with homework and other curriculum related activities, decisions, and planning.
  - a. Sample practices:
    - (1) Information for families on skills required for students in subjects at each grade;
    - (2) Information on homework policies and how to monitor and discuss schoolwork at home;
    - (3) Information on how to assist students to improve skills on various class and school assessments;
    - (4) Regular schedule of homework that requires students to discuss and interact with families on what they are learning in class;
    - (5) Calendars with activities for parents and students at home;
    - (6) Family, math, science, and reading activities at school summer learning packets or activities;
    - (7) Family participation in setting student goals each year.
  - b. Challenges:
    - (1) Design and organize a regular schedule of interactive homework (e.g., weekly or bimonthly) that gives students responsibility for discussing important things they are learning and helps families stay aware of the content of their children's class work;
    - (2) Coordinate family-linked homework activities;
    - (3) Involve families and their children in all important curriculum-related decisions.

5. Decision Making - include parents in school decisions, developing parent leaders and representatives.
  - a. Sample practices:
    - (1) Active PTO or other parent organizations, Parent Advisory Council, or committees (e.g., curriculum, safety) for parent leadership and participation;
    - (2) Independent advocacy groups to lobby and work for school reform and improvements;
    - (3) District-level councils and committees for family and community involvement;
    - (4) Information on school or local elections for school representatives;
    - (5) Networks to link all families with parent representatives.
  - b. Challenges:
    - (1) Include parent leaders from all racial, ethnic, socioeconomic, and other groups in the school;
    - (2) Offer training to enable leaders to serve as representatives of other families, with input from and return of information to all parents.
6. Collaborating with the Community - identify and integrate community resources and services to fortify school programs, family practices and the learning and development of students.
  - a. Sample Practices:
    - (1) Information for students and families regarding community health, cultural, recreational, and social support;
    - (2) Other information regarding services and programs on community activities that are related to student capacities and talents;
    - (3) Include summer programs for students;
    - (4) Integration of services through business partnerships, civil, counseling, cultural, health, and recreation agencies.
  - b. Challenges:
    - (1) Solve problems of turf, funds, sites for activities;
    - (2) Inform families regarding student programs such as mentor teachers, tutoring;
    - (3) Ensure equality of opportunity for students, families participating in community programs to obtain services;
    - (4) Match community contributions with school goals: integrate child and family services with education.