



# SCHOOL COUNCIL TIP SHEET

## PARENTAL INVOLVEMENT: A CHECKLIST

Use this handy checklist to review your current parental engagement activities, and to stimulate discussion and ideas for future activities and events.

- Have we used surveys and other information-gathering tools to assess what parents need and want, and to ask for their opinions and suggestions?
- Have we determined the barriers which may impede some parents from participating?
- Do we understand the needs of parents whose first language is other than English?
- Have we explicitly invited parents to volunteer in a variety of school activities?
- Do we know which of our communications parents are using, and what forms of communication parents would like more of?
- Do we routinely gather parent contact information and use it effectively to keep parents informed?
- Do we have an organized plan for parent engagement activities this year?
- Do we know who has assumed responsibility for each activity within the plan?
- Do we respond immediately when parents indicate a willingness to volunteer or participate in other ways?
- Do we have a school information package for newcomers?
- Do we have an organized method for meeting and welcoming new families?
- Do we actively encourage parents to attend the parent group meetings?
- Do we acknowledge and involve parents who attend parent group meetings for the first time?
- Have we successfully addressed barriers to parent participation such as childcare, transportation, language services and off-site/off-hours events and programs for those who cannot attend regular events?
- Do we regularly provide school events that showcase student work and activities, address issues of concern, and provide information of interest to parents?
- Do we occasionally involve the community in the life of the school through such events as career and community fairs?
- Do we provide parents with the information they need to work effectively with school staff, and support their support their children at home?
- Do we celebrate our multicultural community by offering events that feature varied traditions, customs and sports?
- Do we prominently display information about the parent group in a high visibility area of the school?
- Do we ensure that the parent group has a presence at all school events?
- Do we have a parent group newsletter and/or ensure that the parent group is represented in the school newsletter?
- Does the parent group have a presence on the school website?
- Do we send frequent reminders to parents to ensure that school and parent group events remain highly visible and top of mind?
- Do we participate as guest speakers wherever possible in the community, outside of school?
- Do we recognize the efforts of parents and parent group members, to encourage greater involvement and participation?