



Process Training for Parent Quarterly Meetings

December 16, 2014

Welcome

Parent Quarterly Meetings

The logo for TUSD (Tulsa Unified School District) is displayed in a bold, italicized, black font on a white rectangular background with a yellow border.

PURPOSE: Training for
School Representatives
Implementing Parent
Quarterly Meetings in
TUSD School Sites.

Unitary Status Plan – “The Source”

ALL TUSD Schools with 70% or higher concentration of minority students must host Parent Quarterly Informational Meetings beginning in the Spring Semester of the 2014-2015 school year.

2. Plan and market the quarterly events	MASSD will train facilitators at identified RC schools so they can conduct their own quarterly events in 2 nd semester	Jan 15, 2015	Agenda; sign-in sheet	Maria F.
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Unitary Status Plan – “The Source”

Detailed Description

During the 14/15 school year, the African American Student Services Department (AASSD) and Mexican American Student Services Department (MASSD) will work with other departments (e., Title 1, Equity Directors) to develop an annual plan for the Quarterly Parental Information Events. These sessions serve to inform parents of the programs and opportunities available to African American and Latino students in TUSD. In addition, the AASSD and MASSD

Specialists will collaborate with other support services departments and schools to schedule one meeting per quarter in different TUSD school locations. The themes for each quarterly parent event will vary, including such topics as advanced learning experiences, college prep, curriculum, academic and student recognition, literacy, Parent University Conference, Magnet Schools opportunities, Guidelines for Students Rights and Responsibilities, Open House, parent teacher conferences and/or based on parent survey feedback. Quarterly events may also include a community resource fair and guest speakers (e.g., career awareness).| Student Success

Specialists assigned to specific schools will collaborate with the Title 1 site community representative to engage families in parent events offered by each school site.

Requirements for Meetings

- **Advanced Learning Experiences**
 - Video
- **School Programs**
 - Tutoring
- **TUSD Stats**
- **Community Resources Agencies**
- **Magnet Programs**
- **Schools' Data (ATI, AIMS)**
- **College Preparation (High Schools)**



Check List

• Initial Steps

- Collaborate with principal to set date/time
- Submit area reservation forms

• After Date & Location have been confirmed

- Advertise the event
- Request translation services
- Contact guest speakers, community agencies, & entertainment



Check List

- **Collect Informational Brochures & Flyers**
 - TUSD, School, & Community Information

Create the Agenda
Include all requirements listed in USP



Check List

- **One Week Before the Event**
 - Make copies, verify attendance of all presenters, translators, complete parent phone calls, finalize list of students being recognized

- **One Day Before the Event**
 - Test all electronic equipment





Check List

Day of the Event

- Check restrooms, hang arrow signs,
- Make sure EVERYONE (students, all family members) sign in
- Greet & acknowledge all TUSD officials who are present
- Pass out & collect completed Parent Surveys
- Collect one of each flyer from all tables

Documents Needed



- Sample Invitations
- Parent Call List
 - Agenda
- Sign in sheets
- Parent feedback surveys

Invitations

TUSD

MEXICAN AMERICAN STUDENT SERVICES DEPARTMENT
Parental Information Meeting
Cholla High, Pueblo High, Pistor & Valencia Middle School

Thursday, December 11, 2014
6:00 p.m.—7:30 p.m.

At Cholla High School Student Cafeteria
2001 W. Starr Pass Blvd., Tucson, AZ 85713

The Mexican American Student Services Department invites you and your TUSD student to attend a Parental Informational Meeting. In this meeting we will inform you of the services this department has to offer your child and to inform you of other community resources.

During this event, selected students will be recognized for their perfect attendance and academic achievements.

We hope you can attend.
Sincerely,
Maria Figueroa, Director



TUSD

MEXICAN AMERICAN STUDENT SERVICES DEPARTMENT
Junta Informativa Para Padres
Escuelas Cholla High, Pueblo High, Pistor & Valencia Middle School

jueves, 11 de diciembre 2014
6:00 p.m.—7:30 p.m.

En Cholla High School Student Cafeteria
2001 W. Starr Pass Blvd., Tucson, AZ 85713

El departamento de TUSD de Servicios Estudiantiles Mexicano—Americano esta patrocinando una junta de padres. El Propósito de esta junta es para informarles a los padres de los servicios que el departamento le ofrece a los estudiantes y/o informarles de los recursos de la comunidad.

Durante este evento, estudiantes seleccionados serán reconocidos por su asistencia perfecta y logros académicos.

Esperamos que nos puedan acompañar.
Atentamente,
Maria Figueroa, Directora



Parent Phone Calls

- Choose your target audience
- Use Mojave to create call lists
- Invite parents of student performers



Agenda



Agenda must include the following:

- School/TUSD programs/services
- ALE Video
- Magnet Program Information
- TUSD Stats
- School Data (ATI, AIMS, etc.)
- Community Resources
- College Prep (HS)

Send a draft to Principal for approval

Send final draft for translation

Sign In Sheets

- All people (students, parents, family members) should sign in to prove attendance.
 - Include contact information such as phone numbers and email addresses



Parent Surveys

Mexican American Student Services Department Needs Assessment Survey

Parent/Guardian Name

Child's Name & School

Please read the following items listed below and rate the level of importance by marking with an "X" inside of each space.

1 Least important and 5 Most important.

1	2	3	4	5	
					Academic Achievement (tutoring in Reading, Writing and Math, AIMS Support)
					College Prep (ACT, SAT, Test Taking Skills)
					Saturday Math tutoring
					Before and After school tutoring
					Parent Training: <input type="checkbox"/> Organization: Keeping Educational Records <input type="checkbox"/> College and Career Readiness: Getting Started Now! <input type="checkbox"/> Motivating Your Child <input type="checkbox"/> Parent to Parent (Group sharing) <input type="checkbox"/> Advocating for Your Child: From GATE and AP to Times of Trouble.
					Other: (please specify)

Recruiting Parents

- Entertainment:

- Certificates
- Student performances
 - Stagger performances throughout the event

- Advertise:

- Phone Calls
 - Personal Calls
 - Parent Link
- Follow through with return mail
- School marquee
- Principal newsletters
- School website



Community Resource Fair

TUSD Program Information

- Magnet/IB Programs
- Advanced Learning Experiences
- EEF
- Family & Community Outreach
- Tutoring Programs



Community Resource Fair



Other TUSD documents:

- Grad Link (HS)
- Language Education Policy
- School Data/Test Results
- Summer School/Summer Programs (Q4)

Community Resource Fair

College Information

Invite university & college recruiters to table at the event:

- UA, ASU, NAU
- Pima CC, Grand Canyon, etc.
- Regional College Access Center
 - David Rodriguez

Documents:

- Pima College information
 - “How To Get To College”
- Pima2NAU
 - “Keep Learning Without Leaving”
- UA
 - “The Plan for College”

Community Resource Fair

- Additional Resources:

- Expect More Arizona
- Pima County Public Library
- Girl Scouts
- Child & Family Resources
- Pio Decimo
- Mentoring Programs:
 - Goodwill
 - Big Brothers Big Sisters



Expect More Arizona

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Pima County Public Library

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