

Parent Education/ Programs Chairman's Guide



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Item #L-6230
Revised Spring 2009

This item is for PTA use only.

PTA Vision

Making every child's potential a reality.

PTA Mission

- A powerful voice for all children,
- A relevant resource for families and communities, and
- A strong advocate for the education and well-being of every child.

PTA Purposes

- To promote the welfare of children and youth in home, school, community and place of worship.
- To raise the standards of home life.
- To secure adequate laws for the care and protection of children and youth.
- To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth.
- To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social and spiritual education.

Overview

This guide will familiarize an officer or chairman with responsibilities required and opportunities available for parent education and programming.

How to Use

Use this guide to acquaint yourself with duties, responsibilities and general information you will need to know in order to plan and present parent education and programs for students, parents, teachers and community leaders.

Who Should Use

- Parent Education Chairman
- Programs Chairman
- Vice president in charge of parent education and/or programs

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Introduction

Texas PTA is the oldest and largest children's advocacy organization in the state. Over 600,000 members volunteer in their schools and communities to make life safer, education richer and experiences more meaningful for all children.

Planning and promoting PTA programs and events is a primary responsibility in PTA. All of our programs and events are tied to our work as child advocates and supporters of public education.

PTA programs serve as a tool to educate the membership and to draw the members into a community of support for the children and families served by PTA. Programs today are creative and meaningful. PTA leaders acknowledge the heavy demands of family schedules and plan programs that invite whole family participation. PTA is unique in that it offers a way for families of differing religions, cultures, economic groups and political interests to unite in support of one common issue – the health and welfare of children. No other organization exists to serve this function so completely.

PTA programs should keep the membership informed of issues, educate parents and provide a sense of community that unites neighbors far beyond their involvement in their children's school.

Parent Education as a PTA Priority

Parents are a child's first and most important teachers. The parents "role as a model" is a critical and essential ingredient in a child's learning process.

How prepared for this role are most parents? Unfortunately, knowledge of how to rear a family is not an inborn characteristic. All persons who become parents need in-service, on-the-job training. They need to continue to learn day-by-day about themselves and their children. Having skills to deal with problems, and knowledge to make correct decisions, allows parents to feel more comfortable in their roles.

PTA's Responsibility

From its beginning in 1897, PTA has had as a primary concern the home and the development of parenting skills aimed at improving the welfare of children and youth.

Parenting courses have been a cornerstone of PTA programs and projects. Ranging from discipline to nutrition and from communication skills to career planning, topics are unlimited.

PTAs provide discussion groups, distribute materials and cooperate with other organizations in sponsoring seminars and workshops. In planning for the PTA year, Local and Council PTAs are encouraged to place parent education at the top of the priority list.

As the budget is prepared, funds should be allotted for projects, programs, and materials. Besides regular PTA meetings, special times and topics should also be planned for parent education sessions. These sessions should allow ample time for discussion and participation by those in attendance.

Suggested Study Topics

These topics cover only a few broad areas that can be developed in a course of study under the parent education program.

- Early Childhood Education - What are the responsibilities of the parent during the formative stages of his child's development?
- Pressures on Children - What are the pressures facing the child today? How may a parent help his child face these pressures successfully?
- Pressures on Parents - How does a parent recognize symptoms of stress/burnout? What can be done about it?
- Discipline - How does discipline or lack of discipline shape an individual's later life?
- Communication in the Family - What happens to cause the breakdown of understanding between generations? How does two-way communication within the family help avoid the breakdown of understanding between adults and children?
- Influence of the Mass Media - How does the mass-media, particularly television, music videos and movies, affect the lives of our children? Is it harmful, beneficial or both?
- Legislation and Social Practices that Affect Family Life. Examples include child-care centers, housing, school organizations (integration plans), recreation, youth-serving programs, community centers, juvenile courts, guidance clinics, penal laws that affect children and families, teacher pay, advocacy and textbook adoption.
- For more ideas, check the extensive list in the Appendix section of this guide.

Position Overview

The positions on each Local PTA executive board vary from PTA to PTA. The position titles and duties relating to parent education and programs are sometimes separate and sometimes combined. The major difference between the two positions lies in the focus of the presentations, while the duties are very similar.

Programs Chairman

Purpose

PTA is known for its effective methods of getting diverse groups to work together. Our challenge is to maintain our position as mediator and coalition builder. This difficult task requires a balance of differing views of parents, children, legislators, taxpayers, teachers, administrators and the general public.

PTA-sponsored programs provide opportunities for education on issues, dialogue, and consensus building. PTA gains strength through effective programs, promoting growth as an organization and as individuals.

Goals

PTA programs create opportunities for interaction between teachers, administrators, parents and students. Programs are events planned to build community, provide information, celebrate student success and inspire action. The goals should include fellowship as well as fun.

Parent Education Chairman

Purpose

The need to value and support each child in his daily life and in his education is a responsibility for both parents and the community. PTA recognizes that the home is the major influence on the life of a child and the major source for development of character, values, attitudes and abilities. The home environment must provide the love, warmth and encouragement each child needs to develop his capabilities to the fullest. The importance of the family and of the home is clearly stated in the mission and purposes of PTA. Parent education programs and projects provide information on issues affecting children and youth and help parents become more aware of the need to become actively involved in all

areas of concern in the lives of children. PTA-sponsored study/discussion sessions offer parents the opportunity to become more knowledgeable and more capable in handling their responsibilities.

Goals

The Local PTA Parent Education Chairman works with others in the community to provide opportunities that empower parents. This chairman should promote parent education study courses and strive to make members aware of the importance of, and need for, parent education.

Duties of Chairman

- **Preparation** - Prepare for the position by reviewing all materials from National and Texas PTA and attending training offered by National, Texas, Area and Council PTAs. Study PTA bylaws and procedure book provided by the former chairman.
- **Awareness** - Be aware of the problems concerning education today, such as changing neighborhood schools, politics in public education, finance, parenting with all of its implications, absenteeism and involvement. Study all aspects of these issues and provide guidance through informative, challenging programs.
- **Survey** - Survey the members to determine their needs and concerns, and set goals to present programs that meet these needs. Meet with the principal to receive input from the teachers and staff.
- **Teamwork** - Build a team creating a committee. Assign tasks so that everyone becomes involved. Work with all Local PTA chairmen to implement programs that will permit a maximum number of members to participate. The Local PTA chairman can be an effective liaison with community organizations that have similar goals. Seek opportunities to be represented in these organizations and to participate as a coalition member in communitywide presentations.
- **Planning** - Complete a Plan of Work and present for approval by the executive board. Anticipate expenses for inclusion in the proposed budget.

- **Coordination** - Coordinate the efforts of committee members. Verify that plans are going according to schedule on arrangements and publicity.
- **Development** - Develop programs to help families learn to communicate and live together in a wholesome manner. Remember to plan, publicize, present, and evaluate each program thoroughly.
- **Opportunity** - Provide opportunities for persons of different races, colors, creeds and philosophies to study and develop skills that promote awareness, tolerance, acceptance, support, and interaction.
- **Publicity** - Publicize through the Local PTA newsletter, Web site, marquees, posters, newspapers, radio and television, and personal contact. Many stations will work with you on creating public service announcements. Community businesses can be encouraged to promote the programs by advertising on signs and through in-house communications. The school district may be an additional resource in reaching parents of all students in the district.
- **Assistance** - Assist parents in developing and improving their parenting skills.
- **Advocacy** - Advocate action and cooperation with other organizations that will improve the community as a whole.
- **Documentation** - Document the position with a procedure book that includes printed resource materials, a Plan of Work, copies of reports, evaluations, and other helpful materials.
- **Evaluation** - Evaluate efforts. Determine what was successful and what could be improved. Record recommendations for your successor.
- **Dissemination and recognition** - Apply for awards offered by Texas PTA in order to recognize the achievement of your Local PTA and to allow other Local PTAs to duplicate your success.
- **Resources** - Maintain a file on the programs, speakers, materials, and other pertinent information in order to establish continuity. Pass these on to the succeeding programs chairman.

Responsibilities at a Glance

- Determine the needs
- Explore the possibilities
- Look at the history
- Investigate the resources
- Plan the programs
- Schedule the events
- Publicize and attract
- Evaluate the results
- Recommend for the future

A Look at the Chairman at All Levels

The Local PTA Chairman

The Local PTA chairman is the foundation of parent education and programming because they work with the individual parents. This is where real learning takes place. With other PTA officers, chairmen, and school administrators, the Local PTA chairman puts the parent program into action. The responsibilities for the Local PTA chairman are to:

- Seek information and assistance from the Council PTA chairman (or to the Area PTA chairman if there is no Council PTA);
- Choose program topics concerned with school and community needs;
- Make the program a cooperative effort, ask assistance of other chairmen;
- Write articles for the local newsletter and Web site;
- Keep a procedure book to be passed on to the next chairman, including recommendations for the next year;
- Apply for the Texas PTA Parent Education/Programming Award for Local PTAs; and
- Maintain good records during the term of office.

The Council PTA Chairman

Council PTA-sponsored programs may be the same types of programs that the Local PTA promotes, as long as they reach and benefit all levels of PTA. In addition, the Council PTA chairman should provide information on local resources, events, and opportunities for programs, as well as showcasing those Local PTAs that provide exemplary programs.

The duties of the Council PTA chairman of parent education are similar to the Local PTA chairman when organizing programs at the Council PTA level. The Council PTA chairman should:

- Encourage Local PTAs to conduct individual parent education programs;
- Research community resources for programs and parent education opportunities that Local PTAs might access;
- Host a community wide parent education event or facilitate a “feeder school” program to reach a larger audience;
- Showcase programs during Council PTA meetings;
- Inform the Local PTA chairmen of requirements for the Texas PTA Parent Education/Programming Award for Local PTAs;
- Apply for the Texas PTA Parent Education/Programming Award for Council PTAs;
- Write articles for the Council PTA newsletter and Web site;
- Prepare and present parent education and programming workshop(s) at Officer’s and Chairmen’s Training; and

- Encourage the Council PTA to present Council PTA-level awards and recognition.

The Council PTA chairman can accomplish a great deal by conducting a workshop for Local PTA chairmen. The Council PTA chairman should acquaint the Local PTA chairmen with their work, informing them as to the mechanics of planning, conducting, and evaluating, as well as inspiring them with the joys of working in the area of parent education.

The Area PTA Chairman

The Area PTA chairman can affect a large number of members by supporting the Council PTA chairmen and those Local PTA chairmen not in a Council PTA. The Area PTA chairman should:

- Promote interest in parent education and programs;
- Assist in the organization of programs and large-scale cooperative programs, when requested;
- Provide a training workshop for Local and Council PTA chairmen; and
- Encourage Local and Council PTAs to apply for awards.

One way the Area PTA chairman can stimulate interest in parent education courses is to offer awards at the Area PTA Spring Conference or Annual Meeting. Use incentives, imagination, and creativity for the awards. Consider all levels: early childhood, elementary, junior high/middle school, senior high, combined PTAs, and Council PTAs. If finances are available, a trophy, tray, or plaque for the most outstanding program for Local and Council PTAs might be presented.

PROCEDURE BOOK

A procedure book serves as a permanent record of activities and ensures an ongoing PTA program of work. It should contain material and information needed for the job. A three-ring binder with tabbed dividers keeps your records organized.

Suggested Table of Contents

Directory

- Local PTA Fact Sheet
- Your name, address, phone number and term of office
- Rosters of National, Texas, Area, Council and Local PTA boards
- Names and phone numbers of resources used

Job Description

- Responsibilities of your job
- Month by month "To Do" List

Plan of Work

- Copy of your approved Plan of Work

Budget

- Local PTA budget
- Treasurer's reports
- Voucher forms
- Tax exempt forms
- In-depth breakdown of expenditures for your job (can be put with your Plan of Work)

Bylaws

- A current copy of the Local PTA bylaws

Events, Projects, Programs

- List on a separate page each event, project or program (include dates, responsibilities, expenses and evaluation)

Reports

- A copy of all forms turned into the National, State, Area, Council or Local PTA.
- Award forms
- Annual report: A summary of year's activities that should not exceed one page (include your recommendations).

Volunteer Hours

- Use a calendar to keep track of your hours and turn them into the Volunteer Chairman.

PTA Materials

- Handouts and updates received from Texas, Area, Council and Local PTAs
- Agendas and minutes

Newsletters

Past Year's Information

Personalize your procedure book to best fit your needs. Ask yourself, "*If I knew nothing about the job, could I do it with this Procedure Book?*"

Information You Should Pass to the Next Chairman:

- Plan of Work and Budget
- Actual amount of money spent doing your job
- List of resources – don't forget the most important resource: YOU
- Copy of all reports
- Handouts – include the number of copies made, who they went to and supplies used
- Activity Summary – be specific and give details (who, what, when, where, how)
- Include sample notes, maps and diagrams used.
- Month by month "To Do" list
- Estimate the number of hours you spent on the job

Recommendations

Programs

Many times, the PTA program is the first image that parents and educators have of PTA. A well-run program may be one of the most important public relations tools for promoting PTA.

Steps to Good Programs

What is the purpose of the program?

Each program should focus on one of the five I's of programming:

- **Inform** - to provide information
- **Instruct** - to teach how to do something
- **Interest** - to peak interest in further study
- **Inspire** - to motivate to gain further information or to act
- **Involve** - to bring the community together and to understand the need for action

All programs should also be entertaining and enjoyable.

Determine a program topic

- Use a committee to review ideas.
- Involve the membership by asking their opinion.
- Send surveys and questionnaires to parents, staff, neighborhood, and community several times during the school year.
- Read newspapers, watch television, and listen to what people are discussing.
- Determine what is needed.
- Identify what will be relevant to the people attending.

Arrange for —effective publicity

- Newsletters
- Web sites
- Local media
- Press releases
- News articles
- Cooperation among other community groups to help pass the word
- Telephone chain/tree
- Board member support

Evaluate the program outcome

Use an evaluation form to determine the following:

- Did the program do what it was supposed to do?
- Was it interesting?
- Was it relevant to the needs of the audience?
- How could the program be improved?

Ways to Evaluate Success

- How the program was conducted – was it well-run, smooth and on time? (process)
- How did the audience feel, respond? (quality)

Roadblocks to Successful Programs

- Weak or ineffective publicity
- Unexciting or poorly constructed title (does it peak the interest of a reader?)
- Poor timing (conflict with football games, academy awards, holiday time, etc.)
- Irrelevant content (why attend if it has no meaning?)
- Poor presentation (too long, poor speaker, too much delay, boring, etc.)

Possible Solutions to Ineffective Programs

- Use National and Texas PTA program materials, videos, and speakers.
- Use themes.
- Combine programs with other Local PTAs.
- Develop a network with other Local PTA chairmen in your community for ideas, speakers, etc.
- Involve the membership in the planning.
- Use other community groups (Lions clubs, Rotary clubs, etc.) in planning, publicity and participation.
- Try special formats (father-son night, grandparents' night, etc.).
- Try something new and different. Be innovative.
- Survey to discover the best time for programs (day or evening).
- Offer babysitting, tutoring, or a special student workshop during programs.

How to Plan a Program

- Choose a program chairman.
- Appoint a program planning committee.
- Determine resources available for program planning: money, information, volunteers, speakers, or celebrities.
- Choose a program that represents the mission and purposes of the PTA.

Plan the program:

- Survey what is appropriate, interesting, and of value to your PTA members.
- Remember to be inclusive –that is, to consider everyone’s interests when planning.
- Make a timeline or list of all necessary tasks in the order that they should be undertaken and the deadline for which each task should be completed.
- Work closely with publicity committee to reach desired audience.
- Create a budget.
- Assemble all necessary resources.
- Monitor and revise the plan of action.
- Are committee members doing their jobs?
- Are deadlines being met?
- Are resources adequate to complete the program?

Evaluate the program:

- Were the goals of the program met?
- Was it worth the time and money?
- Who benefited from the program?
- How did they benefit?
- What was the response from the audience?
- Should the program be repeated?

Show appreciation: Remember to thank every donor and volunteer.

Program Planning Timeline

When planning a year of programming, consider the time needed to accomplish each

task and plan accordingly.

One Year

- Review predecessor’s materials
- Write/Present Plan of Work for approval
- Develop a budget
- Survey membership

Six Months – One Year

- Check calendar(s) for conflicts
- Contact/Schedule speaker(s)
- Reserve meeting room(s)/equipment
- Contact associated board members for crossover

Three Months

- Obtain speaker biography/program overview
- Create advertisement
- Plan/Assign duties
- Develop media relationship

One Month

- Schedule volunteers
- Confirm speaker
- Send publicity to TV stations/cable
- Print publicity in PTA/school newsletter

Two Weeks

- Send press release to the newspaper
- Copy handouts/fliers/evaluation forms
- Confirm plans/needs with speaker

One Week

- Send home flier

Two Days

- Send home reminder
- Remind volunteers

Day of Program

- Meet with speaker
- Check room arrangements for program (microphone, audiovisual, room setup, heating/cooling, etc.)

After Program

- Evaluate response and results
- Submit article/photograph to newspaper/newsletter
- Send thank-you notes

Resources

Texas PTA - Web site www.txpta.org

Customer Service

Staff can assist you at 512-476-6769 or 1-800-TALK PTA (800-825-5782) or via email at programs@txpta.org.

Texas PTA board members are positioned across the state and can offer information and support for your Local PTA. A complete roster is published on the Texas PTA Web site.

Newsletters

Texas PTA's official newsletter, *The Voice*, is published on the Web site three times per year, and *Board Bytes*, a Texas PTA monthly e-newsletter, is sent to Local PTA leaders with the most up to date news and resource information.

Leadership Resources

Texas PTA Handbook - Complete resource manual for the PTA president, available for purchase online and at Texas PTA events in print and CD versions, or online as a free download.

Chairman's Guides - Individual manuals for each PTA position, including Parent Education/Program, are available for purchase online and at Texas PTA events in print and CD versions, or online as free downloads.

Parent Involvement Manual: Developed by the Title I Statewide School Support/Parental Involvement Initiative and the Texas PTA under contract with the Texas Education Agency.

Literature Resource Cards: Resource cards are free of charge for pick-up orders or by downloading from the Web site. All items are in PDF format. Shipping and handling will be added to mail-order deliveries only.

General Publications - Publications on a variety of topics are available which assist PTA leaders as they promote the mission, purposes and goals of PTA. These items are sold online and at Texas PTA events.

Texas PTA awards criteria is available for download on the Web site.

Texas PTA Programs

Texas PTA has long been committed to providing students, families and educators with relevant, powerful resources to achieve student success.

Our Family and Campus Program Resources demonstrate our belief that together we can make a difference for children. These programs address a wide range of social and academic challenges facing young people and offer information and solutions that adults who care about them can use to make every child's potential a reality.

Family Resources are 60-90 minute parent education workshops that generally include a PowerPoint, DVD/video component and an interactive presentation by a trained Texas PTA presenter. All family resources are relevant to educators and administrators.

Campus Resources are primarily designed for educators, administrators, and Council PTA programs.

For detailed program descriptions go to
www.txpta.org,
call 512-476-6769 or
1-800-TALK-PTA
or e-mail programs@txpta.org

Requests for programs may be made online and should be submitted at least six weeks in advance of the date requested. As we work to be good stewards of our resources, we request Local PTAs partner with neighboring schools and work with their Council PTA whenever possible to reach as many families as possible with each presentation.

TIP: Parents are more likely to attend when babysitting or a complementary student activity is also offered.

Classroom Resources include the Texas PTA Environmental Awareness Program and the National PTA Reflections Program which encourage students to try a variety of communication and arts media techniques they might otherwise never experience. Texas PTA provides training and resources for on campus PTA volunteers to organize these programs at each school.

Resources

National PTA - Web site www.pta.org

Customer Service

Staff can assist you at 800-307-4PTA (4782) or via e-mail at info@pta.org.

Magazine

Our Children is published approximately five times per year. Subscriptions are available for purchase on the National PTA Web site. The online edition of *Our Children* delivers to the web the same high-quality, relevant articles found in the print magazine.

Electronic Newsletters

PTA Local Leader News: great ideas, tips, and information for Local PTA presidents, committee chairmen, boards, and other leaders. Resources aimed at Local PTA leaders.

PTA Parent E-Newsletter: Expert advice and practical ideas for raising kids and becoming a vital part of their education.

PTA Takes Action: Federal Policy Update and PTA Action Alerts
Learn about what's happening on Capitol Hill and about legislative issues affecting families, schools, and communities. The Federal Policy Update is our monthly newsletter. Action Alerts are breaking news items from Capitol Hill that urge you to take action.

Leadership Resources

Quick-Reference Guides featuring resources for President, Membership, Programs, and Money Matters. The PTA Quick-Reference Guides are included in The Official PTA Kit, distributed to all Local PTAs with officer information on file with Texas PTA. The Guides may also be downloaded as PDFs with your log in and password printed on the back of your membership card.

Numerous resources, links, and archived articles are available for download, covering a variety of topics on parenting, advocacy, programs, legislation and more.

E-learning—Courses available online include

PTA Basics, Conflict Management, Grant Writing, Running a Successful PTA Program, and Effective Advocacy for Your Child.

Community Resources

The most successful PTAs make full use of a variety of resources including the Texas and National PTA, local community and government agencies, and local educational entities including the school district, community colleges, and local universities if available.

School District

Your school district should be a major resource to you. Most school districts have a parent education department that may provide speakers, videos, books, and other services to you. The school board members, superintendent, and district department heads should all be considered as speakers. Your own school nurse, counselor, principal, librarian or other staff may lead an effective discussion group.

Government Agencies

Issues regarding city services, policies, ordinances, and land use can be addressed by a number of local officials. The local police or fire fighters can speak on underage drinking, drug awareness, gang activity, internet safety and general home/family security and safety. Research which state or national agencies are located in your area.

Other Agencies

Many health associations, insurance companies, community organizations and even businesses offer free workshops on a variety of topics from financial planning for college to keeping your heart healthy. Check out the community resource list in the appendix section of this guide for more suggestions.

If your Local PTA has funds there are many excellent programs available that address drug and alcohol use, bullying, self-esteem, etc. An online search in your area of interest will no doubt result in many resources.

Innovative Approaches

Families have changed dramatically in recent years. According to a 2000 US Census Bureau report over 16% of Texas families (1.26 million children) are headed by a single parent, 10% of Texas children live with a relative other than their parent, and in 54% of two parent households, both parents work. Parenting education must be structured to meet the needs of the “new” parent.

In addition, the blend of various ethnic and socioeconomic cultures in school communities continues to increase. The PTA’s approach to parenting must reflect these varying backgrounds.

Suggestions for making parenting education available and appropriate for ALL parents might include, but are not limited to, the following:

- Remembering the needs and abilities of the membership
- Providing a variety of topics and formats, including panels, small discussion groups, lectures, hands-on learning, etc.
- Learning about all groups for complete inclusion
- Scheduling meetings in places convenient to the targeted membership (churches, community centers, libraries) and at varied times (breakfast meetings, brown bag lunches and weekends)
- Offering transportation to the meetings
- Seeking assistance of bilingual parents for announcements and translation
- Offer babysitting or a concurrent student program on site

Group Discussion Techniques

The Lecture-Discussion

The main purposes of a lecture are:

- **to stimulate interest** in a certain field or about a certain problem, and
- **to provide information** on a subject.

A lecture should always be followed by a question-and-answer period. Encourage members to listen attentively and to participate in the question-and-answer session.

Role Playing

Group members act out a real life situation. They make up their parts as they go along without script or set dialog. There are two parts. The first is warming up, in which the problem is stated, characters described, the stage set and actors chosen. The second is the actual role-playing during which members act out their version of what the characters would say or do. The action should only last three or four minutes. Discussion will follow easily.

The Panel

A group of three to five people informally present their points of view on a chosen topic. A moderator guides the discussion.

The Symposium

The symposium, like a panel, consists of several speakers. It differs from a panel in that these people give short, prepared talks on various phases of the same subject. A distinct advantage of the symposium is that it brings together several points of view. The question period should be twice as long as the talks.

Skits and Plays

Skits and plays are elaborated role-playing that make enjoyable introductions to group discussions. They can be presented effectively with a reasonable amount of script preparation. The dramatization presents the problem to the group. Exploration of ideas and audience learning takes place during the subsequent discussion. Because of their emotional impact, skits are an effective way to say important things.

Table Talk

Seat any number of participants around tables and assign questions or topics for discussion. Each group chooses its own leader and reporter.

How to Start a Parent Education Library

Many Local PTAs create parent education libraries to serve the needs of their members. This library may be as simple as a shelf of materials and a spiral notebook for members to check items out on the honor system or as elaborate as an entire parents' lounge, complete with library shelves and volunteers to keep track of the materials and checkout system. Some school librarians are willing to keep the parent education library as a part of the school library. Each Local PTA must decide what method does the best job of serving its members.

A few key points to remember when building a library for your members are:

- **Always preview an item before purchasing**

A number of corporations have created excellent videos as promotional tools and will donate one or more copies to your library, if asked. Commercial parent education video production companies will generally allow a 30-day preview time before charging for the video. Many materials are reasonably priced (under \$60) and do a great job of addressing issues, while some of the \$300 plus videos are simply too commercial for PTA needs. Getting the information to your audience in a usable form is the most important thing to remember.

- **Catalog every item and every borrower**
Information can be stored in a computer and easily updated or kept on index cards. The borrower list can tell you not only who are using the materials, but also what materials are most helpful and/or popular.

- **Create policies** regarding lending periods, lost or damaged materials and responsibilities for the library prior to offering materials for loan. A clear policy regarding replacement of damaged or lost items saves money and helps keep the materials available for borrowers.

- **Choose each item with a specific audience in mind**

- Consider the length. Anything longer than 30 minutes may lose the audience's attention.
- Consider the format. Videos of speeches and panel discussions may be fascinating to adult audiences, but may lose the interest of a mixed-age group; animated information may appeal to children and some youths, but be less popular with adults.
- Consider the content. Any graphic material should have a disclaimer that warns the audience of the questionable material.

- **Follow a system when acquiring new materials**

Hundreds of relevant videos and books are produced every year, and most are reasonably useful. A survey helps identify focus issues for each budget period. Try to limit new materials to those focus issues. The library materials should reflect a balance of issues representative of the community's concerns and emerging issues. However, always consider free videos and books, whether or not they fit the current focus issue.

- **Publicize**

Let people know about the library. Promote the use of materials by having a film festival, distributing fliers to announce new additions, providing special evening or lunch time checkout assistance to accommodate working parents, and anything else that fits the needs of your community.

Basic Information to Collect on Borrowers:

- Name and address
- Telephone number and e-mail address
- Title(s) of items borrowed **and** due date
- Special notes, such as repairs needed to the materials, special borrowing time and comments on the quality of the materials for future reference.

Cooperative Agreements

Interpretation

Local PTAs often act jointly with other organizations to achieve common goals. Such cooperative efforts are frequently in response to an invitation from another group or can be initiated by the Local PTA.

Limits of Cooperation

Cooperation does not include participation in fund raising or membership enrollment activities of other organizations. Cooperation does not include contributing funds to finance the work of another organization. A Local PTA may bear its share of the costs of a cooperative project or the operating expenses of a Council PTA in which it participates.

The Local PTA assumes no obligation (expressly or otherwise), responsibility or liability for the competence, actions or omissions of any person or persons who may have been or may become a leader, participant or otherwise in any organization or group sponsored by the PTA.

A Local PTA does not join any other group or agree to abide by any other group's bylaws or policies. No Local PTA representative shall sign applications or renewals for youth group charters which commit the Local PTA to the bylaws and other regulations of another organization.

The Local PTA retains its own identity and shall not commit to courses of action outside its own field of operation.

When a Local PTA participates, ensure that the rules of procedure or bylaws of that organization do not conflict with its own bylaws and the bylaws of the National and Texas PTA.

Cooperative Relationships

Cooperative relationships are maintained within three kinds of groups:

Official Agencies: Local PTAs cooperate with certain official agencies that are public, tax-supported governmental organizations, established to serve the people, such as: the

departments of health; recreation commissions; police and probation departments; and federal agencies.

Professional Organizations: Local PTAs cooperate with professional organizations in education, health, social welfare and related fields to undertake joint studies, surveys, or projects.

Youth-Serving Agencies: The Local PTA considers the work done by many youth-serving organizations and character building groups to be of tremendous value. Local PTAs are, therefore, encouraged to aid them through:

- Reinforcing the work of youth groups through moral support and encouragement.
- Encouraging interest in the need for youth groups and stimulating leadership.
- **Project** – A relatively short involvement of PTA with another group that has a well defined mission with clearly prescribed starting and ending dates.
- **Cooperative Agreement** – Usually a somewhat longer time frame of commitment than a project, but one that specifies PTA combining with some other entity to accomplish a specific purpose. Cooperative agreements would require a written document (short of a legal contract) of shared responsibility specifying exact actions expected of each group, what each contributes to the overall plan and any restrictions and limitations.
- **Collaborative Agreement** – A broad working relationship with one or more entities, usually of long or ongoing duration. The relationship may include both specific and non-specific action or involvement by PTA and usually contains a shared belief in a cause that aligns PTA with the other entities in the collaboration.
- **Grant** – The most formal and structured agreement. Usually requires a written contract delineating specific duties and responsibilities whereby PTA receives monies for specified actions or products.

- **Appendix**
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Texas PTA Program Ideas

These program ideas are grouped according to The Purposes of PTA.

To promote the welfare of children and youth at home, school, community and place of worship

- Host a Town Meeting to identify issues of concern to families and promote dialog with community leaders.
- Have a Safety Rally with workshops or booths to provide safety information to parents, children and youth.
- Create one or more bicycle events, emphasizing safe riding practices such as helmet use, signals, etc.
- Begin a Sock Tree or a Clothing or Food Pantry to assist needy families in the school neighborhood.
- Pre-purchase and package school supplies for sale at the beginning of the school year. (Use any profits to provide identical kits for students who are notable to purchase them.)
- Plan and support Project Graduation/Post Prom (alcohol-free) events.
- Assemble a book or photo display that documents the history of your school/neighborhood/town.
- Plan a series of presentations for students and parents on the prevention of child abuse.
- Arrange environmental education programs that teach students and parents to work toward making the school and neighborhood more environmentally safe.
- Invite speakers from the American Cancer Society, American Heart Association or another health advocacy organization to present information regarding the effects of alcohol, tobacco and drugs.
- Combine efforts with school personnel and have a week devoted to child abuse prevention.
- Invite a Texas Health Department speaker to present the latest information on the inhalant abuse crisis – what children are sniffing and telltale signs.
- Sponsor an after-school enrichment program for students.
- Sponsor a homework clinic several days a week after school in which PTA volunteers help students with their homework.
- Sponsor a drug-free week with “Say No to Drugs” activities each day.
- Have a bus safety poster contest.
- Sponsor a health awareness event, promoting healthcare for children and publicizing local immunization clinics.
- Host a —Teach Us, Too!“ event that updates parents on the information that school districts are teaching students about stranger danger, child abuse, fire safety or other safety issues.

To raise the standards of home life

- Plan “Family Night” activities. Do this at least once during the year or increase the number of times according to interest shown.
- Present a series of parent education programs.
- Promote alcohol-free family events as an alternative to serving alcohol.
- Start a reading program for parents and students.
- Have a Communication program. Structure it like a television talk show with a few experts on a panel and then comments from the audience.
- Create a parent advice book. Have each parent and grandparent submit advice that has been important in his/her child-rearing experience.
- Present a program on domestic violence. Consider a companion series of classes on self-protection for women.
- Have a “Tastes of the World“ night that includes opportunities to sample healthful foods from around the world.
- Produce a program or handout with suggestions for stress-reducing time savers.
- Create a toy library that allows families to borrow toys for a set time period.
- Sponsor a series of classes on topics such as gardening, carpentry, automobile maintenance, cooking, crafts, pet care and sewing.
- Build a parent education library complete with videos, audio tapes and books on topics chosen by the parents at your Local PTA.
- Offer a handout with tips for prioritizing everyday tasks so as to emphasize the importance of home and family.
- Coordinate having each grade level adopt a needy family during the holidays to provide needed items.
- Plan a no-television family night at school with games, stories, etc., for families.
- Present 10 minutes of parent education at every Local PTA meeting.
- Sponsor a baby-sitting clinic.
- Provide an opportunity for students to learn about jobs that might be an option for them with their abilities.
- Plan a Project Safeside night, educating parents about severe weather preparedness.
- Schedule a home safety night, with presenters from the fire station, the police department or the local hospitals, who can instruct parents how to create a child-friendly, child-safe environment.
- Coordinate a “My Neighborhood” event, mapping the neighborhood around the school and teaching students how to navigate the streets, locate safe houses or find their homes.

To secure adequate laws for the care and protection of children and youth.

- Encourage members to be active in the government of their city, state and nation.
- Work to have a 100 percent tobacco-free campus.
- Encourage members to share their views regarding PTA resolutions and to take an active role in the Texas PTA Annual Convention.
- Sponsor forums and debates on focus issues that affect children and education.
- Promote voter registration.
- Promote total PTA membership.
- Encourage open discussion between the members of the site-based decision making committee and the PTA.
- Plan a field trip to a meeting of the school board so that PTA members may become familiar with the workings of the school board.
- Invite a school board member or the school superintendent to address the PTA and share his views on the quality of education in your district and the challenges facing the school board.
- Have a legislative report at each PTA meeting and encourage members to write to their representatives on pending legislation.
- Be an advocate for improved teacher-student ratios and needed budget items.
- Support curfew and gun control laws that could affect your child.
- Sponsor a U.S. Citizenship Day emphasizing pride in and knowledge about our country.
- Make parents aware of abuse reporting procedures.
- Have a speaker on laws affecting juveniles.
- Learn about police procedures in dealing with runaways, and support a runaway shelter in your community.
- Plan advocacy training to show parents how they can affect their school board, city council, state and national legislators.
- Promote campus violence perspectives and internet safety.
- Sponsor a candidates' forum prior to elections.
- Host a Parents' Rights workshop to educate parents on their rights and responsibilities.
- Invite members of the school board and city council to inform parents how to become active and involved in the community.

To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth.

- Sponsor a school-wide town meeting with

members of the site-based decision-making committee in attendance. Invite questions, comments and suggestions about the work and goals of the committee.

- Ask parents and teachers what issues are important regarding improving the students' education. Do this with a survey or in an evening of discussion groups.
- Have a spaghetti dinner, pancake supper or potluck picnic to encourage communication between families and teachers.
- Print a PTA newsletter that shares tidbits about what is happening at school, tips for helping students with homework, ideas for parent-teacher conferences, etc. Include a wish list of items or services that parents and community members may donate or help obtain to enrich the classroom experience.
- Provide teachers with certificates that they can fill in to praise children for good work, creativity, mastery of a subject area and/or citizenship.
- Begin a monthly "Family Night." Include some method of serving dinner at little or no cost. Then plan fun activities that everyone may take part in.
- Create a "School Grandparent" program. Find one or more older adults who are interested in volunteering. They may be available to give the extra bit of attention that some children (and some parents) need.
- Make family trees. Start the process by inviting a genealogist to explain the process and some sources of data to help track down ancestors.
- Create a family tradition book. Have each family submit information about the traditions that they observe.
- Form a greeting committee. Find parents, grandparents, teachers and others who can arrange to be at the school when students arrive to greet everyone and start the day in a positive way.
- Plan surprises for teachers and students at unexpected times. Examples might include: live music with lunch, frozen fruit juice bars for a surprise dessert, plants for the classrooms, etc.
- Provide a parent survival kit for high school parents, including information on graduation requirements, courses, pre-registration, etc.
- Have a volunteer appreciation month.
- Hold adult history, computer, or math classes at the school for interested parents. Students can assist.
- Hold a student appreciation week to let students know they are valued.
- Be aware of attendance zone changes and how they might affect students at your school and in your district.

To develop between educators and the general public such unified efforts as will secure for all children and youth the highest advantages in physical, mental, social and spiritual education.

- Work with community service projects to get the benefits of each project for your PTA families, i.e. Red Ribbon Week, Public School Week, Bring your Family to School Week, Keep Texas Beautiful Projects, etc.
 - Sponsor events that promote a positive relationship between the school and community such as fun runs, food drives, carnivals, bike rodeos and violence prevention rallies.
 - Create a “Good Neighbor Night.” Use an ice-cream social or other theme that will allow people to talk. Invite everyone to share ideas about ways to make the neighborhood more safe and friendly.
 - Start a volunteer “English as a Second Language” course.
 - Create a runners and joggers club. Let parents, children and neighbors join. If the school does not have a track, look into creating one.
 - Form a neighborhood telephone buddy system that can be used to call people in emergencies. This program rebuilds disintegrating community relationships and support systems.
 - Recycle cans and paper.
 - Sponsor a sign language course. Use the graduates as signers for PTA functions and
- let the community know that your school is equipped to include deaf parents and neighbors and is anxious to have their input.
 - Work with school and community leaders to make full use of the school building, thereby establishing the school as the hub of the community.
 - Sponsor a storytelling event with multicultural stories that illustrate beliefs and cultures from around the globe.
 - Sponsor an all-school reading contest; keep an updated record in the main hall and have a school award when the school reading goal is met.
 - Promote a school pride week with special days (wear school colors, wear funny hats); speakers; picnics; perfect attendance awards; positive quotes daily; etc.
 - Provide an outdoor weather station for your school with a thermometer, rain gauge, anemometer, etc.
 - Organize a publishing company in your school with PTA members in charge; students can write and edit books with your helpers binding the books which can then be placed in the school library for other students to read.
 - Provide funds and parent supervision/help for field trips at each grade level.
 - Join with other Local PTAs to present weekly or monthly programs on public access television.
 - Sponsor a Volunteer Fair and invite non-parents to attend and become involved.

Suggested Monthly Focus

The ideas on the following pages are intended to be helpful hints.

YOU DO NOT HAVE TO USE THEM.

The best PTA programs are created by people who are responding to the needs and interests of their own PTA members. This may be accomplished by using one of the sample surveys found in the appendix. Always check with your principal before sending anything home to all the parents.

Suggested September Focus: Health/Membership

- Combine back-to-school night with a health fair. Have tables in the hallways with displays on nutrition, exercise, good sleep patterns, immunization facts, etc.
- Hold a separate health fair with vision screening, hearing screening, blood pressure checks and other booths. Provide follow-up information as needed.
- Make back-to-school night an intergenerational affair. Assemble a display showing how school looked and functioned in earlier times, and include examples of ways that health issues and attitudes have changed over time.
- Start a fitness club—aerobics, jogging, walking, etc. Any type of exercise will do. Invite other school neighbors to take part as well. All ages may join in a regular fitness program for exercise and friendship.
- Pull together a school cookbook. Invite students to bring the recipes for their favorite dishes. Emphasize healthful foods, but include everyone's donation to the book. If possible, get a local merchant to underwrite the cost of printing/duplication, and sell it at a nominal price.
- Use the Local PTA meeting as a focal point of Membership Month. Order the membership kits from Texas PTA and National PTA for a full month of membership ideas and resources.
- Advertise the benefits of membership.
- Invite grandparents to join PTA.
- Consider inviting interested grandparents to participate in an after-school program. Children can learn to cook, sew, build things, play games and relate to older people in a positive way, and the elders can have a great impact on the community.

Monthly Observances

Texas PTA Membership Enrollment Month

Special Days in September

Grandparent's Day (First Sunday after Labor Day)

Labor Day

Other Resources

American Cancer Society
American Diabetes Association
American Heart Association
American Lung Association
Texas Commission on Alcohol & Drug Abuse
Texas Education Agency
Texas Department of Health

Suggested October Focus: Community Involvement

- Invite representatives from the Drug Abuse Resistance Education (DARE) program to speak.
- Find out if your community has a historical society. Have someone speak on the history of the community and point out locations of historic significance.
- Invite the health department, county extension service or police department to present ideas for a safe Halloween, or gang awareness for older students.
- Focus on parent-teacher relationships and conferences.
- Hold a fall carnival. Include the fire department, police community services divisions, EMS, the library, the health department, etc., to exhibit at your fall carnival.
- Hold a school-wide garage sale. Publicize throughout the neighborhood and invite everyone to contribute items. The proceeds might go toward a beautification project or improvement of the school yard—something that will benefit the whole neighborhood.
- Create a monthly “Lunch Bunch” or “Potluck Partners.” This provides a chance for parents to get together for fellowship and to discuss parenting tips. This could be a time to discuss elements of the manual *Parent Involvement: The Right Choice*.
- Work with the school to create more choices for children needing after-school care.
- Start a family room in your school for families to have a place to come. Various classes can be offered.
- Participate in a community service project such as clothes or food collection for those in need; pet food and products for the local shelter; or a book drive for a woman’s shelter or the library.
- Encourage seniors or other community members to volunteer with students in the school by reading to or listening to children read, tutoring, teaching a skill or hobby, or eating a meal with students.

Special Days in October

Red Ribbon Week
Child Health Day
National Children’s Day
National AIDS Awareness Month
National School Celebration Day
United Nations Day
National School Bus Safety Week
Texas PTA Birthday
(founded October 19, 1909)
Columbus Day
World Food Day
Fire Prevention Week
Texas PTA Violence Awareness &
Prevention Week
Universal Children’s Week
Child Health Month

Crime Prevention Month
Family Health Month
Family History Month

Other Resources

County Historical Society
Fire Department
Local Library
Police Department Community Services
Division
Texas Agricultural Extension Service

Suggested November Focus: Child Safety/American Education Week

- Use ideas from the *Child Safety and Protection* kit (National PTA) to plan a month devoted to child safety. Have one main Local PTA meeting, and follow it with a series of coffees or brown bag seminars devoted to safety issues. The six topic areas in the kit are child care, domestic violence, fire safety, bus safety, sports safety and stress.
- Focus on American Education Week. Have a civic leader speak on the value of education, and use the event as an opportunity to showcase the programs and projects of your school.
- Sponsor a neighborhood bike safety course. Provide rewards like stickers or certificates for kids completing the course. To increase safety awareness throughout the neighborhood, allow non-bike owners/riders to participate as well.
- Celebrate American Education Week. Use the suggested materials contained in the *Parenting: The Underdeveloped Skill* kit to celebrate the week. Possible activities include a contest for students to create banners that symbolize what education means to them; inviting guests such as local business representatives to the school for a tour or lunch; or hosting an open house to get parents, neighbors and other community members into the school.
- Have a program on Critical TV Viewing Skills. As the weather turns bad, children will be indoors more, and parents need to learn how to take charge of the TV. Include video games.
- Host an internet safety panel, workshop, or discussion with parents.

Special Days in November

National Children's Book Week
Veteran's Day
Thanksgiving Day
Parent Involvement Day
National Young Reader's Day
National Community Education Day
American Education Week
National Geography Awareness Week

Other Resources

Texas Coalition for the Prevention of Child Abuse
Texas Department of Public Safety
Texas Safety Association
Texas Highway Department
FBI
National Center for Missing and Exploited Children

Suggested December Focus: Friends and Sharing

- Invite representatives from various social service agencies to tell about their work.
- Have a potluck dinner. Everyone should bring something. Invite the whole neighborhood and/or residents of a local retirement home.
- Kick off the creation of a food bank or help an existing one. (Coordinate any efforts of this kind with a local social service clearinghouse so as to fit with already established assistance efforts.)
- Have a holiday party and book exchange.
- Locate another Local PTA to be a partner with yours. Share/trade resources, holiday greetings and ideas.
- Create a peer tutoring program. Sponsor a program that encourages students to act as tutors to other classmates or to students in lower grades.
- Help create and run an after-school hangout for middle or high school youth. Older students frequently need as much attention after school as do younger ones.
- Have parents from different ethnic and cultural groups tell popular folk tales from their native countries. The stories may be recorded and used to create books. (Perhaps the students could illustrate them.) Create a special spot in the library where the tapes may be checked out.
- Conduct a toy drive for those in need.
- Write letters to students in a “sister” school, those serving in the military overseas, or senior citizens in a retirement home.
- Sponsor a non-alcoholic New Year’s Eve party

Special Days in December

Hanukkah
Christmas
World AIDS Day
Safe Toys and Gifts Month

Other Resources

Migrant Resources
PRIDE
Texas Commission on Alcohol and Drug Abuse
Texas Highway Department
United Way

Suggested January Focus: Literacy

- Invite a speaker to talk about literacy programs.
- Ask a librarian to share information about the resources available at the public library.
- Disseminate information about the public library including applications for a card.
- Have a book fair for adults and children. (January is a good month to donate a book to the school library in honor of your Texas PTA Life Members.)
- Have a book exchange. Parents and kids bring books they have finished and trade them with one another for “new” books. (Leftovers may be donated to the school library.)
- Book Buddies. Pair readers and non-readers to share books. The readers improve their skills; the non-readers begin to feel more comfortable with the process of learning to read.
- Create a library of books on audio tapes to give young or sight-impaired citizens access to more books.
- Host a “Young Authors” event where students read their own short stories or poems to an audience.
- Invite an author to visit the school to meet and talk with the students.
- Have a Chinese or Vietnamese parent lead the group in a celebration of Chinese or Vietnamese New Year.
- Plant a tree in honor of Martin Luther King Jr.’s birthday.
- Start a volunteer “English as a Second Language” course at nights or on the weekend. Be sure to provide child care.

Special Days in January

New Year’s Day
Arbor Day in Texas
Martin Luther King, Jr.’s Birthday
School Board Recognition Month
National School Nurse Day
National Eye Care Month

Other Resources

Literacy Council of Texas
Local Library
National Association of School Nurses
Texas Education Agency
Texas State Library (pleasure reading materials for blind and physically handicapped)
Trees for Texas

Suggested February Focus: Our Heritage

- Assemble a display about outstanding citizens throughout the town's history.
- Have a speaker present information about African-American history. (Note: Frequently, African-American members of a community can share a wealth of historical facts about areas that are relatively unknown to the non-black members.)
- Organize a multicultural fair where families can share and learn about various cultures represented by students in the school. Encourage families to display artifacts, books, clothing, and food specific to each culture, and be available to answer questions. The Local PTA can issue passports to attendees.
- Focus on Founder's Day. Share the history of the National PTA with members. This is a good month to remind the media of PTA activities and the importance of Founder's Day.
- Have a historical tour of the community.
- Check with your local museum to see if they will loan the school library a small historical display or history kit.
- Celebrate American Heart Month with a walk-a-thon. Instead of the fund-raising style of having people pledge money per mile for students to walk, have a distance walk in which anyone may participate.
- Celebrate Dental Health Month.
- Celebrate Valentine's Day. Make valentines for teachers and school staff. Don't forget school sponsors and local businesses.
- Create a "Parents' Advice Book." Have each parent and grandparent submit advice that has been important in his/her child rearing experience. Discuss and distribute at Local PTA meetings.

Special Days in February

Founder's Day for National PTA
National PTA Take your Family to School
Week
Presidents' Day
Texas PTA Annual Convention
Ash Wednesday
Valentine's Day
National Read to Your Child Day
American Heart Month
American History Month

Black History Month

National Children's Dental Health Month

Other Resources

American Vocational Association
County Historian
Dental Association
Minority Health Resource Center
National Safety Council
Texas Department of Health

Suggested March Focus: Self-Esteem/Texas Public Schools Week

- Sponsor a month of “Special Student” days. Each teacher should honor a different student each day of the month. The choices begin with the less outstanding students and continue until everyone has had a special day. On each student’s day, he is to bring pictures from home or any other special items that help tell about who he is. The honoree may wear a special hat or name badge or whatever the teacher creates to make the day special.
- Plan a Local PTA meeting around the pull-out “Building Children’s Self-Esteem” from *Parenting: The Underdeveloped Skill*.
- Sponsor a family picnic. Include games from the *New Games* book, and encourage family members to play as a group.
- Create a mural on one of the school walls. Have parents and kids work together on the design and completion.
- Organize a thank-you note campaign. Get parents and kids to write brief notes to their teachers thanking them for their support and guidance. Have all notes delivered on the same day. Be sure to keep it a surprise.
- Organize an Open House at the school for parents and community members to tour the school and meet the teachers.
- Hold an art exhibit with background music of tape recordings of the children singing and/or the band or orchestra performing
- Create a music memory contest in which the children memorize pieces of classical music.

Special Days in March

Texas Independence Day
Texas Public Schools Week
National School Breakfast Week
Music In Our Schools Month
National Nutrition Month
“Talk to Your Teen About Sex” Month
TAAS Testing
St. Patrick’s Day

Other Resources

Alliance for Arts Education
Texas Association for Health, Physical
Education, Recreation and Dance
Texas Arts Council
Texas Education Agency

Suggested April Focus: Protecting Ourselves & Our World

- Invite a speaker to discuss signs of child abuse and methods of prevention.
- Conduct parenting workshops.
- Coordinate a volunteer program either to work with an established child abuse prevention program or to start one where none exists.
- Invite a speaker to talk about child development and developmental stages.
- Celebrate the specialness of children. Have a reception to showcase the talents and special abilities of every child.
- Host an “Escape School” or other Abduction Prevention Program
- For middle and high school students, host a program on the effects and consequences of underage drinking, drug use, or date rape.
- Invite a speaker to talk about ways to care for the environment.
- Plant a tree in honor of a Texas PTA Life Member, the outgoing Local PTA president, the principal or another school honoree.
- Have an Earth Day birthday party.
- Organize a community clean-up.
- Hold a Trash Olympics

Special Days in April

Student Government Day
Palm Sunday
Good Friday
Passover
Easter
Earth Day
Kindergarten Day
National Volunteer Week
National PTA Earth Week
National Library Week
Reading is Fun Week
Science and Technology Week
Area PTA Spring Conference/Annual Meeting
Month
Keep America Beautiful Month
Month of the Young Child
Listening Awareness Month
Mathematics Education Month
National Child Abuse Prevention Month

Other Resources

Children’s Trust Fund of Texas
National Association for the Education of
Young Children
Texas Agricultural Extension Service
Environmental Protection Agency
Texas Governor’s Office on the Environment
U.S. Department of Agriculture
Texas Coalition for the Prevention of Child
Abuse
Keep Texas Beautiful
Trees for Texas
Local Police Department, Community
Services Division
Children’s Defense Fund
Texas Commission on Alcohol and Drug
Abuse
State Farm Insurance

Suggested May Focus: Appreciating Teachers & Volunteers

- Have a reception to honor the teachers and school staff.
- National PTA suggests producing a slide presentation and narrative to represent the year's accomplishments.
- Choose a "Teacher of the Year" for each grade or for the entire school. At the last Local PTA meeting of the year, present the honoree with a certificate and dedicate a new book for the library to that teacher.
- Celebrate Cinco de Mayo. Complete the PTA year with a fiesta. Present new and outgoing officers, teachers and special guests with decorative paper flowers. Decorate the meeting space with piñatas and colored streamers.
- Have a "Let's Plan for Summer" Saturday.
- Sponsor a vision screening booth in the school cafeteria for kids and their families.
- Sponsor an alcohol-free graduation prom and/or graduation parties.
- Have a presentation on free and low cost family summer activities, local camps, summer school, etc., available in your community. A resource sheet could be printed in the newsletter or Web site.
- Be sure to thank all volunteers. Pins, certificates, wall of fame, and personal thank you notes are all appreciated.

Special Days in May

Mother's Day
Memorial Day
Cinco de Mayo
National PTA Teacher Appreciation Week
Child Care Awareness Week
Family Support Month
Buckle Up America Week
Project Safe Baby Month

Other Resources

Points of Light Foundation
Society for the Prevention of Blindness
YMCA
YWCA
National Safety Association

Community Resources

The following organizations have excellent resource materials available to the general public.

Advocacy, Inc.

7800 Shoal Creek Blvd., #171E
Austin, TX 78757-1024
512-454-4816
800-252-9108
www.advocacyinc.org

American Academy of Pediatrics

141 Northwest Point Boulevard
Elk Grove Village, IL 60007-1098
847-434-4000
www.aap.org

American Association for World Health

1825 K. Street N.W. Suite 1208
Washington, DC 20006
202-466-5883
www.aawhworldhealth.org

American Cancer Society

2433 Ridgepoint Drive
Austin, TX 78754
512-928-1144
800-ACS-2345
www.cancer.org

American Dental Association

211 East Chicago Ave.
Chicago, IL 60611-2678
312-440-2500
www.ada.org

American Dietetic Association

120 South Riverside Plaza, Suite 2000
Chicago, IL 60606-6995
800-877-1600 www.eatright.org

American Heart Association

National Center 7272 Greenville Avenue
Dallas, TX 75231
800-242-8721
www.americanheart.org

American Library Association

50 East Huron Street
Chicago, IL 60611
800-545-2433
www.ala.org

American Lung Association of Texas

5926 Balcones Drive, Suite 100
Austin, TX 78731
512-467-6753
800-252-LUNG
www.texaslung.org

American Red Cross of Central Texas

2218 Pershing Drive
Austin, TX 78723-5842
512-928-4271
www.centex.redcross.org

The ARC of Texas

8001 Centre Park Drive
Austin, TX 78754
512-454-6694
800-252-9729
www.thearcoftexas.org

Cable in the Classroom

1724 Massachusetts Ave., NW
Washington, DC 20036
202-775-1040
www.ciconline.org/parents

Communities In Schools - Central Texas, Inc.

3000 South IH-35, Suite 200
Austin, TX 78704
512-462-1771
www.cisaustin.org

Crimestoppers

Juvenile Justice Center — Institute for Criminal
Justice Studies
Texas State University San Marcos West
Campus-Canyon Hall
San Marcos, TX 78666-4610
512-245-3030
www.icjs.txstate.edu/about.html

Environmental Protection Agency Region 6
1445 Ross Avenue, Suite 1200
Dallas, TX 75202
214-665-6444
800-887-6063
www.epa.gov

Family Development & Resource Management
Family and Consumer Services
Food and Nutrition
The Texas A&M University System
2251 TAMU
College Station, TX 77843-2251
979-845-3850

Learning Disabilities Association of Texas
1011 W. 31st Street
Austin, TX 78705
512-458-8234
800-604-7500
www.ldat.org

Mothers Against Drunk Driving Texas
611 S Congress #505
Austin, TX 78704
512-445-4976
800-438-6233
www.madd.org/tx

**National Association for the Education of
Young Children**
1509 16th Street, N.W.
Washington, DC 20036-1426
202-232-8777
800-424-2460
www.naeyc.org

National Association for Music Education
1806 Robert Fulton Drive
Reston, VA 20191
703-860-4000, Ext. 233
www.menc.org

**National Center for Missing and Exploited
Children**
Charles B. Wang Int. Children's Building
699 Prince Street
Alexandria, VA 22314-3175
General information: 703-274-3900
Missing Children Hotline: 800-843-5678
www.ncmec.org
www.cybertipline.com

National Commission Against Drunk Driving
8403 Colesville Road, Suite 370
Silver Spring, MD 20910
240-247-6004
www.ncadd.com

**National Council on Alcoholism and
Drug Dependence, Inc.**
20 Exchange Place, Suite 2902
New York, NY 10005
800/NCA-CALL 212-269-7797
www.ncadd.org

National Crime Prevention Council
1000 Connecticut Avenue, NW, 13th Floor
Washington, DC 20036
202-466-6272
www.ncpc.org

National Mental Health America
2001 N. Beauregard Street, 12th Floor
Alexandria, VA 22311
703-684-7722
800-969-NMHA
www.nmha.org

National SAFE KIDS Campaign
1301 Pennsylvania Ave., NW, Suite 1000
Washington, DC 20004
202-662-0600
www.safekids.org

National School Safety Center
141 Duesenberg Drive, Suite 11
Westlake Village, CA 91362
805-373-9977
www.nssc1.org

National Women's History Project
3343 Industrial Drive, Suite 4
Santa Rosa, CA 95403
707-636-2888
www.nwhp.org

Points of Light Foundation
1400 I ("Eye") Street, NW Suite 800
Washington, DC 20005
202-729-8000
800-Volunteer
www.pointsoflight.org

Prevent Child Abuse Texas
12701 Research Blvd., Suite 303
Austin, TX 78759
512-250-8438
www.preventchildabusetexas.org

Recycling Alliance of Texas
P.O. Box 2359
Austin, TX 78768-2359
512-473-3217
www.recycletx.com

Texans Standing Tall
611 South Congress, Suite 506
Austin, TX 78704-1733
512-442-7501
www.texansstandingtall.com

Texas Association Against Sexual Assault (TAASA)
7701 N. Lamar Blvd., Suite 104
Austin, TX 78752
512-474-7190
www.taasa.org

Texas Association of School Boards
P.O. Box 400
Austin, TX 78767-0400
512-467-0222
www.tasb.org

Texas Association of Partners in Education (TAPE)
400 West 15th Street, Suite 404
Austin, TX 78701-1654
512-473-8377
www.tape.org

Texas Bicycle Coalition
P.O. Box 1121
Austin, TX 78767
512-476-RIDE
www.biketexas.org

Texas Committee for the Prevention of Child Abuse
11940 Jollyville Road, #395N
Austin, Texas 78759
512-150-8438

Texas Department of Health
Safe Kids Coalition
1100 West 49th Street
Austin, TX 78756-3199
800-252-8255
www.dshs.state.tx.us/saferiders

Texas Department of Health
Office of Tobacco Prevention and Control
1100 West 49th Street
Austin, TX 78756-3199
800-345-8647
www.dshs.state.tx.us/tobacco/

Texas Department of Public Safety
Safety Education and Awareness Programs
5805 North Lamar Blvd.
Austin, TX 78752-4422
512-424-2000
www.txdps.state.tx.us/tle/awareness

Texas Department of Highways and Public Transportation
Administration/Traffic Safety
11th and Brazos Streets
Austin, TX 78701
512-343-6950
www.dot.state.tx.us/

Texas Department of State Health Services
Substance Abuse Services
1100 W. 49th Street
Austin, TX 78756
512-206-5000
866-378-8440
www.tcada.state.tx.us

Texas Education Agency
1701 North Congress Avenue
Austin, TX 78701
512-463-9734
www.tea.state.tx.us

Texas Safety Association
17101 Preston Road, Suite 240
Dallas, TX 75248
972-250-4482
888-222-4143
www.texas-safety.org

Texas Suicide Prevention

Mental Health America of Texas (formerly
Mental Health Association in Texas)
1210 San Antonio Street, Suite 200
Austin, TX 78701
512-454-3706 800-273-TALK (8255)
www.texassuicideprevention.org/

U.S. Department of Agriculture

1400 Independence Ave., S.W.
Washington, DC 20250
800-727-9540
www.usda.gov



PLAN OF WORK (Plan de Trabajo)

Officer/Chairman Name:(Nombre de Oficial/Presidente de Junta) _____

Position:
(Posición) _____

Year:
(Año) _____

Reproduce as needed for the appropriate number of goals. (Se puede reproducir para metas adicionales.)

Responsibilities/- Duties: (Responsabilidades)		Committee Members: (Miembros del Comité)	
Goal: (Meta)		Evaluation Process: (Proceso de Evaluación)	

<i>Specific Action Steps</i> (Proceso Especifico de Acción)	<i>Start Date</i> (Fecha de Empiezo)	<i>Completion Date</i> (Fecha de Terminación)	<i>Budget</i> (Presupuesto)
Resources: (Recursos)			

SUGGESTED "INTEREST-FINDER" FOR PARENTING PROGRAMS

The _____ PTA is planning a study group program for its members. We want you to share in the planning. Please complete this questionnaire, and return it to the school in care of the PTA.

1. Check the three topics that most interest you. **Circle** your first choice. Add suggestions for topics not included.

CHILD WELFARE

- Bicycle Safety
- Child Abuse and Prevention
- Children's Emotional Health
- Effects of TV Programming
- Juvenile Justice
- Seat Belt Safety
- Child Pornography

THE COMMUNITY

- Child Abuse Awareness/Prevention
- Library Facilities
- The Future of the Community
- Recreational Facilities
- Traffic Laws and Safety
- 40 Developmental Assets
- Diversity

THE FAMILY

- Career Education
- Child Abuse Prevention
- Drug and Alcohol Abuse
- Grandparents as Parents
- Getting Along At Home
- Self-Defense
- The One-Parent Family
- The Step-Parent Family
- All About PTA
- Wills and Probate

HEALTH

- Self-Esteem - Emotional Health
- HIV/AIDS
- Cancer Detection and Treatment
- Effects of Smokeless Tobacco
- Cardiopulmonary Resuscitation
- Nutrition and Children/Youth
- Preventive Health Care
- Drug and Alcohol Education
- Sex Education
- Teenage Sexuality
- Music/Videos and Their Influence
- Childhood Diabetes
- Weight Concerns of Children

THE SCHOOL

- Attendance Problems
- Early Childhood Education
- Educating the Gifted Child
- Educating the Handicapped
- Grading Procedures
- Helping Children Make Career Plans
- Individualized Instruction
- Middle School Concept
- Parent Involvement
- Preparing for College
- School Bus Safety and Laws
- School District Policies
- Testing Requirements
- Volunteer School Services
- Your Child's Academic Success

LEGISLATION

- Legislation and How It Works
- Legislation and How It Affects Us
- School Finance

OTHER TOPICS

- _____
- _____
- _____

2. Are you able to attend such a program? Yes No

3. Which day is most convenient for you?

- Monday Tuesday Wednesday Thursday Friday Saturday Sunday

4. What time of day or evening is most convenient?

- Morning _____ Afternoon _____ Evening: _____

5. Where would be the most convenient location? School Other _____

6. Will you need babysitting provided? Yes No Ages of Children: _____

Your Name: _____ Email: _____

Address: _____

Home: (____) _____ Work: (____) _____ Cell: (____) _____

Additional Comments: _____

PARENT/FAMILY INVOLVEMENT/INTEREST SURVEY

The PTA needs your help to plan parent/family involvement programs at our school. Parent/family involvement is fun, informative and, most important of all, helps our children perform better in school.

Please take a few minutes to fill out this survey and return it to: _____

1. Where do you get most of your information about school?
(Circle all that apply.)
 Newsletter Friends Children
 Newspaper Teachers Television
 Principal School Bulletin Board
 Other _____
2. Would you be interested in attending a class or session on important parenting issues?
 Yes No
3. Please indicate below the type of workshops you would like to participate in to help you help your children learn:
 Helping with homework
 Improving reading skills
 Testing programs and what they mean
 English as a second language
 Improving your child's self-image
 Building parenting skills ("Profession Parent")
 Helping your child explore career choices
 Preventing drug abuse: Street and Prescription
 Preventing alcohol abuse ("Party 101: Consequences to Underage Drinking")
 Discussing AIDS, STDs and steps to protect your child
 Promoting safety at school
 Special needs: ADHD, Dyslexia, Learning Disabilities
 Healthy Kids ("Food and Fitness Matter")
 Bullying ("Stop Bullying Now!")
 "40 Developmental Assets"
 Gang Awareness and prevention
 How to Help Your Child Succeed in School
 "Road Rules- What Every Parent Should Know"
 Internet Safety ("NetSmartz")
 Family Art, Science or Math night
 Financial Fitness for Life
 Other _____
4. Where would you like these parenting programs to be held?
 In the school
 In the home of a parent in your neighborhood or area
 Would you be willing to host such a session?
 Yes No
 Local restaurant or business
 Other _____
5. When would you like to have these meetings?
 On a weekday evening
 Lunch Hour
 In the early morning before school starts
 Sometime during a weekday
 Morning Afternoon
 On a Saturday
 Morning Afternoon Evening
 On a Sunday
 Morning Afternoon Evening
6. Would you be interested in participating in a small group discussion hour at the school? Yes No
 Best time: Morning Afternoon Evening
7. I feel I can talk openly with my child's teacher.
 Yes No To some degree
 I feel I can talk openly with my child's principal.
 Yes No To some degree
 I feel well informed by the school or teacher about what my child is doing at school.
 Yes No To some degree
 I feel that the teacher needs to be aware of home problems that may affect my child's work.
 Agree Disagree
8. How effective are the following in improving communication with your child's teacher and the school?

	Good	Fair	Poor
Open houses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grade-level orientation sessions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teacher-Parent conferences	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PTA meetings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. As a parent, do you have trouble with any of the following?

	Yes	No	To some degree
Your child's homework	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Discipline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spending enough time with your child	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dealing with your child's problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivating your child	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Would you be willing to volunteer in the following ways?
 Clerical or administrative duties for school or PTA
 Helping in your child's classroom (e.g. reading aloud, working with individual students)
 Organizing PTA or school events (e.g., open house, holiday program, cultural arts fair)
 Participating on an advisory committee (on curriculum and textbooks, school issues, school safety)
 Participating in school-based management
 Other _____
11. Check the kinds of resources and services you would like to see made available at the school.
 Homework help
 After-school child care
 Parenting support
 Family use of school facilities
 Other _____
12. Please indicate hobbies and work experience that you could share with the students, school or parent group:

13. Parent and community involvement at school could be strengthened in the following ways: _____

Optional: Name _____
 Best time to contact _____ Phone _____
 Email _____

ENCUESTA DE PARTICIPACION E INTERES FAMILIAR

La asociación PTA necesita su ayuda para planificar el involucramiento de los padres y la familia en los programas de nuestra escuela. El involucramiento familiar es divertido, informativo y la razón más importante de todas, ayuda a nuestros hijos a ser mejores estudiantes.

Por favor tome varios minutos para completar esta encuesta y devuélvala a la a: _____

1. ¿De dónde obtiene información acerca de la escuela la mayoría de las veces? (Haga un círculo en todas las aplicables)
 - Hojas Informativas Amigos Niños
 - Periódico Maestros Televisión
 - Principal Tablero de Noticias en la Escuela
 - Otro _____

2. ¿Está interesado en asistir a una clase o sesión en relación con asuntos importantes relacionados con el papel de ser padres?
 - Sí No

3. Favor indicar a continuación el tipo de talleres en los cuales le gustaría participar para ayudar con la enseñanza de sus hijos:
 - Ayuda con las tareas
 - Mejorar las destrezas de lectura
 - Programas de pruebas y su significado
 - Inglés como segundo idioma
 - Mejorar la opinión de de sí mismo que posee su hijo
 - Edificar las destrezas propias de ser padres (« Profesión: Padres »)
 - Ayudar a su hijo en la elección de carrera
 - Prevención del abuso de drogas
 - Prevención del abuso de alcohol
 - Discusión acerca del SIDA, enfermedades transmitidas por medio del sexo para proteger a su hijo
 - Promover la seguridad en las escuelas
 - Necesidades especiales: ADHD, Dislexia, Trastornos de Aprendizaje
 - “40 Ventajas de Desarrollo”
 - El acto de molestar o intimidar (Bullying) Los Niños Saludables
 - Seguridad en Internet
 - Cómo Ayudar a su Niño Triunfa
 - El Coche Choca- lo que Cada Padre Debe Saber
 - La Salud Financiera para La Vida
 - Otro _____

4. ¿En qué lugar desea tomar estos programas?
 - En la escuela
 - El la casa de uno de los padres en su vecindario o área
 - ¿Le gustaría ser el anfitrión de una de estas sesiones?
 - Sí No
 - Restaurante o negocio local
 - Otro _____

5. ¿Cuándo desea que se lleven a cabo estas reuniones?
 - Una noche de día de semana
 - A la hora de la comida
 - Temprano en la mañana antes de comenzar las clases
 - En cualquier momento durante un día de semana
 - Mañana Tarde
 - Un sábado
 - Mañana Tarde Noche
 - Un domingo
 - Mañana Tarde Noche

6. ¿Estaría interesado en participar en la hora de discusiones de grupos pequeños en la escuela? Sí No
 Mejor hora: Mañana Tarde Noche

7. Opino que puedo conversar abiertamente con el maestro de mi hijo.
 - Sí No Hasta cierto grado
 Opino que puedo conversar abiertamente con el principal.
 - Sí No Hasta cierto grado
 Me siento bien informado en relación con las actividades de mi hijo en la escuela.
 - Sí No Hasta cierto grado
 Opino que el maestro debe conocer los problemas del hogar que puedan afectar el trabajo de mi hijo.
 - Estoy de acuerdo No estoy de acuerdo

8. ¿Cuán efectivo es lo siguiente para mejorar la comunicación con el maestro y la escuela?

	Beneficioso	Razonable	Pobre
Apertura al Público	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sesión de orientación por grados	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conferencias maestro-padres	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reuniones de PTA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

9. Como padre, ¿tiene problemas con lo siguiente?

	Hasta cierto grado		
	Sí	No	grado
Las tareas de su hijo	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disciplina	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pasar el tiempo suficiente con su hijo	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tratar los problemas de su hijo	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivar al niño	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

10. ¿Desearía servir como voluntario de las forma siguientes?
 - Trabajo de oficina/administrativo para la escuela o el
 - Ayudar en el salón de clases de su hijo (leyendo en voz alta, trabajando con estudiantes por individual)
 - Organizando eventos del PTA/escuela (apertura al público, programas de días feriados, feria de arte y cultura)
 - Participando en comités asesores (de currículo o libros de texto, asuntos escolares, seguridad en la escuela)
 - Participando en la gerencia de la escuela
 - Otro _____

11. Marque el tipo de recursos y servicios usted desea ver disponibles en la escuela.
 - Ayuda para tareas
 - Cuidado de niños después de las horas de clase
 - Apoyo a padres
 - Uso familiar de las facilidades escolares
 - Otro _____

12. Favor indicar pasatiempos y experiencia de trabajo que pueda compartir con los estudiantes, la escuela y grupos de padres: _____

13. La participación de los padres y la comunidad en la escuela puede ser reforzada de la siguiente manera: _____
 Mejor hora para llamar _____
 Teléfono _____ Email _____
 Opcional: Nombre _____

EVALUATION FOR CHAIRMEN AND COMMITTEES

Periodically, members should take inventory of the status of the parent education study group. If the evaluation is objective, this process need not be detailed and laborious.

The following questions could be used when evaluating the course:

1. Did the material presented meet the needs of your group, community and/or school?

Yes No

2. How could the course have been improved?

Attendance? _____

Planning? _____

Method of presentation? _____

Information presented? _____

Use of professionals or presenters? _____

3. What method of presentation do you like best?

Lecture Roundtable Interactive Panel Other _____

4. What subject(s) would you suggest for the next study course?

5. What did you learn that helped you become a better parent?

6. What is the most difficult problem that you and your family face today in rearing your children? _

7. Additional Comments: _____

NOTE TO CHAIRMAN:

This evaluation could be used in reference to the needs of the membership for next year's course. Next year's officers should be made aware of the strengths and weaknesses of this year's course in order to plan effectively and improve this service to members and the community.

Parent Involvement in Our Schools: What Is, What Should Be (Questionnaire)

For the purposes of this survey, I am responding as a:

- Parent Teacher Administrator Other _____

Some of these questions are intended to expose differences of opinions between parents and school professionals. The survey is intended to serve as a means for opening a dialog between the two groups.

Indicate your response to each of the following statements by checking either “yes” or “no.”

Section 1

- 1 Yes No There should be many school activities that involve students, parents and teachers, such as reading enrichment programs, sports events and recognition ceremonies to honor student achievement.
- 2 Yes No Parents should be encouraged to work in the school as volunteers.
- 3 Yes No Parents should supervise children with homework.
- 4 Yes No Parents should be able to schedule visits to the school during the day to understand the kinds of experiences their child is having in school.
- 5 Yes No Trained professionals should present parent education classes to teach parents how to help their children benefit from school.
- 6 Yes No Parents’ primary connection with the school is sponsoring activities such as potluck suppers, fund raising, open houses, etc.
- 7 Yes No Parents should initiate personal conferences with teachers whenever they feel it is necessary (outside of regularly scheduled parent-teacher conferences).
- 8 Yes No Parents should attend school board meetings.

Section 2

Please respond to each statement by circling the number that comes closest to your thoughts about the appropriate level of parent involvement.

3 =Parents should be actively involved throughout this process.
 2 =Parents should be asked for their input **before** education professionals plan programs or set policies.
 1 =Parents should be asked to **review** revised programs and policies.
 0 =Not an appropriate role for parents – should be left solely to education professionals.

- | | |
|--|---------------|
| 9. Develop written school district policies (such as attendance, homework and graduation requirements). | 0 1 2 3 |
| 10. Develop written goals for increasing parent involvement. | 0 1 2 3 |
| 11. Plan written goals for increasing parent involvement. | 0 1 2 3 |
| 12. Decide/evaluate how well teachers and principals do their jobs and how to reward and retain good teachers. | 0 1 2 3 |
| 13. Determine policy on when students should be held back rather than promoted to the next grade. | 0 1 2 3 |
| 14. Set up a school advisory group to bring suggestions for changes to the principal and school board. | 0 1 2 3 |

15. Establish the discipline code in the school.	0	1	2	3
16. Select textbooks and other learning materials.	0	1	2	3
17. Develop the school budget.	0	1	2	3
18. Serve on the team that revises report cards.	0	1	2	3
19. Participate in school events such as parties, fieldtrips, sports events, plays, etc.	0	1	2	3
20. Establish a policy for recognizing outstanding teacher performance.	0	1	2	3

Section 3

21. The parent involvement program in our school should be

- expanded maintained reduced.

Comments:

If you responded as a parent ...

The lower the number circled in Section 2, the more you believe the schools should handle education decisions. You are unsure of the appropriateness of parents becoming involved as cooperative partners with school professionals. The higher you score, the more you want to help make school decisions on behalf of your own and all children in the community. You are highly motivated and want to empower other parents to be meaningfully involved.

If you responded as a teacher or administrator ...

The lower the number circled in Section 2, the more you question the value of parent involvement in education. The higher you scored, the more open you are to including parents in education planning. You are receptive to trying new ideas because the ultimate beneficiaries are the children. You have an easy relationship with parents in your community, and they ask your opinions and trust your judgment.

How Welcome Are Parents in Our School?

Please take a few moments to complete the following survey. Be honest. Think about your experiences when visiting your child's school. Your Local PTA and school staff want to make parents feel comfortable and a part of the school.

All answers will be anonymous. PTA volunteers will collect the surveys.

A committee of parent and school leaders and other parents, the principal and teacher representatives will use the information to make any recommendations necessary to help parents feel more welcome in our school.

	Yes	No	Unsure
1. Am I always greeted in a friendly, courteous way when I contact the school either on the phone or in person?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Does the school have a reception area for visitors, equipped with information about the school and directions so that I can find my way around the building?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Did the school conduct some kind of orientation program for my family when I first enrolled my child?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Do school staff and parents have informal occasions when we can get to know each other during the school year?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, are those hours convenient for me?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Does the principal have regular office hours when parents and students can stop in?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, are those hours convenient for me?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is there a school suggestion box where teachers, students and parents ideas are encouraged, and are those ideas implemented when possible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Does the school encourage me to visit my child's classroom outside of planned occasions (after checking first with the teacher involved)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Are parents welcome to use the building after school hours for community purposes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Does the principal ask for parents suggestions when making decisions that will affect the running of the school?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Are limited-English-speaking parents given opportunities to understand the curriculum and participate in the school's activities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Does the school provide written information to parents about the school's rules, parent-teacher conferences and other important items?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Helping Our Kids – Helping Our School

Won't you join us?

PTA is updating the school volunteer file so parents and community members can work together in support of our school.

We know that our children learn from adults who care about them. Giving of your time, your talent and ability will not only help our school, but will enhance our children's learning. Please join us in volunteering where your time allows.

I would like to be a room representative for my child's room:
Student's name: _____ Teacher's name: _____

I would like to work with PTA. Please call me so I can determine how I can become involved.

I work as a _____ and will be happy to talk about my job responsibilities with classes or at the annual school career day.

I would like to demonstrate/talk about my hobbies and special interests in:

I am willing to tutor children who need extra help in:

Reading (grades _____) Math (grades _____)

I am interested in coaching _____ (indicate sport) after school on

I would be willing to assist with:
 Copying Filing Telephoning Data Entry
 Mentoring Tutoring Fundraising Other _____

Name: _____

Address: _____

Home # _____ Work # _____ E-mail _____

The best time to reach me is: Morning Afternoon Evening

Texas PTA Workshop Evaluation

Please take a minute to give us your feedback on today's presentation. The information you provide is CONFIDENTIAL and is only used by the state office to 1) evaluate and improve programs and 2) report on our progress to funding sources.

Title _____ **Presenter** _____ **Date** _____

I am a: Student Parent Teacher Administrator Other _____

My ethnicity is: White African American Hispanic Asian Other _____

PTA Member? Yes No **Gender** Male Female

Please rate the following elements of today's presentation on a scale of 1 to 5			
	1	2	3
	Excellent	Good	Average
Today's Workshop			
The topic was relevant to our local school (s)			
The topic was relevant to me and my family			
The issues and situations presented were realistic			
I was able to participate and discuss the topic			
I will use the ideas and strategies in the future			
The workshop time/place was convenient for me			
Did the presenter use handout material? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Today's Presenter . . .			
Was knowledgeable about the topic and the issues			
Gave examples that were true-to-life			
Gave ideas, suggestions and strategies I can really use			
Overall Grade			
The workshop as a whole met my needs			
I would recommend this workshop to others			
Did the handouts have value? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Grade			

What would you change about this presentation, if anything?
Additional comments/suggestions?

Evaluación de Taller de Texas PTA

Tome por favor un minuto para darnos su reacción en la presentación actual. La información que usted nos da es **CONFIDENCIAL** y solo está utilizado por la oficina del estado de PTA para: 1) evaluar y mejorar los programas y 2) informar nuestro progreso a ellos quienes no ofrecen financiación.

Título del Taller: _____ **Instructor:** _____ **Fecha:** _____

Soy un: Estudiante Padre Maestro(a) Administrador Otro _____

Mi etnia es: Blanco Africano Hispano Asiático Otro _____

Miembro de PTA: Si No **Género:** Macho Hembra

Por favor valore los siguientes elementos de la presentación actual en una escala de 1 a 5					
	1	2	3	4	5
	Excelente	Bueno	Medio	Justo	Pobre
Taller Actual					
El tema era pertinente a nuestra escuela local					
el tema era pertinente a mí y a mi familia					
Los asuntos y las situaciones presentados eran prácticos					
Era capaz de participar y discutir el tema					
Utilizar las ideas y las estrategias en el futuro					
EL tiempo/lugar de taller era conveniente para mí					
¿El Instructor distribuyó materiales? D Si D No					
¿Tiene valor los materiales que eran distribuidos? D Si D No					

¿Qué cambiaría usted acerca de esta presentación?	
Comentarios y/o sugerencias adicionales.	