**Polk State College Charter Schools**

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| **Subject** | **Reference** | **Number** |
| **Parental Involvement Process** | **State Statute 1001.42** | **114** |

**Purpose:** The purpose of this process is to:

* List the steps used to intentionally and effectively involve parents in the collegiate high school educational process
* Specify the school’s grievance process used to resolve disputes

**Intended Outcome:** Implement steps to:

* Keep parents informed about student progress and school events
* Intentionally engage parents in their children’s collegiate high school educational experience
* Ensure that parents distinguish between how to communicate and resolve concerns about high school and college issues

**Process:**

* **In the spring or summer prior to the beginning of each school year, the principal names the parent representative for the upcoming year. That individual is typically the principal or assistant principal.**
* **During the spring and summer, the representative:**
  + **Works with the leadership team, faculty and staff to identify parent communication/relationship concerns from the prior year and make related modifications to communication plans for the upcoming year**
  + **Collaborates with staff and student ambassadors to:**
    - **Update the upcoming year’s orientation for parents and students**
    - **Determine the framework, agenda, and activities to be used in Parent 101 at the beginning of the school year**
    - **Finalize the year’s guidelines, checklists, and processes for maximizing productive parent engagement**
  + **Posts on the school’s website:**
    - **A letter encouraging parents to contact the representative with questions or concerns**
    - **The grievance process specifying the steps to take to resolve disputes**
  + **Reaches out to new parents to:**
    - **Collect contact information**
    - **Ensure new-parent representation on the school advisory council (SAC) and the parent involvement committee**
* **At the beginning of the school year, the representative:**
  + **Ensures that the school has updated contact information for all parents**
  + **Facilitates planning for parent information sessions (large group, small group, and individual meetings) to confirm that parents are receiving written copies of the guidelines, checklists, and processes**
  + **Participates in meetings as appropriate**
* **In a fall SAC meeting, the representative solicits input regarding what is working well in terms of communication and what improvement would be helpful. The representative implements immediate improvements when practical.**
* **At the end of term 1, the representative meets with the parent advisory committee, leadership, faculty, and staff to record parent communication/relationship concerns to be addressed during the second half of the school year.**
* **The representative facilitates implementation of new communication/relationship strategies as needed for the spring term.**

**Resolving disputes using the school grievance process**

**The parent representative is the school’s point person for resolving disputes and addressing grievance. The charter school grievance process, posted on the school’s website, states as follows:**

**In some circumstances there may be a disagreement between parents, students, and staff. If such a disagreement occurs, please follow the steps listed below so the situation may be satisfactorily resolved.**

1. **Think carefully about the situation; talk with your child to make sure you have all the important information. Please remember there are two sides to every story. As you prepare to address the issue, consider:**
   1. **What the real problem is**
   2. **What you’re asking the school staff member to do to resolve the problem**
   3. **What you and/or your child can do to help find a solution**
2. **Seek to resolve the situation by contacting the staff person (teacher, counselor, etc.) directly. Contact information is listed on the school’s website.**
3. **If the situation isn’t resolved, contact the school’s parent representative. Contact information is on the website.**
4. **If the situation is still not resolved, request a meeting with the principal and assistant principal to complete a more formal process.**