

# Recommended Roles and Responsibilities for Supporting School, Family and Community Partnerships

## Ohio Department of Education

### 1. Policy and Planning

Ensure statewide policy outlines requirements of federal and state laws so that state, districts, school buildings, and school boards shall incorporate these requirements into their family involvement policies.

#### *Essential Practices*

- Establish a policy for guiding family involvement
- Review State Board policy annually to ensure it meets changes in federal or state legislation.
- Include parents, teachers, administrators, community members and students in the revision of state policy.
- Communicate policy to districts, buildings, school boards and stakeholder groups.
- Monitor districts for compliance.
- Provide supports and infrastructure for continued implementation of federal and state family and community engagement policies.
- Conduct ongoing research to ensure state policy reflects current research-based practices.
- State policy should include evidence-based guidance for implementation.

### 2. Staffing

Establish an office or department with an expert leader and adequate staff to facilitate the development and continuous improvement of programs for school, family and community partnerships.

#### *Essential Practices*

- Establish an office dedicated to family and community engagement.
- Appoint coordinator for school, family and community partnerships.
- Coordinate intra-ODE initiatives, processes and programs for family and community involvement.
- Participate on inter-agency teams to align and coordinate services for families and children.
- Provide staff to support development, coordination and evaluation of school, family and community partnership tools, products and services.
- Provide staff to monitor compliance of federal and state parent involvement laws and policies.

### 3. Funding

Secure adequate funding for supporting state-level goals and provide guidance for district allocation of funding.

#### ***Essential Practices***

- Research and apply for federal, state and private funds to support family and community engagement initiatives.
- Leverage existing resources to support the development and delivery of school, family and community partnership resources and tools to ESCs, SSTs, districts and schools.
- Allocate funds for staff to develop tools and resources, and to conduct compliance reviews.
- Provide guidance to districts in the use of federal entitlement funds, state funds and other funding sources available for supporting school, family and community partnerships.

### 4. Educator Competency

Conduct ongoing professional development on school, family and community partnerships for administrators, teachers, support staff and parents.

#### ***Essential Practices***

- Ensure entry-year programs (i.e., performance-based assessment and mentoring) for beginning teachers that includes interacting with families to support student learning at home and engaging families of children from pre-K-16.
- Develop products and tools that build capacity of SSTs and ESCs to deliver professional development and technical assistance to district and school leadership.
- Ensure pre-service candidates of educator programs demonstrate competency in building school, family and community partnerships.
- Ensure in-service professional development for educators on building school, family and community partnerships.

### 5. Research and Evaluation

Support research and evaluation on quality and the effects of program and practices of school, family and community partnerships. Develop tools to evaluate the effectiveness of family and community engagement strategies, programs and services.

#### ***Essential Practices***

- Research accountability measures and develop recommendations for the State Board.
- Collect and develop family and community engagement surveys and rubrics.
- Support research on school, family and community partnerships.
- Continually review research on school, family and community partnerships.
- Evaluate effectiveness of practices in Ohio's schools and communities and promote promising practices to districts and schools.

## 6. Tools and Products

Develop effective research-based tools and products for disseminating best practices. Establish a dissemination center for research and promising practices of school, family and community practices.

- Create effective processes for regularly disseminating information to SSTs, ESCs and districts on research-based practices and models.
- Develop and disseminate guidance, tools and resources for implementing Family and Civic Engagement Teams, five-year family and civic engagement plan, Family and Civic Engagement Coordinators and collaborating with county family and children first councils and community organizations.
- Gather SST, ESC, administrator, teacher, parent and community input in developing tools, products and professional development.
- Collect Parent Involvement Best Practices and disseminate on the Ohio Department of Education Web site.

## 7. Community Connections and Relationships

Work with state-level businesses, industries, agencies and organizations to support school, family and community partnerships.

### ***Essential Practices***

- Develop guidance on how businesses, industries, community agencies and organizations can support school, family and community partnership.
- Establish advisory committees so that the State Board, Ohio Department of Education and local educational leaders hear from parents, as well as business, industry and community leaders on educational issues.
- Coordinate a state-level Parent Advisory Council.
- Collaborate with public and private organizations to develop education policy, programs and services that support student achievement, mental and physical well-being and job preparedness.

# Recommended Roles and Responsibilities for Supporting School, Family and Community Partnerships

## School Districts

### 1. Policy and Planning

Ensure the district policy incorporates State Board recommendations and outlines district expectations and commitments for school, family and community partnerships.

Establish a family and civic engagement team and develop a five-year Family and Civic Engagement plan aligned with school improvement goals and the local family and children first council plan.

#### *Essential Practices*

- Include parents and community representatives and students in the writing of the district policy and family and community plan.
- Review policy annually to ensure district policy is current with federal and state policy changes.
- Design policy implementation through the family and civic engagement planning process
- Communicate the district policy and plan to schools, families and community.
- Ensure policy is written in languages of the families in the district and in family-friendly terms.
- Develop a five-year family and civic engagement plan.
- Provide annual progress reports on the development and implementation of the plan. The board submits the plan and annual progress report to the local family and children first council.
- Support the development of building-level strategies that align with the district policy.

### 2. Community Connections and Relationships

Partner with community organizations and local businesses to create local supports for students and families.

#### *Essential Practices*

- Engage parents, community representatives, business representatives and other representatives as identified by the board to participate on the Family and Civic Engagement Team.
- Engage families, community, community agencies and businesses to actively work with the district to support improved student outcomes.
- Partner with the local family and children first council to develop the Family and Civic Engagement Coordinators' roles and responsibilities.
- Work with parent organizations, community organizations and local businesses to meet students' academic, social, emotional and physical needs.
- Inform community about student performance in the primary language(s) of the community.
- Involve community partners in the policy development and the school planning process.
- Engage pre-schools to actively participate with the district in professional development, provision of transition services and curricular planning.
- Welcome family and community partners into the district and schools.

### 3. Staffing

Assign a Family and Civic Engagement Coordinator to implement the Family and Civic Engagement five-year plan, coordinate district-wide activities, professional development, and support school teams' development and implementation of plans.

#### ***Essential Practices***

- Expand district leadership team or representative from the team to include the Family and Civic Engagement Team.
- Family and Civic Engagement Coordinator is a member of the district leadership team.
- Partner with the local Family and Children First Council to determine the family and civic engagement coordinators role and responsibilities.
- Organize family and civic engagement trainings for school teams.
- Provide continual professional development on school, family and community partnerships for all new and current teachers, support staff and administrators.
- Family and Civic Engagement Coordinator helps to align and coordinate districts parent involvement strategies and initiatives across federal and state funding programs.
- Family and Civic Engagement Coordinator builds relationships with private and public entities to achieve district and community goals.
- Director/facilitator meets regularly with school-level family and community engagement coordinators to assess needs and coordinate district and community resources.
- Oversees school-level family and community engagement coordinators and district parent involvement personnel, including parent mentors.

### 4. Funding

Budget funds for staff and district-wide programs that are aligned with district goals.

#### ***Essential Practices***

- The district decides, with parents, how Title I funds will be used for parent involvement activities.
- Allocate federal entitlement funds and state funds for school, family and community partnerships based on district, school, family and community engagement needs assessment data.
- Apply for competitive state and private grants to enhance school, family and community partnerships.
- Utilize community partners' resources for student and family supports and extended learning opportunities.

### 5. Research and Evaluation

Evaluate district school, family and community partnerships plans and school plans and strategies.

#### ***Essential Practices***

- Develop shared school-community measures and indicators.
- Annually evaluate the progress of Family and Civic Engagement plan and its impact on reducing student risk indicators (unexcused absences, mobility and discipline and increasing student achievement and family engagement).

- Support the evaluation efforts of the school buildings.
- Utilize school, family and community partnership surveys, rubrics and tools to evaluate progress on district goals.
- Provide annual progress on development and implementation of the strategic plan to the family and children first council.

## **6. Educator Competency**

Coordinate ongoing training in effective engagement with families for teachers, support staff, parents and administrators.

### ***Essential Practices***

- Offer annual professional development in school, family and community partnerships for teachers, parents, administrators and support staff.
- Provide professional development and technical assistance for school teams on effective collaboration.
- Ensure that all new teachers receive professional development in school, family and community partnerships before entering the classroom.

## **7. Tools and Products**

Develop and collect effective research-based tools to support school and district-level school, family and community partnership efforts.

### ***Essential Practices***

- Develop information for families that can be used by schools district-wide, such as a guide to school and community resources for families.
- Provide building with tools to foster effective communication with families for the purpose of improving student performance.
- Translate school and district communication documents, Web sites, etc. into the languages of the families served in the community.
- Utilize research-based tools to develop district school, family and community partnership goals and strategies.

# Recommended Roles and Responsibilities for Supporting School, Family and Community Partnerships

## School Buildings

### 1. Policy and Planning

Ensure school strategies are aligned with the district policy.

#### *Essential Practices*

- Families, teachers, administrators and community representatives develop a parent involvement policy and building plan.
- The building plan aligns with district goals and building-level needs assessment.
- Policies and parent compact are communicated in parent-friendly terms using multiple methods of communication.
- School works with families to develop a school-parent compact.
- School provides information, training, school and community-based resources to support parent and family involvement.

### 2. Staffing

Assign a point person who acts as the “single point of contact” for family engagement issues.

#### *Essential Practices*

- Coordinator manages alignment of all activities and programs for families.
- Coordinator facilitates team meetings on school, family and community partnerships.
- Coordinator is a member of the building leadership team.
- Coordinator leads parent involvement school improvement needs assessment; and plans and coordinates family and community engagement activities.
- Coordinator is a liaison between families and schools and supports families in obtaining school and community resources.

### 3. Funding

Budget funds for development and implementation of the school plan.

#### *Essential Practices*

- Allocate federal entitlement, state and private funds to support school, family and community engagement strategies, based on needs assessment data.
- Collaborate with public and private organizations and businesses to obtain resources for implementing school, family and community partnership strategies.
- Apply for private funding to support school, family and community partnership initiatives.

#### 4. Research and Evaluation

Conduct an evaluation to assess the effectiveness and impact of school, family and community partnerships plan.

##### ***Essential Practices***

- Collect and analyze data on program implementation, including the quantity and quality of programs and who was reached by the program.
- Collect and analyze data that lets you know if the program is having the desired, lasting impact.
- Apply effective strategies, identified by district.
- Utilize school, family and community partnership surveys, rubrics and tools to evaluate district's progress on school continuous improvement goals and strategies.



#### 5. Educator Competency

Ensure all teachers, parents and administrators have up-to-date training in effective engagement of families.

##### ***Essential Practices***

- Seek out training opportunities that will equip teachers, parents and community members for working together collaboratively.
- Provide opportunities for staff to discuss effective practice and to problem-solve parent involvement challenges during regularly scheduled staff meetings.

#### 6. Tools and Products

Provide staff with the tools they need to partner with families effectively and support the learning connection between home and school

##### ***Essential Practices***

- School implements a variety of strategies to engage all families.
- Communication with families is translated into the primary language of the family.
- Parents are included in decision-making for school improvement, policy development and plans for engaging families.
- Parents are included in decision-making throughout their child's education.
- Teachers are provided with support and resources for engaging families.



## **7. Community Connections and Relationships**

Create opportunities for partnership at the school and look for opportunities to support the larger community.

- Partner with community groups to provide programs for students, families and community members in the school building and in the community.
- Develop service-learning opportunities for students in the community.
- Appoint school representative to district advisory committee of families, community and the schools to help inform efforts to support learning and the healthy development of all children and youth.
- Inform families of student performance in the primary language(s) of the community.
- Work with parent organizations and local businesses and community organizations to focus on providing a comprehensive system of learning supports.
- Involve community partners in the school planning process.
- Welcome community partners into the schools.
- Provide a forum for parents, families and community to learn and discuss the school report card and school improvement efforts.
- Develop formal and informal two-way communication channels from school to home and community, and from home and community to school.

# Recommended Roles and Responsibilities for Supporting School, Family and Community Partnerships

## Family and Community

### 1. Policy

Assist districts and schools in development of policies and strategies.

#### *Essential Practices*

- Participate in the development and review of district and school policies and implementation strategies.
- Assist in the development of family-friendly methods of communicating policies.
- Ensure that policies reflect the diversity of families in the district.
- Encourage family and community attendance at school board meetings as a means of understanding district practices and policy.
- Ensure that policies incorporate State Board recommendations.
- Ensure that policies outline expectations and commitments for school-family-community partnerships.

### 2. Staffing

Work with district and school coordinators to build partnerships for supporting all students.

#### *Essential Practices*

- Participate in district family and civic engagement team and school teams for planning school, family and community partnership strategies.
- Strongly encourage cultural competency that relates to district diversity.
- Encourage community review of district employment needs.
- Encourage community applicants for district employment opportunities.
- Encourage district and schools to establish a coordinator for family engagement issues.
- Assist district and school team coordinator in implementing school, family and community partnership strategies.
- Assist district and school team coordinator in communicating information to all families and community organizations.

### 3. Funding

Assist school and district leaders in ensuring adequate resources for supporting school, family and community partnerships that support all learners.

#### ***Essential Practices***

- Advocate for school and district budgets that adequately support district goals and building strategies for building and sustaining school, family and community partnerships.
- Advocate for adequate staffing to support district goals and school strategies for building and sustaining partnerships.
- Encourage families with grant-writing skills to volunteer to write grants.
- Encourage community business investment/contributions
- Advocate for the appropriate use of funds allocated for family engagement/parent involvement.
- Advocate for the appropriate use of funds allocated for professional development to support family engagement/parent involvement.

### 4. Educator Competency

Access training opportunities for parents and community members. Advocate for professional development in building partnerships for teachers and staff.

#### ***Essential Practices***

- Advocate for professional development in building partnerships for teachers and staff.
- Request training and other sources of information to provide parents and community members with the information they need to participate fully in school improvement efforts and in school leadership.
- Encourage teachers and families of their students to participate in district events.
- Encourage district businesses to offer training in their areas of expertise.
- Reward and recognize staff professional advancement through district communication.
- Participate and encourage participation in available school leadership trainings.

### 5. Research and Evaluation

Assist districts and schools in developing, implementing and responding to evaluations.

#### ***Essential Practices***

- Develop family-friendly evaluation tools to gather parent and community feedback on school issues.
- Use data to inform decisions about strategies for school, family and community partnerships and other school issues.
- Assist district in disseminating research findings on results of effective family-school-community partnerships.

## 6. Tools and Products

Assist schools and districts in the developing family-friendly partnership tools and products.

### *Essential Practices*

- Assist districts and schools in the development of family-friendly communication tools.
- Attend and advocate for involvement in parent organization meetings.
- Request and attend Parent Academies.
- Attend parent leadership trainings.



## 7. Community Connections and Relationships

Build relationships between families, staff and community members.

### *Essential Practices*

- Develop positive and proactive relationships with teachers, staff, parents and administrators
- Assist schools in developing relationship-building strategies for reaching families and community members.
- Collaborate with districts and schools in identifying the needs of families.
- Collaborate with districts and schools in identifying specific barriers related to families within the district which inhibit effective family engagement.
- Work with the district and schools to develop an action plan which removes barriers.

# Recommended Roles and Responsibilities for Supporting School, Family and Community Partnerships

## Early Childhood Programs

### 1. Policy

School-based programs should follow guidelines for schools. Other early childhood programs should develop a policy that outlines the commitment to and intentions for school, family involvement *and* a plan to take action on this policy.

#### ***Essential Practices***

- Include parents, teachers, administrators and community representatives in writing and implementation of the center policy and plan.
- Review policy and plan annually.

### 2. Staffing

Assign an individual to coordinate activities, professional development, and facilitate the development and implementation of the plan.

#### ***Essential Practices***

- Coordinator ensures all staff have received school, family and community partnerships training.
- Coordinator assists classroom teachers daily with issues and questions with families.
- Coordinator acts as an extra supportive resource for families, along with their own child's classroom teacher.

### 3. Funding

Budget funds for the development and implementation of the plan.

#### ***Essential Practices***

- Build local partnerships to provide resources to support center strategies.

### 4. Educator Competency

Ensure all teachers and administrators have up-to-date training in effective engagement of families.

#### ***Essential Practices***

- Seek out training opportunities that will equip teachers, parents and community members for working together collaboratively.
- Embed professional development on school, family and community partnerships into school practices.
- Align professional development to school, family and community partnership needs and strategies.
- Offer parent and community leadership and school improvement participation training.



## 5. Research and Evaluation

Create an evaluation plan to track the effectiveness and impact of school, family and community partnerships plan.

### ***Essential Practices***

- Collect and analyze data on program implementation, such as the quantity and quality of programs and who was reached by the program.
- Collect and analyze data that lets you know if the program is having the desired lasting impact

## 6. Tools and Products

Provide teachers with the tools they need to partner effectively with families and support the learning connection between home and school.

### ***Essential Practices***

- Ensure that teachers and administrators are easily accessible to parents.
- Provide teachers with tools to use with families as they develop home-school relationships to support learning and healthy development.

## 7. Community Connections and Relationships

Partner with other agencies, schools and community groups to reach families of young children.

### ***Essential Practices***

- Partner with local health care providers and other community agencies to reach out to families of young children with information about local early childhood learning opportunities.
- Partner with local schools for positive transition services for children and families.
- Partner with local businesses and community organizations to provide a comprehensive system of learning supports for families.