

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.