

Family-School Partnership Action Plan – Template

School/Location: _____ **Year:** _____

Lead Person(s): _____

Standard: _____

Goal(s): _____

Results (How will you know when your school reaches this goal? What does success look like?): _____

Activities, Practices, Policies	Persons Responsible, Including Lead(s)	Timeline	Resources and Funding (What do you need and who can supply it?)	Evaluation (How will you determine whether the activity achieved its desired effect?)

Family-School Partnership Action Plan – Sample

School/Location: Roundtree Elementary School, Anytown, State

Year: 2009–2010 school year

Lead Person(s): Frank Johnson, Standard 1 action team leader

Standard: Welcoming All Families into the School Community (Standard 1)

Goal(s): 1. When families walk into the school building, they feel the school is inviting and is a place where they “belong.”

2. The school’s policies and programs reflect, respect, and value the diversity of the families in the school community.

Results (How will you know when your school reaches this goal? What does success look like?): More families are participating in school-sponsored events; parents and teachers report increased communication between home and school; increase in volunteer hours; increased presence of principal during student drop-off and pick-up; improved student attendance/decrease in tardiness and absences.

Activities, Practices, Policies	Persons Responsible, Including Lead(s)*	Timeline	Resources and Funding (What do you need and who can supply it?)	Evaluation (How will you determine whether the activity achieved its desired effect?)
<p>1. Hang welcome signs in all the languages spoken in the homes of the students.</p> <p>2. Work with the art, social studies, or history teachers to organize a classroom activity in which students make state and national flags representing their heritages; hang the flags in the school.</p> <p>3. Create reception area by school office for parents and other visitors, with comfortable chairs, reading materials, and access to coffee, tea, and water.</p>	<p>School staff member, parents/family members</p> <p>School staff member, parents/family members Coordinate with art/social studies/history teachers</p> <p>School office staff, parent/family member, community member Coordinate with PTA fundraising chair</p>	<p>Start Aug. 1; Done by 1st day of school</p> <p>Talk to teachers at start of school year; Create flags as fits with curriculum; Host event to unveil flag display</p> <p>Launch plan at start of school year; Funds by Nov.; Complete by start of 2nd semester</p>	<p>Translators—bilingual or multilingual volunteers</p> <p>Signs—\$___ from PTA/school funds; discount or donation from local print/copy shop</p> <p>Art supplies—\$___ from PTA/school funds, donations from community businesses/organizations</p> <p>Place to hang flags—e.g., cafeteria, multipurpose room, library, gym, halls</p> <p>Furniture/accessories—\$___ raised in special fundraiser, or furniture donated by families/businesses</p> <p>Space—near front office</p> <p>Beverages/cups/napkins—\$___ from PTA funds; prepared by office staff</p>	<p>Applicable to all activities:</p> <ul style="list-style-type: none"> • Feedback (formal end-of-year survey and informal comments) from family and community members • Improved family and community perception of the school • Increased presence of parents and family members in the school • Increased participation of families in school and PTA events

<p>4. Offer a wide range of volunteer opportunities—in classrooms/school, for PTA programs, and at home.</p>	<p>School staff member, teacher representative, parent/family member, community member Coordinate with PTA volunteer coordinator</p>	<p>List ready to go at Back-to-School night; Ongoing</p>	<p>Training for volunteers, depending on opportunity—PTA/school/community leaders</p>	
<p>5. Create a school policy that ensures that all families are able to participate in school activities/events, regardless of their ability to pay.</p>	<p>School staff member, parents/family members, community member Coordinate with principal (or designee), PTA fundraising chair</p>	<p>Ongoing</p>	<p>Funding to cover activity costs for all parents, or parents unable to pay—PTA fundraising (specify)</p>	
<p>6. Host at least two school events (fun or informational) each semester at community locations to increase access/participation.</p>	<p>School staff member, parents/family members, community member Coordinate with principal (or designee), PTA programs chair</p>	<p>Ongoing</p>	<p>Space—commitments from community partners (e.g., library, community center, neighborhood place of worship)</p>	

* When filling out this action plan, be sure to record the names—not just titles—of the persons responsible. The descriptors given here are suggestions as to which stakeholders should be represented. The persons listed here will likely form the action team for the standard. Be sure to designate one person to be the lead on each activity.