Engaging Parents/Guardians and Community

Collaboratively Assessing the Progress of Our Work

Directions: *Working as a collaborative team of administrators and teacher leaders, discuss the process steps below. Reach* **consensus** *on whether or not each of the steps have been addressed/implemented* **collaboratively and deeply** *in the district. Mark the appropriate status for each once a consensus decision is reached.*

FORM A COMMITTEE/TEAM	Not Started	In Process	Completed	Reflection
Study and Plan for Improvement: 1. Include parents/guardians and community members on the committee/team 2. Evaluate current internal and external communication systems 3. Establish processes to gather information on needs of internal and external stakeholders (i.e., surveys, focus groups, etc.) 4. Evaluate current communication and feedback structures with parents/guardians and community for adequacy and effectiveness 5. Determine improvement needs based on desired information, current communications, and effectiveness of processes	☐	Indicate number(s)	Indicate number(s)	**Evidence:** **Next Steps:**

INTERNAL PARTNERSHIPS/RELATIONSHIPS	Not Started	In Process	Completed	Reflection
Program and Policy Information: 1. Determine program and policy information needs desired by parents/guardians 2. Identify gaps in communication, including proactive ability of current systems 3. Design or improve parent/guardian friendly communication methods to address gaps 4. Establish processes for parent/guardian feedback on programs and policies	☐	Indicate number(s)	Indicate number(s)	**Evidence:** **Next Steps:**

Learning Expectation Information:	☐	Indicate number(s)	Indicate number(s)	Evidence:
5. Determine parent/guardian information needs around student learning expectations 6. Provide opportunity for parents to review and ask questions on learning expectations 7. Provide opportunity for parents to review and ask questions on resources being considered for curriculum adoption 8. Inventory current parent/guardian communication systems 9. Design or improve parent/guardian friendly communication to address gaps 10. Seek input from parents about their needs to effectively support student learning at home 11. Collect feedback from parents on parent-teacher conferences 12. Establish processes for parent/guardian feedback on student learning expectations				**Next Steps:**

EXTERNAL PARTNERSHIPS	Not Started	In Process	Completed	Reflection
External Partnerships: 1. Determine needs and supports desired from external partners 2. Identify potential community partners able to support identified needs 3. Work with community organizations to design learning opportunities for students outside of the school day 4. Seek out community services available to support schools and families 5. Broadcast community organizations offering student learning support outside the school day	☐	Indicate number(s)	Indicate number(s)	**Evidence:** **Next Steps:**