

*Policy Statement*

● **Vision Statement.**

Research has shown that when families are involved in their children's education, children end up performing very well in their education.

With that in mind, our school strives to promote parent involvement by: creating a welcoming environment, programs and activities to engage families in their children's education, we will create opportunities for families to build their skills, self confidence and contacts and lastly by holding workshops that will equip both teachers and families how they can work cooperatively and build stronger connections.

● **Specific Steps.**

We will hold workshops to teach families how they can best support their children at home so as to solidify what they're learning.

The school will be making reports on how the parents, teachers and larger community can work together to improve student performance.

Teachers and families will build upon and improve their relationships by: having home visits, coffee visits, etc. which will enable them to get to be more comfortable around each other and form strong bonds.

We will have a family day where different families will come together to dine and celebrate each other's cultures

Have a bilingual interpreter at the school who is available to different teachers when needed for communication purposes.

● **Indicators of Evidence.**

We will measure this by having a homework survey done each month by the parents. This survey will help the teachers to know if the tools given during the parents workshop was helping at all. They could indicate what has been working, what has not, any new hacks they discovered while implementing the tools and any questions they still might have.

Based on research, the school could have each teacher submit a weekly newsletter on what has been found to improve student performance. They could then either email or send a physical copy to the parents.

During orientation, the principal/ vice principal or whoever is currently in charge of family liaisons could give their take on family- teacher off campus relationship building. They could hand out a conduct of behavior form to explain the boundaries of these visits . They could then use this session to explain the why behind in home family visits/ off campus visits.

Having a family cultural appreciation day helps create cohesiveness in the school. It helps families not only feel seen and appreciated, but it will also open other families' eyes to appreciation and respect for other cultures.

They could have parent polls that tell them how they feel in regards to having an interpreter in the school. The poll would be used to show how connected they felt with the school because of having an interpreter.

- **Terms of Engagement.**

Have a "Welcome to School Event" that is essentially a walkthrough throughout all the buildings. Have teachers designated to be the "tour guides" around the school to answer questions that may arise.

We will have a family welcome center that will be well designed to make families feel welcome e.g: couches, beverage fridge, coffee machine, etc. . We will have this stocked with games, magazines, books and printed resources that they could take home and learn from.

We will have an action team consisting of; families, parents, teachers, community and business partners and the principal, who will come up with a list of activities that will foster involvement. For example; through the use of student achievement data, we would then plan school events such as; math and science trainings, college preparation, etc.

We will facilitate meetings and workshops based upon family request.

Take time to take families through; rubrics, assessment, how to navigate student platforms such as canvas, report cards, grades, etc.

We will have an action team that will be made up of families from underrepresented groups. They will help us know the best tactics that the school could use to reach their people group.

Hold "get to know you " meetings. This could be held at the school or on neutral ground like a community center. These events will help parents and teachers to meet face to face and strengthen their relationships.

Each class will have a monthly log where the teachers will keep track of the families they contact each month.

Have staff members and other teachers develop take home kits that will help parents do various activities with their kids.

Have a staff member/ members in charge of finding peer reviewed research articles and supply them to; principals, teachers and administrators who can then give to parents who can read at their leisure. I would also include podcasts and youtube videos because parents are usually very pressed for time.

Have designated staff members that would be a liaison between teachers and families when problems arise such as; cultural or language barriers.

Event coordinators; ideally they would be the same as the family liaisons. They'd be in charge of making the calendar for school family activities, find the venue, outsource for food, etc.

- **Responsible Persons.**

Teachers; Will be responsible for knowing each family in their classroom. They will make an effort to call every family at least once a month. This outreach will help families feel welcome.

Receptionists; have them in charge of creating a family welcome center. They will be in charge of stocking it with; books, coffee, snacks, other beverages, articles, magazines, etc. and ensuring the space is clean, warm and inviting.

Action Team; we will have slots for parents, teachers, community and business partners and school administrators to sign up for. The slots will promote diversity that at least each member is from a different cultural/racial/age/profession, etc. from the other.

Family liaisons; they will help foster unity between parents and families when they are at odds . We will target to have liaisons from as many cultures as possible so as to have proper understanding.

Interpreter; Hire someone well versed in many languages. This person will be used when parents and teachers need to communicate but there's a barrier. Ideally, we would have more than one.

Research specialist; have designated staff members in charge of being the research specialists to keep all involved in knowing the best articles, podcasts, youtube channels to watch that have the most recent studies on child development and best school practices.

- **Resources.**

<b>RESOURCES</b>	<b>SPECIFICS</b>
<b>Funding</b>	Private pay from the parents. This will help keep our school policies from being influenced by funders with values opposite to

	<p>ours.</p> <p>Alumni. They believe in the vision and would like to be a part of positive change in other student's lives.</p> <p>Non- profits. They would have to share the same values as we do. We'd have them sponsor activities, an event, etc.</p> <p>Private donors. These would ideally be people willing to leave a legacy and be willing to sponsor students with the greatest need.</p> <p>Businesses. They would contribute a given dollar amount to a project we're trying to do or anything they feel is worth paying for.</p>
<p><b>Space</b></p>	<p><b>Federal Way community Center</b>  <a href="https://itallhappenshere.org/business-conference-rentals/">https://itallhappenshere.org/business-conference-rentals/</a></p> <p><b>Federal Way Public Schools</b>  <a href="https://www.fwps.org/community">https://www.fwps.org/community</a></p> <p>University Place  <a href="https://www.cityofup.com/199/Facility-Rentals">https://www.cityofup.com/199/Facility-Rentals</a></p>
<p><b>Equipment</b></p>	<p><b>Website builder</b> <a href="https://www.wix.com/">https://www.wix.com/</a>        Family Liason  <a href="https://www.indeed.com/q-school-liaison-l-federal-way-wa-jobs.html?aceid=&amp;gad_source=1&amp;gclid=Cj0KCCQjw2ou2BhCCARIsANAwM2FoukZyRBXbsZvPqNATwdNk0RdRKYZgzkCBHnO4_exZ16wX-p-mz44aArG9EALw_wcB&amp;gclsrc=aw.ds&amp;vjk=9d254ba71c255b8b&amp;from=gnav-util-jobsearch--indeedmobile">https://www.indeed.com/q-school-liaison-l-federal-way-wa-jobs.html?aceid=&amp;gad_source=1&amp;gclid=Cj0KCCQjw2ou2BhCCARIsANAwM2FoukZyRBXbsZvPqNATwdNk0RdRKYZgzkCBHnO4_exZ16wX-p-mz44aArG9EALw_wcB&amp;gclsrc=aw.ds&amp;vjk=9d254ba71c255b8b&amp;from=gnav-util-jobsearch--indeedmobile</a></p> <p><b>Print bulk materials</b>  <a href="https://printify.com/?utm_source=google&amp;utm_medium=organic&amp;utm_campaign=printify">https://printify.com/?utm_source=google&amp;utm_medium=organic&amp;utm_campaign=printify</a></p>

	<p><a href="https://www.google.com/adsense/adsense?m_medium=cpc&amp;utm_campaign=B&amp;utm_term=printify&amp;gad_source=1&amp;gclid=Cj0KCOjw2ou2BhCCARIsANAwM2G1N1aUhI3RG4_eAZu3ebgFmNMi5JD0i7ElkyOM5RnNjfGJv8M8IIaAqNjEALw_wcB">m_medium=cpc&amp;utm_campaign=B&amp;utm_term=printify&amp;gad_source=1&amp;gclid=Cj0KCOjw2ou2BhCCARIsANAwM2G1N1aUhI3RG4_eAZu3ebgFmNMi5JD0i7ElkyOM5RnNjfGJv8M8IIaAqNjEALw_wcB</a></p>
<p><b>Staff Time</b></p>	<p>Staff time will be compensated with the same wages as hourly rate. Any work done outside of school hours will be calculated as overtime and will be paid as such.</p> <p>Staff is required to clock in and out in a timely manner and if there is any problem to be sure to contact the people in charge of payroll to get this sorted out before the next pay period.</p>
<p><b>Events</b></p>	<p>School orientation weeks. Will be done on a grade by grade basis, thus each grade will have either their own day or week to get oriented to the school.</p> <p>Family fun day where we'll get to interact with all families in the school. Will include; games, food, photo booths, bouncy houses for kids, etc.</p> <p>Cultural day. Will be celebrated quarterly, where we will group similar cultures together and have them bring home made/ restaurant dishes for them to share. They'll get to dress in their cultural clothes and have a fashion show to display their garments.</p> <p>Special Needs Awareness Day. School will come and talk about the different needs of their school members, how the school family can support them and how we as a school are working to make the school more inclusive and accessible for our special needs students.</p>

	<p>Alumni Days. This will be a chance to re-engage our former students to come and see the changes that have been made and what's lacking. We could have them speak and encourage the kids and even create mentorship opportunities.</p> <p>Community Days. Members of the communities i.e businesses around/ close to the schools and those privately sponsoring the school would come and let kids/staff/parents know what their businesses do and how they can support the students or just make them aware of the services they provide. E.g; tutoring, mentorship, swim lessons, STEM activities, before and after school care, etc.</p>

*Phase II Part 2: Development, Dissemination, and Assessment of Family Involvement Policy*

- **Collaboration.**

Have a family welcome questionnaire. This will be conducted face to face during the various meetings e.g; school orientations, parents day, parent teacher conferences, etc.

The family liaisons will then use this information to gain understanding of families and know best how to get them involved in the school.

Have parents involved in the making of the policy. They could be a part of the action team, or they could answer surveys based on different aspects of this policy such as; homework surveys, needs assessments, etc.

Teachers have open discussions with students about how they think their class or school could improve in various areas and what ideas they've experienced when they were at a different school.

Have students anonymously respond to surveys on how they wish their parents' class/teacher/school could be better or how best would they feel supported.

Have the family liaison or event coordinator go out to the community and talk to them about what they experienced being at school and what made it memorable for them. Have in depth questionnaires/ surveys for documentation purposes.

Have another survey for community members to ask how they would like to be involved in the shaping of school policy and what contributions do they feel able to make towards the school.

- **Evaluation.**

This component will clearly articulate the guidelines for measuring whether the policy is working. This section will be linked to the clear, specific and measurable indicators of effectiveness as described in the Policy Statement (see above).

We will have a caveat in the policy where we will state that the policy would be reviewed every two years so as to make sure that it is relevant.

Give out school climate questionnaires. Since one of our goals is to create a welcoming school environment, we would give this out so parents could let us know if we have succeeded in this or not. There would be space to give us pointers on where we could improve.

Use feedback given to us by family liaisons. They would help us get direct answers from parents since they'd essentially be at the forefront of positively influencing school-family partnerships.

Provide quarterly teacher questionnaires or collaborations where they'd share what they have seen to have worked so far in terms of family engagement.

Have students give feedback on whether they feel more supported at home because of the new tactics proposed by the school. e.g. ask if parents have been approaching their homework differently and what they've liked or not liked.

Have a sit down with community members on how they've seen the school / environment/ community improve as a result of the policies in place. This would make the most sense if the members asked were already directly involved in the making and implementation of the policy.

Ask the community leaders who are involved in helping different schools answer what difference in school climate have they noticed between the current school they're working in and a different one down the street or in another school district. This comparison would serve as a good way to measure how effective the school family policy is.

- **Dissemination.**

By holding interest meetings between the school and community leaders. This could be on either school ground or the community's turf.

Communicate to students verbally the kind of ideas that could go into a policy and how they could be involved.

Since more communication is better, I'd have the teachers send newsletters, emails, text messages (if approved by the school) to let parents know of the policy.

I'd have a school wide meeting for parents based on their child's/ childrens' grade . I'd then subdivide them into groups and have teachers lead those groups. In the group, they would go through the policy and have the leads answer any question that comes up.

I'd have a team of content creators have a mixed group of; teachers, parents, students, admins and community leaders form a short but detailed video that breaks the policy down into layman's language. This would then be put on the school's website, email and sent over text messages.

We'd use our current interpreters to translate the video/ newsletters/ text messages into all the languages of the school and disseminate in the most culturally appropriate ways.

If our school had an established podcast, we would have it discussed on air by a relevant figure who had mastery in the topics presented.

Have the family liaisons print out the policy in and post it in various locations of the school boards and family center room.