

# 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<br/>Coordinate with art/social studies/history teachers</p> <p>School office staff, parent/family member, community member<br/>Coordinate with PTA fundraising chair</p> | <p>Start Aug. 1;<br/>Done by 1st day of school</p> <p>Talk to teachers at start of school year;<br/>Create flags as fits with curriculum;<br/>Host event to unveil flag display</p> <p>Launch plan at start of school year;<br/>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"> <li>• Feedback (formal end-of-year survey and informal comments) from family and community members</li> <li>• Improved family and community perception of the school</li> <li>• Increased presence of parents and family members in the school</li> <li>• Increased participation of families in school and PTA events</li> </ul> |