

Checklist for Kentucky Family Friendly School Certification

Updated July 2024

Welcome to the Family Friendly Schools Certification process. We're glad you're here. Your school may use the materials located at [Kentucky Collaborative for Families and Schools - Prichard Committee for Academic Excellence](#) in any way that is helpful to you and your community.

***Spring 2024 applications can be submitted March 15-May 1st. Applicants will be notified in May regarding their certification status. Fall 2024 applications can be submitted August 15th - October 1st. Applicants will be notified in Oct. regarding their certification status. ***



First steps:

- ☐ Watch this [introduction video](#)
- ☐ Try a small, fun activity to build momentum. We recommend:
 - ☐ [Hopes and Dreams Letter](#)
 - ☐ Small group discussion using [4 Versions of Family-Partnership Schools](#)
- ☐ Ensure that principal/school administration supports the process
 - ☐ Principal should charge a "team lead" with supervising the work toward Family Friendly Schools Certification over the next several months. Choose someone who has authority, credibility, and good relationships with staff AND families.
- ☐ Principal should help recruit the Family Engagement Action Team or charge an existing team with coordinating the work of Family Friendly School Certification.
 - ☐ Your action team should reflect the diversity of YOUR school community. If your team does not reflect that diversity, form a plan for how you will involve more voices in your team. Diversity includes different forms of families, racial diversity, language diversity, socio-economic diversity, families with children with special needs.
 - ☐ Team includes at least:
 - ☐ A building leader
 - ☐ two teachers
 - ☐ two family members (*who do not also work at your school*).
 - ☐ You are encouraged to include your FRYSC director as well.
 - ☐ If you add additional school staff, consider adding additional families as well.
- ☐ Have team members complete the [modules](#). (3 hours online total)
 - ☐ Your team can complete these independently or as a group, but be sure all five of your team members [complete this form](#).

Making a plan:

- ☐ Survey your school families. We recommend using questions from [this document](#). Use just 3-4 questions to improve your response rate.
- ☐ Have members of your action team score [the self-assessment](#). You can do this independently, but you MUST come together to have a conversation and reach a consensus score.
- ☐ Use survey information and self- assessment scores to decide what areas you will focus on to boost your score. Come up with a list of activities to implement to get you to the level you're seeking. Review the [Kentucky Family Engagement Digital Playbook](#) or [10 easy wins](#) for ideas.
- ☐ On the application, you will provide evidence of activities under TWO critical attributes per objective on the self-assessment. Make sure that your action plan will give you evidence to report. [Here is guidance regarding evidence](#).

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Implementing the plan:

- ☐ Implement the activities your team decided on and collect evidence. Create a google folder where members of your team can upload evidence as you work.
- ☐ Continue to gather feedback from families. Purposely seek feedback from families who may not have responded to your survey. For example, your FRYSC staff may gather informal data from participants in a Grandparents as Parents group
- ☐ Continue to make adjustments to your work based on feedback from families



Completing the application:

- ☐ Attend a Family Friendly Open Office Session. [2024 Dates and Times](#)
- ☐ [Preview the application](#). The link will be live March 15th-May 1st and August 15th-Oct 1. As first time K-12 applicants, you will complete pages 1-22. If applying for GOLD, you will also complete an additional section starting on page 62.
- ☐ Review this guidance [of what pieces of evidence](#) work at each level of each critical attribute.
- ☐ Work with the family engagement action team to compile narrative and evidence to complete these questions in the application. Here is a form with the main areas for [narrative and evidence](#), to help you gather this as a group.
- ☐ [Complete and submit the application](#).

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If you have any questions, email grace@prichardcommittee.org.

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Family Friendly Schools Recertification checklist

- ☐ **Reassemble the Family Engagement Action Team with at least:**
 - ☐ 2 educators
 - ☐ 2 parents/family leaders who are not school staff
 - ☐ 1 building administrator
 - ☐ If you add additional school staff, please consider adding additional parents
- ☐ **Team should complete the following:**
 - ☐ Complete 1 hour PD
 - Suggested options can be found at the bottom of [this webpage](#)
 - Other PDs that are focused on family engagement/ family school partnerships will also be counted
 - ☐ Reassess the school based on the rubric and affirm that the school is at least at level 3.
 - ☐ Discuss a plan to ensure that all 75% of staff have some training in family engagement by 2026.
 - ☐ Review the questions for recertification (pages 43-51, with additional questions starting on page 62 if you are applying for GOLD).
 - ☐ Determine how tasks of gathering evidence and writing narrative will be completed.
 - ☐ [Complete the application](#), submitting evidence and narrative that supports reviewers in understanding your continuous improvement in Family Engagement.

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Family Friendly School Requirement Checklist

	Standard Certification	Gold Certification	Standard RECERT	Gold RECERT
Family Engagement Action Team (FEAT) – minimum 2 parents, 2 teachers, 1 building leader	x	x	x	x
2 parents on FEAT who are NOT school staff	x	x	x	x
Complete self-assessment	x	x	x	x
Average self-assessment score	3	4	3	4
Complete introductory modules (2 parents, 2 teachers, 1 building leader)	x	x		
Complete Family Engagement PD of your choice (2 parents, 2 teachers, 1 building leader) ¹			x	x
Provide evidence for self-assessment through narrative and documentation	x	x	Simplified version	Simplified version
Continuous Improvement Plan: Share how you are making improvements based on best practices in family engagement and family feedback	x	x	x	x
Demonstrate action to get feedback from all families, especially previously unreached families	x	x	x	x
Submit significant evidence of co-creation with families		x		x
Submit significant evidence of engagement with all families		x		x
Submit significant evidence of how family engagement is woven throughout entire school culture		x		x

¹ Document at least one hour of best practices family engagement learning for each individual on your team. Please do not repeat the introductory modules, although you may choose to have NEW members on your team complete those. To better give you flexibility, there is not a set list of approved PD; however, you can find a list of options under Step #3 on our main page: www.prichardcommittee.org/family-engagement