

Relationship Building: Ten Easy Wins

- 1** Ask a community partner who is not familiar with your building to do a [walkthrough](#). Use their feedback to add signs to make your campus easier to navigate.
- 2** Dedicate time during your PD days for teachers to make welcoming phone calls and home visits.
- 3** Host a table at a festival or other event in your community so staff can get to know families on their home ground.
- 4** Organize students and staff to volunteer at community events.
- 5** Host “must-do” events like kindergarten registration at a variety of times, including daytime, evenings, and weekends.
- 6** Use the [“Hopes and Dreams”](#) letter at all levels, including high school.
- 7** Include some [“Getting to Know You”](#) questions in your family conferences before you dive into student data.
- 8** Ask each staff member to commit to three positive communications home weekly and create a simple way to track accountability.
- 9** Create a corner of your front office for welcoming families. Include brochures and other information that you want families to have.
- 10** Provide customer service training for Front Office staff. Training will increase their job satisfaction and improve interactions with families.

Communications: Ten Easy Wins

- 1** Families like communicating via text, and texting saves your staff time. Use Remind, Dojo, etc. for secure text messages with your families. Designate building leaders for all texting apps so that new staff can find help.
- 2** In every school-to-home communication, make sure that there's a [way for families to respond with questions](#).
- 3** Use Google forms to create a quick "temperature check" survey with families. Repeat the survey at the beginning, middle, and end of the year.
- 4** Use the free Talking Points App to communicate with families whose home language is different from the teacher's.
- 5** Use [inclusive language](#) in your communications so that all family -- especially kinship caregivers -- know that they are included and wanted. Translate communications in to student home languages.
- 6** In communications with families, include a [simple action families can take](#) (e.g., fill out this survey, ask your child about their grades, etc.).
- 7** Save five minutes of every faculty meeting for family engagement training. Start with [communications training](#) or show individual segments of the [Partnership 101 Modules](#).
- 8** Make sure that you send all URGENT information on all platforms: phone calls, emails, text messages, social media, etc.
- 9** Give dedicated PLC time every month for teachers to communicate with families.
- 10** Provide your families with a refrigerator card at the beginning of the year with all the school numbers and emails they may need. Resend this information digitally in January and before testing. Consider sending home a new card with summer contacts and community agency information before the end of the school year.

Shared Responsibility: Ten Easy Wins

- 1** Share [Kentucky Family Standards](#) documents with families at the beginning of the year.
- 2** Identify families who are leaders in local churches, neighborhoods, public housing developments, or who are generally respected by other families. Invite them to a “Principal’s Council” in the fall to share information about your school and ask for their feedback. Ask them to share school news in their communities and encourage them to contact you with any community concerns.
- 3** Create a brochure for MTSS at your school and send it home in backpacks at the elementary level or via USPS at the middle and high school levels. Use clear language in describing MTSS. Families just want to understand the big picture and do not need the level of detail that school staff appreciate.
- 4** At family nights and sporting events, host a table where you can share information about your school, including information about learning and data.
- 5** Host online listening sessions for families as part of your CSIP needs assessment.
- 6** Invite parent SBDM, committee, and PTA members to all CSIP meetings.
- 7** Send a teacher to PTA meetings to give a five-minute presentation and take questions on what students in their grade level are learning. Rotate teachers each month.
- 8** At the middle and high school level, host online sessions for families about adolescent development and learning. Partner with your school counselor to host the session.
- 9** As a substitute for homework, choose a week to do one school-wide family learning activity each semester. Activities should be no-cost for families and focus on conversations around what students are learning in the classroom.
- 10** Ask teachers to send home a weekly one-sentence update on what students are learning and give families one question to ask their students. [This email should not take more than 2 minutes for a teacher to compose.](#)

Advocacy: Ten Easy Wins

- 1** Share easy to read [infographics](#) from KY-Spin with all families going through the special education referral process.
- 2** Share information about free conferences or learning opportunities for families on your social media. Designate a staff person to keep track of free opportunities for families. If possible, make that job a “duty” or compensate that person for their time.
- 3** Survey students about their “go to” person in the building and at home. Have homeroom teachers make positive phone calls home to those “go-to” family members.
- 4** Ask trusted families who are not district employees to tell you what’s confusing about your school. Then brainstorm ways to make that information clear and transparent.
- 5** Update contact information in IC so that you can easily contact families. Designate staff who are responsible for updating IC regularly. Consider using stipends outside of contract time if necessary.
- 6** Before conference time, have teachers use PLC or faculty meeting time to practice sharing data in plain English so that non-educators can understand. Invite parent advocates to attend and give feedback.
- 7** Make sure that you have family representation on all committees, including event planning. Recruiting families for committees is easiest during transition years (kindergarten, 6th grade, and 9th grade).
- 8** Include a family component in all transition activities. Distribute materials to those who do not attend. Be sure to have materials translated into the home languages of families.
- 9** Use existing community groups to share advocacy strategies with families. Consider kinship care support groups and local parenting groups as well as your public library.
- 10** As part of your duty rotation, designate a person to answer parent questions at drop off and pick up.

Community Partnerships: Ten Easy Wins

- 1** Create a brochure about your school to share with community partners, especially providers who work in your building. Keep brochures on community services on display in your front office. Include brochures in families' home languages.
- 2** Invite parents who also work in community organizations to serve on your CSIP committee.
- 3** Invite FRYSC staff to a faculty meeting in August and January to explain referral processes in your school.
- 4** Classified staff often know students and families better than anyone else in your building. During opening day, be sure to offer them training on the referral process for FRYSC.
- 5** Host a meeting of community partners once a semester. Share big initiatives in your school and ask them to share their work. Grants teams and FRYSC may already host such meetings and may be able to invite academic staff to participate.
- 6** Designate staff to call new families who join the school in the middle of the school year. Staff can make sure that families know about local community resources and how to access them.
- 7** Invite FRYSC staff and a local therapist to serve on your MTSS committee.
- 8** Share information about new local services on school website, social media, Dojo, Remind, etc.
- 9** Reduce costs of renting your space for agencies who provide a service to your community.
- 10** Invite community agencies to host tables at sports events throughout the year.