

Action Plan Template



School Name: _____ District: _____

Initial Date: _____

School Advisory Team Members and Roles (parents, grandparents, school staff, teachers, students, administrators): _____

Family-School Partnerships Vision Statement: _____

Goal	Activity/Strategy	Person(s) Responsible	Resources Needed	Comments/Evaluation	Timeline



Action Plan Sample

School Name: New Mexico Elementary School **District:** _____ **Initial Date:** _____

School Advisory Team Members and Roles (parents, grandparents, school staff, teachers, students, administrators): Principal, Family Liaison, Social Worker, Teacher, Parents, others

Strategic Engagement Vision Statement: Our school will become a place where all families feel welcome and have access to community resources.

Goal	Activity/ Strategy	Person(s) Responsible	Resources Needed	Comments/ Evaluation	Timeline
Create a Welcoming and Respectful School Environment	Complete the Welcoming All Families Evaluation Rubric with the Parent School Improvement Team	Family Liaison and the Parent School Improvement Team	-Copies of Rubric Tool -Team commitment	Use tool to reflect on growth and progress toward goal. Choose 2 areas to work on in September	Early September
Create a Welcoming and Respectful School Environment	Assign committees of parents and staff to develop plans around 2 key areas	School Admin, staff, and the Parent School Improvement Team	-TBD	The committees will develop a list of resources needed and a strategy for progressing in each area	Mid September
Create a Welcoming and Respectful School Environment	Implement strategies in each area	Committees assigned to each area	-TBD	Each member of the committees will be responsible for recruiting at least one other volunteer to enact the plan	Mid-September to Early October
Create a Welcoming and Respectful School Environment	Assess progress in each area using the Eval Rubric	Family Liaison and the Parent School Improvement Team	-Copies of Rubric Tool -Team commitment	Team will reflect on progress and determine if more growth is needed in each area and strategize a new approach if needed	Late October

Best Practice Findings for Creating Your Action Plan

Straight from the field, here are some best practice findings to think about as your team is creating your Action Plan.

Finding 1: Involvement programs that link to learning improve student achievement.

It's simple: The more parent and community involvement activities focus on improving student learning, the more student learning improves. Learning-focused involvement activities may include:

- Family nights on math or literacy.
- Family-teacher conferences that involve students.
- Family workshops on planning for college.

Finding 2: Speaking up for children protects and promotes their success.

Children whose parents are advocates for them at school are more confident at school and take on and achieve more. The more families advocate for their children and support their children's progress, the longer their children stay in school and the better their children do. Families should:

- Become knowledgeable about the operations of schools and the laws that govern those operations.
- Be confident about their ability to work with schools.
- Expect only the best from their children and for their children.

Finding 3: All families can contribute to their children's success.

Family involvement improves student success, regardless of race/ethnicity, class, or parents' level of education. For involvement to happen, however, principals, teachers, and parents themselves must believe that all parents can contribute to their children's success in school. Parents can promote their children's academic success by:

- Teaching their children the importance of education.
- Finding out what their children are expected to know and to be able to do and reinforcing lessons at home.
- Sending their children to school ready to learn every day.

Principals and teachers must support parent involvement by:

- Making parent involvement a priority.
- Recognizing and removing barriers to parent involvement.
- Sharing decision-making power with parents and community members.
- Working to understand class and cultural differences.

Finding 4: Community organizing gets results.

Engaging community members, businesses, and organizations as partners in children's education can improve the learning community in many ways. For example, community partners may be able to:

- Provide expanded learning opportunities.
- Build broad-based support for increased school funding.
- Provide quality after-school programs.