

Partnerships for Literacy

**Sample Ohio School Action Steps**

**for Family and Community Engagement for Language and Literacy**

Priority Area #1: **Communication**

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| **Action Step** | **Description of Strategy**  How much, how often and with whom? | **Who will be Impacted** | **How will you know if you’ve achieved success? What data will be used?** |
| Research Common mode of communication | * Survey with staff and families to identify best communication tools | Staff and families | * Survey results |
| Identify/Train staff in use of communication tool(s) | * Selection of communication tool based on the feedback from the initial survey. * Select multiple means of communication for families with varied resources | Staff | * Survey results * Check ins throughout the year |
| Implement use of communication tool(s) | * Create communication system (ex: every teacher sends at least something once per month) * Building wide shared expectations of how communication tool is utilized by each teacher | Staff, families, students, and community | * Mid and end of year surveys on effectiveness of tool |

Priority Area #2: **Communication: Feedback from Families**

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| **Action Step** | **Description of Strategy**  How much, how often and with whom? | **Who will be Impacted** | **How will you know if you’ve achieved success? What data will be used?** |
| Create and implement survey with families   * Identify needs, talents, and time availability of families to help support school | * Survey done at the start of the school year with families | Families, staff and students | * Use survey results to recruit volunteers, talents, and provide tools for our needs. |
| Create and implement instant feedback survey at schools | * Every visit a family or community member makes to the school, we will have them complete a survey on the way out to ensure we are communicating effectively | Families, staff and students | * Analyze survey results to improve systems and relationships |