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
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| 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
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| 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
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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.
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| 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
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