

## Step 1

### ORGANIZE AND PLAN FOR PARTNERSHIPS

#### Identify the Action Team for Partnerships

- ❑ Select members of the Action Team for Partnerships (ATP), including teachers, parents, administrators, and others. (See Chapter 3, p. 166, & CD.)
- ❑ Determine the talents and interests of ATP members. Fill out *Who are the Members of the Action Team for School, Family, and Community Partnerships?* (See page 107 & CD.)
- ❑ Select a chair or co-chairs of the Action Team for Partnerships.
- ❑ Select a team structure based on specific school improvement goals or the six types of involvement. (See pages 164-165 & CD.)
- ❑ Choose chairs or co-chairs for each ATP committee. Determine which ATP members and other educators, parents, community partners will serve on each committee. (See pages 108, 180, & CD.)

#### Prepare the Action Team for Partnerships

- ❑ Select a date and time for a One-Day Team-Training Workshop.
- ❑ Plan the workshop agenda and coordinate materials.
  - See Chapter 4 & CD for sample agendas and other information for team-training workshops.
  - See Chapter 5 & CD for charts, diagrams, and Summaries for handouts, group activities, and planning forms for team-training workshops.
  - Use the CD's PowerPoint presentation and printable handouts and activities for the One-Day Team Training workshop.
  - NOTE: NNPS Annual Fall Conference and Spring District Leadership Institute in Baltimore prepare leaders to conduct team-training workshops. (See conference registration on the NNPS website.)

- ❑ Reserve the necessary facilities, and order food and other supplies for the workshop.
- ❑ Include workshop sessions on the six types of involvement, types of involvement, their challenges, results, and the action team approach.
- ❑ Explain how the National Network of Partnership Schools (NNPS) helps members improve their partnership programs and share best practices. (See Chapter 10.)

#### SIX TYPES OF INVOLVEMENT

1. Parenting
2. Communicating
3. Volunteering
4. Learning at Home
5. Decision-Making
6. Collaborating with the Community

(See Chapters 1, 5, & CD.)

#### Develop a One-Year Action Plan for Partnerships

- ❑ Complete and discuss *Starting Points* with the Action Team for Partnerships (ATP) to determine which partnership practices are currently being implemented. (See pages 174-177 & CD.)
- ❑ Decide which school improvement goals will benefit from school-family-community partnership activities.
- ❑ Consider how to link partnership practices to specific goals for student success.
  - See page 18 to review the six types of Involvement and expected results for students.
  - See page 179 & CD to link goals to family and community involvement practices and results.
  - See pages 160-163 & CD for examples for elementary grades and pages 226-232 & CD for examples for middle and high school grades.
- ❑ Identify challenges that the school must solve to involve all families and to reach major goals. (See pages 153-158 & CD.)
- ❑ Write a One-Year Action Plan for Partnerships that includes the family and community involvement activities that will be conducted during the school year. Choose either Form G (Goals, 181-184 & CD) or T (Types, pp.185-190 & CD).

- ❑ Share the ATP's One-Year Action Plan for Partnerships with the School Improvement Team or Council, faculty, PTA/PTO, all families, and the community to obtain input and support.
- ❑ Identify the budget and available funds and resources needed to implement the One-Year Action Plan for Partnerships. Adjust the plan so that all activities are adequately supported.

## Step 2

### IMPLEMENT PARTNERSHIP PLANS

- ❑ Schedule monthly meetings of the full Action Team for Partnerships (ATP) to plan, coordinate, monitor, and evaluate activities. (See Chapter 3.)
- ❑ Schedule meetings for committees of the ATP to implement planned activities.
- ❑ Ask other teachers, family and community members, and students to lead or help the ATP's committees with specific activities and events.
- ❑ Publicize partnership activities well in advance and in different ways to reach all families.
- ❑ Use sign-in sheets, tear-offs in newsletters, e-mail, surveys, and other tools to gather ideas from teachers, students, families, and others about the quality of family and community involvement activities and needed improvements.
- ❑ Provide summaries, videos, or audiotapes of workshops and meetings to families who cannot attend.
- ❑ Keep records of plans, publicity, and contact information for future events.
- ❑ Thank, recognize, and reward those who lead, support, and participate in partnership activities.

## Step 3

### EVALUATE PARTNERSHIP ACTIVITIES

- Conduct an End-of-Year Celebration to recognize achievements, discuss challenges, and improve plans for the next school year. If possible, celebrate and share ideas with other Partnership Schools in the district or state. (See pages 140-144 & CD.)
- Complete the Annual Evaluation of Activities as they are implemented throughout the year. Choose Form G (Goals, pp. 330-334 & CD) or T (Types, pp. 335-341 & CD) to match the One-Year Action Plan for Partnerships.
- Complete and return *UPDATE* survey to renew membership for the next school year. NNPS waives annual renewal fees of \$200 for schools and \$300 for states, districts, and organizations that return *UPDATE*.
- Replace departing members of the Action Team for Partnerships (ATP) for the next school year.
- Conduct team training to prepare new ATP members and to refresh continuing members for their work on partnerships.
- Write the next One-Year Action Plan for Partnerships for the upcoming school year.
- Optional summer activity: Develop special projects and materials for advancing partnerships (e.g., homework activities that involve families in learning, see Chapter 8).

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[www.partnershipschools.org](http://www.partnershipschools.org)

## ANNUAL ACTIVITIES CONDUCTED BY NNPS WITH MEMBERS

Visit the NNPS website for more information and details on upcoming activities:

[www.partnershipschools.org](http://www.partnershipschools.org)

- August** *Promising Partnership Practices*, the annual collection of members' best family and community involvement activities, is sent to NNPS members.
- September** Annual Partnership Award winners are announced.
- October** *Type 2* newsletter is sent to members.
- October** Leadership Development Conference on Partnerships is conducted for new and experienced members.
- December/January** Annual summaries of NNPS *UPDATE* surveys on the development of partnership programs in districts and schools are sent to members.
- February** Invitations to apply for Partnership Awards
- March** *Type 2* newsletter sent to members.
- March** Invitations to contribute to next collection of *Promising Partnership Practices*.
- March/April** NNPS District Leadership Institute for intensive training of new district leaders for partnerships.
- April** *UPDATE*, the required end-of-year survey, is sent to all NNPS members.
- May** Promising partnership practices are due for review for the next annual collection.
- June** *UPDATE* surveys are due to renew membership for the next school year.
- June** Applications are due from schools, districts, states, and organizations in NNPS to apply for Partnership Awards.
- Monthly** E-Briefs are sent to all members by NNPS Facilitators on news and upcoming activities, including occasional web-conferences.

On-site team training and advanced workshops by NNPS Facilitators are available on a consulting basis.



*Working Together for Student Success*

## PARTNERSHIP PLANNER

Successful school, family, and community partnership programs require thoughtful on-going planning, implementation, and evaluation. The NNPS *Partnership Planner* provides a timeline and sequence of activities to guide the work of schools' Action Teams for Partnerships (ATPs). It also helps districts, states, and organizations develop leadership activities and facilitate schools' partnership programs.

Family and community involvement activities should be planned each spring for the next school year, and implemented throughout the year. At the end of the school year, programs and practices are evaluated, departing team members are replaced, and new plans are written for the following school year. The school-based ATP's annual One-Year-Action Plans help sustain partnership programs from year to year.

Use this *Partnership Planner* with a school calendar and the NNPS handbook, *School, Family, and Community Partnerships: Your Handbook for Action, Third Edition*.<sup>\*</sup> Topics, tools, and page numbers of the *Handbook* (in parentheses) are noted to help you each step of the way.

<sup>\*</sup>Epstein, J. L., Sanders, M. G., Sheldon, S. B., et al. (2009). *School, family, and community partnerships: Your handbook for action, third edition*. Thousand Oaks, CA: Corwin Press.