Family-School Partnership Action Plan – Template

<table>
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<tr>
<th>Activities, Practices, Policies</th>
<th>Persons Responsible, Including Lead(s)</th>
<th>Timeline</th>
<th>Resources and Funding (What do you need and who can supply it?)</th>
<th>Evaluation (How will you determine whether the activity achieved its desired effect?)</th>
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School/Location: __________________________________________ Year: ________________

Lead Person(s): ____________________________________________

Standard: __________________________________________________

Goal(s): ____________________________________________________

Results (How will you know when your school reaches this goal? What does success look like?): ________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
Family-School Partnership Action Plan – Sample

**School/Location:** Roundtree Elementary School, Anytown, State  
**Year:** 2009–2010 school year  
**Lead Person(s):** Frank Johnson, Standard 1 action team leader  

**Standard:** Welcoming All Families into the School Community (Standard 1)

**Goal(s):**  
1. When families walk into the school building, they feel the school is inviting and is a place where they “belong.”  
2. The school’s policies and programs reflect, respect, and value the diversity of the families in the school community.

**Results (How will you know when your school reaches this goal? What does success look like?):**  
More families are participating in school-sponsored events; parents and teachers report increased communication between home and school; increase in volunteer hours; increased presence of principal during student drop-off and pick-up; improved student attendance/decrease in tardiness and absences.

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| 1. Hang welcome signs in all the languages spoken in the homes of the students. | School staff member, parents/family members | Start Aug. 1; Done by 1st day of school | Translators—bilingual or multilingual volunteers  
Signs—$___ from PTA/school funds; discount or donation from local print/copy shop | Applicable to all activities:  
• Feedback (formal end-of-year survey and informal comments) from family and community members  
• Improved family and community perception of the school  
• Increased presence of parents and family members in the school  
• Increased participation of families in school and PTA events |
| 2. Work with the art, social studies, or history teachers to organize a classroom activity in which students make state and national flags representing their heritages; hang the flags in the school. | School staff member, parents/family members  
Coordinate with art/social studies/history teachers | Talk to teachers at start of school year; Create flags as fits with curriculum; Host event to unveil flag display | Art supplies—$___ from PTA/school funds; donations from community businesses/organizations  
Place to hang flags—e.g., cafeteria, multipurpose room, library, gym, halls |  |
| 3. Create reception area by school office for parents and other visitors, with comfortable chairs, reading materials, and access to coffee, tea, and water. | School office staff, parent/family member, community member  
Coordinate with PTA fundraising chair | Launch plan at start of school year;  
Funds by Nov.; Complete by start of 2nd semester | Furniture/accessories—$___ raised in special fundraiser, or furniture donated by families/businesses  
Space—near front office  
Beverages/cups/napkins—$___ from PTA funds; prepared by office staff |  |