

Parent Engagement Action Plan (Example)

TEAM SCHOOL OR SCHOOL DISTRICT: *Peabody Middle School*

TEAM MEMBERS: *Susan (teacher), Tom (principal), John (teacher), Lisa (asst. principal), Connie (counselor), Jeff (basketball coach), Ron (foodservice manager), Jose (clerk)*

Strategy #2b *Provide a variety of activities and frequent opportunities to fully engage parents: Communicate with parents.*

Action	Steps	By Whom	When	Progress
<p><i>Work with students, faculty, staff, and parents to identify ways to increase communication with parents.</i></p>	<p>1. Create a Parent Engagement Action Team. Solicit representatives:</p> <ul style="list-style-type: none"> • Teachers • School staff • Students • Parents • Community 	<i>Susan and others</i>	<i>Sept. 10</i>	<ul style="list-style-type: none"> • -List of Action Team Participants, with cross-school and community representation. • -Identify Team Lead/Coordinator (responsible for scheduling meeting, agenda, and facilitating meeting).
	<p>2. Elect/select Action Team Leader</p>			
	<p>3. Meet to identify the current ways the school communicates with parents that promote or hinder parent engagement</p>	<i>Lisa (Action Team Lead) & Action Team</i>	<i>Sept. 21</i>	<ul style="list-style-type: none"> • -List of ways the school communicates with parents and criteria to assess communication with parents (prepared & reviewed by Action Team)
	<p>4. Plan and facilitate meeting of Action Team, assess current communication process with parents on a variety of topics (academics, health, activities)</p>	<i>Action Team</i>	<i>Sept. 28</i>	<ul style="list-style-type: none"> • -Meeting date, agenda, completed assessment of parent-school communication by Action Team
	<p>5. Brainstorm list of changes that could be made to improve communication with parents</p>	<i>Action Team</i>	<i>Oct. 5</i>	<ul style="list-style-type: none"> • -Meeting date, agenda and review findings from school assessment on parent – school communication
	<p>6. Draft proposal of changes for school and district leadership (using findings from school assessment of parent-school communication)</p>	<i>Action Team</i>	<i>Oct. 19</i>	<ul style="list-style-type: none"> • -Written draft of proposal for changes to promote parent-school communication to present to school and district leadership
	<p>7. Schedule time on Leadership agenda to make presentation of proposal</p>	<i>Action Team</i>	<i>Oct. 31</i>	<ul style="list-style-type: none"> • -Leadership agenda • -Proposal presentation