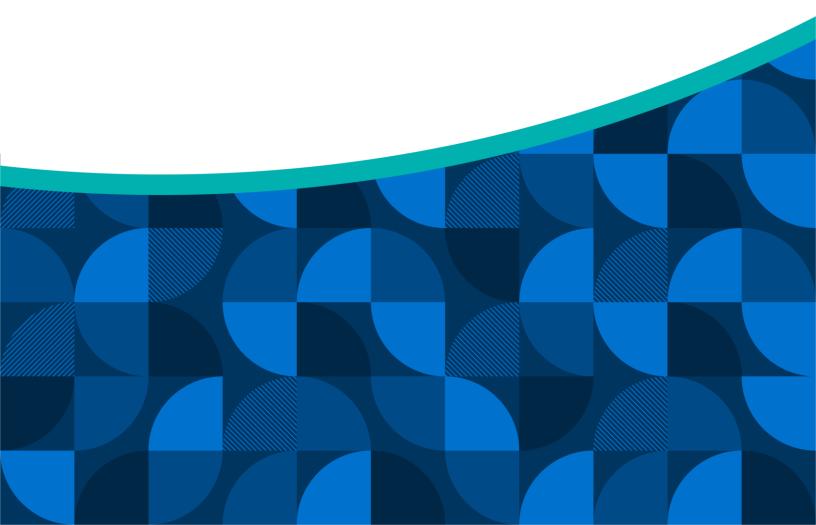


Adult-Adult Relationships

Connected Resource Toolkit



District Leadership Forum

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Tools in This Resource Address the Following Diagnostic Activities:

- Teachers and/or staff at my school send home regular (i.e., weekly or monthly) newsletters to keep parents/guardians informed on important classroom and school-wide information.
- Our school ensures digital communication (e.g., emails, newsletters) is available in a variety of languages to meet the needs of families who speak English as a second or additional language.
- Our school provides opportunities for parents/guardians to be involved in their student's academic journey (e.g., school volunteer opportunities, school events).

*Throughout this guide, the term "parents" refers to any adult guardian of a child, including custodial grandparents, step-parents, foster parents, custodial siblings, and traditional parents.

The Importance of Adult-Adult Connections

Building meaningful partnerships between families/guardians and educators consistently ranks among the top factors of long-term student success. These partnerships lead to higher grade point averages, improved test scores, and better classroom behavior.

Parental/family involvement and engagement with school helps foster a caring environment at both school and home—where open communication, shared goals, and collaboration are the norm. These partnerships significantly contribute to a student's well-rounded development, ultimately leading to a more successful educational journey.

Parents/Guardians



- Improved understanding of their student
- Greater support for child-raising challenges
- Greater access to services

Students

...

- Increased academic achievement and motivation
- Improved positive classroom behavior
- Enhanced self-esteem
 psychological safety

Educators



- Enhanced understanding of students
- Decreased classroom disruptions
- Reduced stress; increased morale

Students with Greater Parent or Guardian Involvement in School... Increased Attendance Less Likely to Dropout 98% 34% Average attendance More likely to drop out rate for students with when lacking supervision involved adults at & academic support home Higher Academic Increased College Performance Going Rates 57.5% 44% Of senior HS students Higher odds of attending

agree that strong parent/guardian involvement leads to high academic performance Higher odds of attending college for students who discuss school with adults at home



How To Use This Guide:

- Learn how to foster effective and positive communication between teachers and parents/guardians for the benefit of students using the "*Teacher and Parent/Guardian Communication Guide*" on **pages 5-11.**
- After learning how to invest in improving adult-adult communication, review the "Guide to Increasing Parental/guardian Involvement in K-12 Schools" on pages 12-17 for guidance on how to use those communication skills to motivate parents/guardians to become more involved and connected to their student's educational journey.

Source: Annie E. Casey Foundation, "Parental Involvement in Your Child's Education", 2022; Positive Action, "The Impact of Parental Involvement: Statistics on Academic Success", 2023; Ross, "The differential effects of parental involvement on high school completion and postsecondary attendance", 2016; University of Washington, "Kids with Supportive Parents More Likely to Succeed", 2008. American Federation of Teachers, "Building Parent-Teacher Relationships", FAB interviews and analysis.

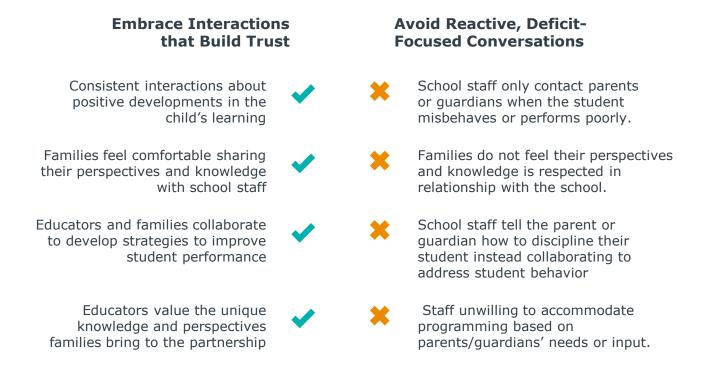


Teacher and Parent/Guardian Communication Guide

Explore the contents of this guide and distribute it to your teachers to learn the value of effective teacher-parent/guardian communication. Embrace the tools and strategies within to elevate the standard of communication between your school's educators and parents/guardians.

The Critical Role of Teacher-Family Communication

Strong teacher-parent/guardian communication is essential for student success, employee morale, and community engagement. Educators should focus on proactive, strengths-focused communication with families as much as possible to gain trust. This serves as a foundation for more productive and collaborative conversations in cases where there is a concern about a student or feedback about disruptive behavior must be shared.



Tools to Improve Communication Between Teachers and Parents or Guardians

Tool 1

Parent/Guardian Feedback Survey

Tool Overview
Template for Parent/Guardian Feedback Survey
Guide for Survey Follow-Up

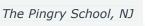
Tool 2

Classroom Newsletter Template

Tool Overview
Newsletter Template

Parent/Guardian Pulse Survey

Gather Quick Feedback to Elevate Unknown Concerns





Problem to Solve	Principals often report only receiving feedback from a vocal minority of parents/guardians who are quick to express their unhappiness with new policies or decisions. As a result, teachers and school leaders miss opportunities to surface key
	parent/guardian concerns across the entire parent/guardian community.
Practice Overview	Distribute a short pulse survey to parents/guardians to solicit feedback on their everyday experience in the school and classroom. A quick 5-question survey provides a systematic way of elevating unanswered questions and acts as a launching point for
	acting on parents' or guardians' most common concerns.
STEP 1	Using the template on page 8 , design the survey to be quick and simple to complete (ideally 5-10 questions) so that even the busiest of parents/guardians can respond. Design the survey using an online platform (e.g., google forms) for quick deployment.
STEP 2	Email the survey directly to parents/guardians' inboxes, rather than directing them to an online portal or secondary site.
STEP 3	Allocate time for school leadership to review results and prioritize how best to respond to individual issues. Refer to the analysis process on page 9 to systematically review and organize the survey responses by common themes or trends that emerge.
STEP 4	Use school newsletters, emails, or other preferred communication methods to share survey results and show that the school is responding to parent/guardian feedback. Include 1-2 key concerns that the district is working to address, as well as highlighting positive comments.

Essential Ingredients

Sample Questions						
1. On a scale of 1 to 5, how satisfied are you with your student's current experience in <school name="">?</school>						
Very O O O dissatisfied 1 2 3	OVery45556					
2. <i>Please provide additional comments ab to the question above.</i>	out your response					
3. The school is responsive to my student	's individual needs.					
Strongly O O O Disagree 1 2 3 4) O Strongly 5 Agree					



A Light Lift

Parents/guardians should be able to complete the survey in under 2-minutes.

Inclusive

Help more parents/guardians complete the survey by making it available in multiple languages to accommodate families who speak English as a second/additional language.



Repeated

Survey parents/guardians once a semester to obtain timely feedback without risking survey burnout.



Shared Back

Look for larger trends and share common themes in follow-up communications to parents/guardians.

Source: EAB interviews and analysis.

Template to Build a Parent/Guardian Pulse Survey

Instructions

Refer to the complete example below as you build your schools' pulse survey. Modify the questions and format to fit the needs of your school and chosen survey platform. This example is modeled after a paper handout, but EAB recommends distributing this survey via digital platforms like SurveyMonkey or Google Forms.

On a scale of . <school name<="" th=""><th></th><th>w satisfie</th><th>d are you</th><th>with your</th><th>student'</th><th>s current experiel</th><th>nce in</th></school>		w satisfie	d are you	with your	student'	s current experiel	nce in
Very Dissatisfied	\bigcirc 1	○ 2) 3	() 4	○ 5	Very Satisfied	
Please provide	addition	al comme	nts about	your resp	onse to t	he question abov	′e.
The school is i	responsiv	e to my si	tudent's in	ndividual n	eeds.		
Strongly	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc 5	Strongly Agree	
Disagree	1	2	3	4	J	5	
-	-	_	Ū	<i>your agre</i>	Ū	ith the statement	t above
Please provide	addition	al comme	nts about		ement w	-	
Please provide	addition	al comme	nts about		ement w	ith the statement	
Please provide	e addition	al comme	ility to sup	oport the le	ement w earning a 0 5	and development Strongly Agree	
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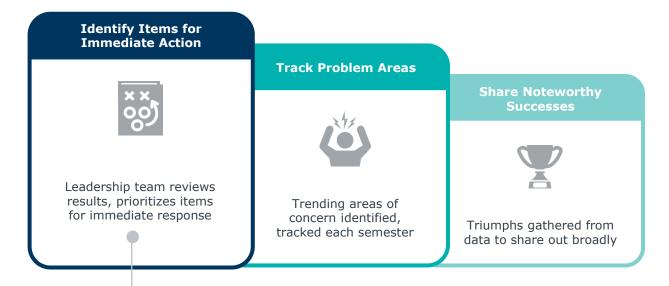
Guide for Survey Analysis and Follow-Up

Instructions

Refer to the recommendations below for analyzing and following up on parent/guardian pulse survey responses after the survey closes.

How to Assess Survey Results

- Review survey results, paying specific attention to the concerns raised by parents/guardians answering a 3 or lower on the Likert scale (i.e., in Question 1 on the template). Sort concerns into common themes, recurring issues, or areas where a significant number of parents/guardians have made comments.
- 2 Prioritize the identified concerns based on their potential impact on school outcomes (e.g., student wellbeing, learning outcomes). Consider the urgency and feasibility of addressing each concern based on school resources and capacity.
- **3** Develop a clear action plan outlining the steps to address each identified concern. Break down the plan into specific tasks, assign responsibilities across the district leadership team, and establish timelines.
- 4 Clearly and promptly communicate to parents and guardians that their concerns have been heard and are being addressed. Provide updates on school efforts to ensure transparency.
- **5** Collaborate with relevant stakeholders based on concern and seek their input on finding potential solutions. For individualized parent/guardian concerns, reach out to the concerned person directly.



Example: Quick Action Taken to Address Student Mental Health

- · Parent and guardian feedback expressed concern over rising student stress, declining mental health
- District implements new <u>Relationship Mapping</u> strategy to increase student wellbeing
- · Positive response reflected in future feedback surveys, student attendance

Classroom Newsletter Template

Purpose

Newsletters serve as a valuable communication tool between teachers and parents/guardians. They keep parents/guardians informed about what is happening in the classroom, including upcoming events, important dates, and curriculum updates.

Essential Components



Announcement of Upcoming Events

When parents/guardians are aware of what's happening in the classroom and school, they are more likely to participate in school events and volunteer.



Important Reminders

Newsletters can include important reminders about deadlines, school policies, and upcoming assessments. This helps parents/guardians and students stay organized and prepared.



Curriculum Updates

When parents/guardians are informed about what their student will be learning throughout the month, they are more likely to provide additional academic support at home.



Note From the Teacher

Teachers can use newsletters as an opportunity to communicate messages such as suggestions for ways to complement lessons at home throughout the month.

* Important to note: Ensure newsletters are available in a variety of languages to meet the needs of families who speak English as a second/additional language.

Consider available tools like <u>this one</u> or chat GPT to translate PDFs into a variety of different languages—but be aware of limitations of these tools and look for improved AI translation tools as they develop.

Grade-Specific Adaption		Class newsletters can be a valuable communication tool in elementary, middle, and high schools, although their content and purpose may vary				
		depending on the grade level. Here's how class newsletters can be used in each of these school settings:				
Elem	entary School	Elementary newsletters can provide information about school events, such as				
		parent-teacher conferences, field trips, and special assemblies. Parents/guardians can plan accordingly and volunteer if needed.				
		liddle school newsletters can be used to inform parents/guardians about clubs,				
		sports, and other extracurricular activities available to middle school students (e.g., details about tryouts, practices, meeting times, etc.)				
test		gh school newsletters can provide information on things such as standardized sting, college application deadlines, scholarship opportunities, and career ploration resources.				

Sample Elementary Classroom Newsletter

October 2023	What We're Learning This Month	A Note From Mrs. Brown
 Important Reminders The museum trip volunteer funds are due on Fri. Oct. 6th (Please bring your envelopes to the office - Attention: Mrs. Brown's class) We are looking for volunteers for chaperones for the school museum trip. Please contact me if way would be interpreted 	 Reading We will continue to have our bi-weekly book exchange Please encourage your student to continue to practice their monthly spelling & vocabulary words nightly Math The class will learn about patterning (within the classroom & in nature) and geometry this month 	Happy October! The fall weather is such a cozy time of the year - it's spooky season! Learning about different lifestyles will be a primary focus this month in many of our lessons. At the end of the month, we will have our annual classroom Halloween party!
you would be interested in attending!	Science	Costumes:
 Upcoming Events Pajama Day- Fri. Oct. 6th 	 This month we'll be learning about growth and changes in animals Students will have a live butterfly chrysalis to examine in the classroom! 	Encourage your student to wear their favorite Halloween costume to school on that day. However, please ensure that costumes are safe, comfortable, and
• Field Trip- Mon. Oct. 9th	Social Studies	appropriate for a school environment.
 Book Fair- Tues. Oct. 17th Halloween Party- Tues. Oct. 31st Birthdays This Month! 	 Students will be learning about consumerism and tourism - particularly examining the modern changes in our current consumerism culture. 	Volunteers Needed: We're looking for parent/guardian volunteers to help with
 Jude- October 2nd Zola- October 7th 	Quote of the Month	activities, snacks, and supervision during the party. If you're available and interested in
 Oliver- October 6th James- October 9th 	summer collapsed into fall."	participating, please let us know. Your help would be greatly appreciated!
• Eliza- October 30 th	-Oscar Wilde	



Guide to Increasing Parent/Guardian Involvement in K-12 Schools

Explore this guide to understand the importance of parent and guardian involvement and the numerous benefits it offers. Utilize the tools provided within to create additional avenues for parents and guardians to actively engage in your school community.

Getting Adults Actively Involved in Students' Schools

Active parent/guardian involvement fosters a supportive learning environment, improves communication between educators and families, and encourages students to excel academically. By involving parents and guardians in school activities, decisionmaking processes, and their student's education journey, we create a collaborative educational ecosystem that empowers students to reach their full potential.

Getting Parents/Guardians Involved the First Step...

Activities driven by the school administration and teachers like parent-teacher conferences, parenting skills training, or school-wide open houses.

...But True Engagement Is More Collaborative

School and parents/guardians codevelop activities that support parent/guardian capacity-building and involve their input.

Tools to Increase Parent/Guardian Engagement in K-12 Schools

Tool 1

Parent/Guardian Representative Program						
	Tool Overview					
	Training Guide for Parent/Guardian Representatives	5				

Tool 2

Classroom Transparency Courses

Tool Overview	>
Planning Worksheet for Classroom Transparency Courses	,

Tool 3

School Behavior Support Overview Virtual Webinars				
Tool Overview				
Excerpts from the Webinar				

Source: Roy & Giraldo-Garcia, <u>"The Role of Parental Involvement and Social-Emotional Skills</u> in Academic Achievement", 2018; Annie E. Casey Foundation, <u>Parental Involvement in Your Child's</u> *Education*, 2022; Nokali, et. Al., <u>"Parent Involvement and Children's Academic and Social Development in Elementary</u> *School*, "2011; Positive Action, <u>"The Impact of Parental Involvement: Statistics on Academic Success</u>", 2023; Nichigan Department of Education, <u>"Collaborating for Success Parent Engagement Toolkit,</u>" (2011), page 60; EAB interviews and analysis.

Parent/Guardian Representative Program

Leverage Peer Credibility to Influence Positive Parent/Guardian Behavior

The Bear Creek School, WA



Problem to Solve	There are many parents/guardians who want opportunities to help the school community, but they don't have the skills or training to effectively mediate conflict or navigate controversial conversations. Ultimately, this leads to negative voices overpowering positive perspectives in the parent/guardian community.				
Practice Overview	between parents/gu	ardians and s	esentative program to delegate formal liaisons school leaders. Representatives create broader		
	pulse on the comm	unity. They ac	decisions, and they help school leaders keep a tively mediate parent/guardian feedback, then istrict leader – essentially buying time to get ahead		
STEP 1			nt/Guardian Rep Coordinator. The coordinator liaises arent associations, and district leaders.		
STEP 2	Establish process for selecting parent/guardian representatives. District leaders ca decide if they want to invite parents/guardians to participate or create an application nomination process for parent/guardian representatives.				
STEP 3	Define the parent/guardian representative role. Distinguish parent/guardian representative responsibilities from roles like parent association member or parent/guardian volunteers.				
Essential Ingredients					
Representatives A Other Parent/G			Specially Trained Parents/Guardians Serve as Reps		
Dedicated to im and building po	proving discourse sitive culture		Reps receive district- or school-administered training on how to have constructive dialogue in school settings (e.g., in the parking lot of a school athletic event).		
Not responsible or classroom-b	e for fundraising ased activities		Parent/Guardian Reps Keep Pulse on Community Parent/guardian reps meet regularly with school parent/guardian rep coordinator and administrator.		
Formal liaison b parents/guardia			Reps Mediate & Raise Concerns Early Reps mediate or intervene in parent/guardian		

misunderstandings and elevate emerging concerns

administrators

to administrators.

Step-By-Step Guide for Establishing Representatives

Instructions

Follow the seven steps below to launch a parent/guardian representative program in your school. These steps are developed from the recommendations of other institutions that have successfully implemented parent/guardian representative programs.

- **Designate a district leader to act as the program coordinator.** Consider delegating this role to someone in the office of Communications or Family Engagement.
- 2 Define the core mission of the parent/guardian representative program. What purpose will parent/guardian representatives serve for your school? What is their mission statement? How can the program be tied to existing school/district mission and core values?
- **3 Determine the number of parent/guardian representatives for each school or grade level.** Other institutions with successful programs recommend delegating parent/guardian representatives in pairs (e.g., 2 per school, or 2 per grade level) to balance varying skill sets each rep. might bring to the table.

Draft an official description of the parent/guardian representative role. Answer the following questions in your description:

- 1. What is the official name of the role?
 - Example: "Woodvale School Parent Representative"
- 2. What are the responsibilities of the role?
 - Example: "Plan one event per year in coordination with the Office of Family Engagement; Complete monthly feedback reports and send to school leaders to track parent concerns discovered in conversation and at events; Partner with district leaders to facilitate preferred parent communication strategies..."
- 3. What characteristics or qualifications will ensure a representative's success in the role?
 - Example: "Embraces school mission and values; Diplomatic; Level-headed in conversation or crisis; Thoughtful; Warm; Engaging"
- 4. What are the time commitment expectations?
 - Example: "Attend one training per year (2 hours); Send monthly feedback reports via email (1 hour per month); Plan one event per year (30 hours)"
- **5 Choose a method for structured feedback from parent/guardian representatives and develop a system for reporting.** As parent/guardian reps are fulfilling their role, how should they send information to school or district leaders? When they hear a parent/guardian concern or learn an important piece of information, what kind of reporting system should they use with administrators? How often should they elevate their feedback?

6 Have school and district administrators nominate possible representative candidates. Have leaders reach out to engaged parents/guardians they believe fulfill the mission of the program (e.g., if part of program's mission is to boost engagement with underrepresented parent/guardian groups, are there parents/guardians from that group administrators feel would work well in the program?). Invite parents and guardians to consider the role via email and provide them the role description.

Train parent and guardian representatives. At least once a year, gather all representatives together in-person to refresh their skills on topics like:

- Scaffolding meaningful conversations that initiate and build new parent/guardian relationships
- Redirecting tough conversations
- Event planning best practices
- Cultural competency skills based on local demographics

Classroom Transparency Courses

Correct Parent/Guardian Misperceptions About Their Student's School Experience

Problem to Solve	School leaders are reporting that many parents/guardians have misperceptions about what their students are learning in the classroom. Many concerns stem from looking at schools today through their own past experiences, and these adults might not realize that instructional strategies have changed – or that the content their students are learning isn't so controversial after all.		
Practice Overview	Host "classroom transparency courses" for parents/guardians so they can see what instruction looks like today, understand how today's students engage in the classroo and discuss topics and content that their students are learning.		
STEP 1	Delegate a program coordinator from the school leadership team to own the creation and implementation of classroom transparency courses.		
STEP 2	Instruct the coordinator to use the guide on page 17 to outline the course's mission and goals specific to the needs of your school and parent community.		
STEP 3	Have the coordinator work with school administrators and teachers to develop clear and concise informational materials tailored to parents and guardians, using plan language and avoiding educational jargon.		
STEP 4	The program coordinator facilitates the courses following the materials provided by teachers. If teachers desire to be involved, they may also be included and lead courses, following guidance from union representatives.		

Essential Ingredients



Real Content

Class Topics Borrowed from Curricula

Select lessons and topics that showcase engaging instructional strategies or feature newly adopted curricula.



Immersive Experience

Parents Experience Class through the Eyes of a Student

Provide a discussion-based learning experience where parents/guardians can see the value in instructional strategies and curriculum resources used today.



Convenient Offerings

Easy to Participate

Offer classes in the evenings during select parent association meetings or events. Provide a livestream viewing option, if possible.

Benefits

- Confronts potential misperceptions
 head-on
- Parents/guardians learn and discuss instructional strategies together

Benefits

- Parents/guardians better understand the role of teachers in the classroom
- Highlights viewpoint diversity

Benefits

 Reaches parents/guardians when they are already on campus, or allows them to participate from anywhere through the live-stream

Planning Worksheet for Classroom Transparency Courses

Instructions

Complete the worksheet below to outline the four essential components of planning a classroom transparency course.

ジ Clear Philosophy

- Demonstrate good judgement and expertise to reinforce knowledge, credibility
- Deliberately use transparency courses to establish the district's philosophy on new policies or get ahead of controversy

What is the primary goal of hosting these courses in our district?

Varied Content, Representation

- Showcase wide-ranging expertise and knowledge across subjects and departments
- Showcase breadth of expertise through representation from different school administrators, teachers, and staff
- How will we decide which content areas or instructional strategies to feature? Who will present the content?

Regular Cadence of Offerings

- Provide offerings on a regular basis to show a commitment to consistency that parents/guardians can count on
- Establish your district as a reliable source of guidance and expertise

3 How often will we offer classroom transparency courses? Will these events be in-person or virtual?

Branded Program

- Convey intentionality and continuity with a branded program just for parents/guardians
- Ensure that transparency courses looks and feels like its own distinct offering from regular parent association meetings

What will we name the courses? Will we have a dedicated marketing strategy to increase parent or guardian participation? Do we have a dedicated 4 homepage for course information and materials?

School Behavior Support Overview Webinars

Practice Overview		Maggie Cordova Elementary hosts an annual webinar for families to give an overview of their common behavior practices, establish shared language, and				
		give families the opportunity to more consistency for students a	•			
STEP 1	learning ob and refer to	Create the webinar slides and curriculum. Be sure to establish learning objectives you want parents/guardians to take away and refer to the essential ingredients below and examples on the next page.				
STEP 2	offering vir	time and place for the sessions. tually to increase access. Also, co one session to accommodate mo	onsider hosting	Maggie Cordova Elementary, New Mexico	ACC ANTION A DEMONSTRATION OF THE PARTY OF T	
STEP 3	Communica and phone	nicate sessions in weekly newsletters, flyers, ne calls.				
Essential Ingr	redients					
			Benefits			
Establish Sl		nared Language		Gives families language they can use		
Т	The webinar goes over terms like PBIS, and		for consistency with students at home			

• Improves understanding of why schools use certain language

Demystify School Practices

common phrases used in school

Offer explanations of things the school might do that families may find strange or be confused about. See page 21 for examples.

Benefits

Families understand the reason and benefits behind the things schools might ask them to do for students

Highlight Area May Be Causing Challenges in School

Specifically highlighted the negative impacts of screen time and benefits of outdoor play, citing research and gave guidelines on screen limits.

Benefits

Provides a gentle nudge to encourage parents/guardians to limit screen time and increase outdoor play at home, which can benefit students' behavioral success in the classroom.

.....

Provide Families Resources



Offered families additional reading materials about the various subjects covered so they could learn more if they wanted.

Opportunities for Questions

Throughout, there are opportunities for families to ask clarifying questions via prompts and the chat function

Benefits

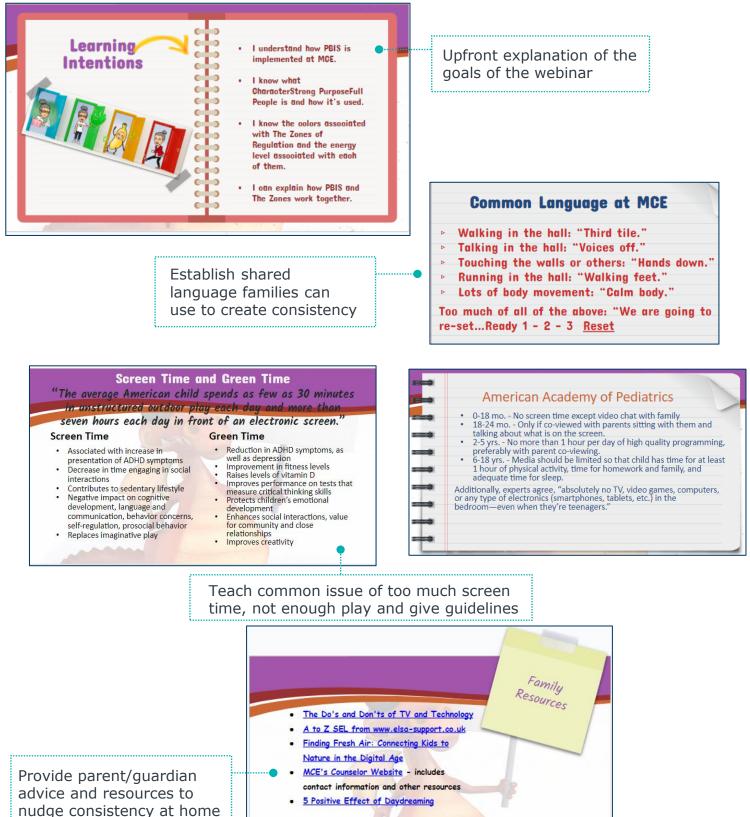
Shows families that schools want to be supportive of their efforts in raising students.

Benefits

Ensures families feel like they can engage and give input to the materials rather than just receiving information

Highlights from the Webinar at Maggie Cordova

Demystifying Different Elements of School Families May Have Questions About



Highlights from the Maggie Cordova Webinar (cont.)

Demystifying Different Elements of School Families May Have Questions About





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