



A Family-School Partnership
**Action Plan for Engaging
Diverse Communities**
in Healthy Schools

ACTION FOR
HEALTHY
KIDS 

Who Can Use This Action Plan

This tool may be used by a variety of professionals who work directly with families across different settings:

- **Educators, family liaisons, and other school personnel** can use it to evaluate their practices and engage in conversations with colleagues about family engagement topics.
- **Principals, providers of professional development, and coaches** can utilize the tool to organize the structure and sequence of professional and ongoing learning opportunities.
- **Parent leaders** can use it to advocate for high-quality education, both at the local community level and on a national scale.

What is the Purpose of the Action Plan?

- Encourages **self-reflection**
- Assists family-facing professionals in grasping the **expectations and competencies** inherent in their roles
- Guides family-facing professionals in heightening their **awareness of learning, growth, and progress**
- Enhances the **effectiveness of family-facing professionals' work**

How to Use the Action Plan

There are multiple steps to help you use your action plan effectively:

1

Identify a team

For creating the action plan, a small team of 2–3 is recommended.

2

Decide on the priorities and actions

Priorities are broad statements that provide overall focus, vision, and directions. They are also often lofty and idealistic. Lastly they are non-specific and non-measurable. Actions are action steps are more realistic and should be aligned to the priority. Use active strong action verbs.

REFER TO [VISUAL 1](#) TO DISTINGUISH LOW IMPACT STRATEGIES AND HIGH IMPACT STRATEGIES.

3

Identify the other parts of the action

Timeline, strategy dissemination, person responsible, etc.

4

Check for clarity

The action plan should be specific and should answer who is going to do what, by when, and to what extent.

5

Share with stakeholders

Once a preliminary action plan is drafted it should be shared with the larger group (e.g. team, stakeholders, etc.) for input and buy in.

6

Finalize action plan

Remember that the best action plans are specific but flexible. They are living documents that may be adjusted to account for change. They are also specific so that all stakeholders know the priorities the collective is working toward and the actions being taken to achieve priorities.

How You Implement Is Important to Success

Using the strategies outlined in the action plan, take into consideration how you plan on implementing the strategy through one of the following:



Providing Information

The strategy employs information exchange.



Building Relationships

The strategy aims to build relationships and trust between people.



Shifting Mindsets

The strategy aims to change beliefs, attitudes, and mindsets.



Building Skills

The strategy aims to develop competencies and skills.



Providing Resources

The strategy aims to gather tangible resources and assistance in the form of materials (e.g., books, food, or cash) or in-kind assistance (e.g., volunteer labor or advice and guidance).



Designing

The strategy aims to fully involve families and schools in answering design questions about the structure and implementation of schooling, the measures of success used, and the overarching purpose of education.

Map Steps



Goals

If using Adobe Acrobat to complete this form, a drop down list of options has been provided for the two categories indicated below.

If using a paper copy, please write in one of the following options:

Timeline: Immediate, Next 6 Months, or 1 Year

Strategy Disemination: Providing Information, Building Relationships, Shifting Mindsets, Building Skills, Providing Resources, or Designing



Goal	Timeline	Strategy Disemination	Person(s) Responsible	Volunteer(s) or Additional Staff Needed	Resources Required	Potential Barriers
Priority 1						
Priority 2						

Goals

If using Adobe Acrobat to complete this form, a drop down list of options has been provided for the two categories indicated below.

If using a paper copy, please write in one of the following options:

Timeline: Immediate, Next 6 Months, or 1 Year

Strategy Disemination: Providing Information, Building Relationships, Shifting Mindsets, Building Skills, Providing Resources, or Designing



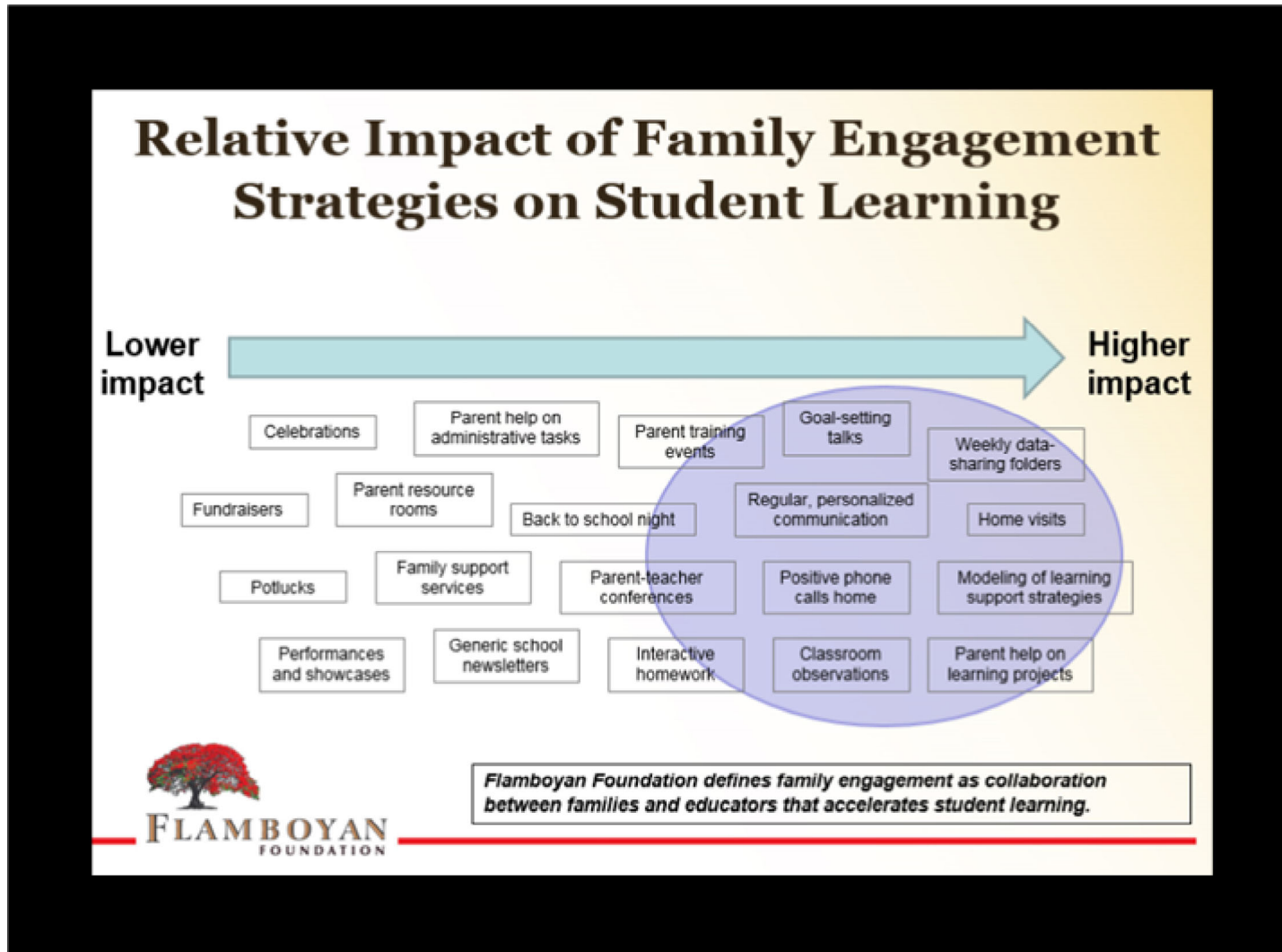
Goal	Timeline	Strategy Disemination	Person(s) Responsible	Volunteer(s) or Additional Staff Needed	Resources Required	Potential Barriers
Priority 3						
Priority 4						

Goals

Plan(s) to sustain progress:

A large, empty rectangular box with a thin black border, intended for writing a plan to sustain progress. The box is currently blank.

Visual 1: Flamboyant Continuum of Impact Graphic



Source: [Flamboyant Foundation](https://www.flamboyantfoundation.org/)

References

National Association for Family, School, and Community Engagement, & Ohio Statewide Family Engagement Center (2023). *Family and Community Partnerships: Reflection Tool for Family-Facing Professionals*.

California Department of Education. (2017). *Family Engagement Tools: Editable Templates — Worksheets for Family Engagement Toolkit: Continuous Improvement Through an Equity Lens*. Sacramento, CA.

Winthrop, R., Barton, A., Ershadi, M., & Ziegler, L. (2021, September). *Collaborating to Transform and Improve Education Systems: A Playbook for Family-School Engagement*.

Healthy Kids. Better World.



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