**Parent Involvement Policy, Compact and Action Plan**

**Steps for Principals**

**Steps for Creating and Reviewing Family Engagement Documents**

These steps serve as a cycle for creating and reviewing your Family Engagement Action Plan, Parent Involvement Policy, and Parent Involvement Compact. They can be done at any time during the course of the school year and in any order that meets your needs.

1. **Climate Survey**

Each year your school should administer a climate survey to families. This survey will give you some basic information that can help you identify things you are doing well and things that might need some extra attention. It can give you a starting point for creating or revising your Family Engagement vision.

1. **Encourage Collaboration**

Share the results of the survey with families, students and staff to solicit feedback. This can be done through Site Council, PTO, Student Council, surveys and/or by conducting focus groups. Ask each group how they want to work together to improve student achievement. What are they interested in doing and learning about? What support do they need? There are several surveys on the Family Engagement Portal that you can use to gather information from staff and families. <http://wpsportal/sites/parentinvolvement/Family%20Engagement%20Pages/Surveys%20for%20Families.aspx>

1. **Consider Existing Documents**

If you have a Parent Involvement Compact, Parent Involvement Policy or Family Engagement Action Plan, begin looking at those documents and consider how they align with each other. Use the results from your surveys and focus groups, as well as the planning guide to review each document and make changes and additions if necessary. If you do not have any of the documents, use this data to begin creating a vision for Family Engagement.

1. **Solicit Feedback (Documents)**

Once you have created all three documents, share them with families (PTO, Focus Groups, Site Council, etc.) and staff for feedback. Consider any suggestions and make changes if necessary.

1. **Reviewing**

Each year, your Parent Involvement Policy and Compact should be reviewed and updated. Conferences are an excellent time to get feedback from families and staff. As your current Parent Involvement Compact is being signed and reviewed, ask families for their input. Consider creating a questionnaire that asks: Were the pledges on the Parent Involvement Compact easy to agree to? Were the pledges clear and specific? Did you feel that the teacher, student, and family pledges were fulfilled? Do you have any suggestions for revision for next year? You can also ask staff similar questions to get feedback during a staff meeting or Professional Development time. Use this feedback to revise your documents for the next school year.