

Family/School Compacts or brochures with 4 seasons of feedback:

Ongoing feedback opens up communication lines, creates better partnerships with parents, and turns the brochure into a living document.

Here are several guiding questions to gather feedback on how to improve your family/school brochure.

- What should schools expect from parents?
- What should parents expect from schools?
- What should schools and parents expect from students?
- What should students expect from parents and schools?
- How would you like to receive information from the school?
- How can the school help parents understand:
 - State standards and testing?
 - Their child’s progress and test results?
 - School data like school accountability data and School Improvement Plans?
 - How to support learning at home?
 - What formats and/or language(s) are best for sharing information?
 - How can the school get more families to participate?

Timeline	Tips
Spring	
<p>Your goals:</p> <ul style="list-style-type: none"> • Explain what a family/school brochure (compact) is and why it matters, especially how it helps families and school work together to improve academic achievement • Gather feedback from parents and staff (survey) 	<ul style="list-style-type: none"> • Make your family/school brochure widely available. <ul style="list-style-type: none"> ○ Post it online ○ Place it in newsletters ○ Place a poster-sized version in the front office
Late Spring (before school ends)	
<p>Your goals:</p> <ul style="list-style-type: none"> • Review the feedback received • Update the compact • Upload the new family/school brochures to your Title I portal 	<ul style="list-style-type: none"> • Craft a final version of the family/school brochure for each grade level <ul style="list-style-type: none"> ○ Include parents in the process ○ Share with the families and staff • Work with your school improvement team (SIT) to revise the plan for gathering feedback for the following school year
Fall	
<p>Your goals:</p> <ul style="list-style-type: none"> • Distribute the new family/school brochures • Start gathering feedback from parents and staff 	<ul style="list-style-type: none"> • Use first back-to-school events to introduce/remind everyone about the brochure <ul style="list-style-type: none"> ○ At open houses, parent/teacher conferences, faculty meetings, your annual Title I meeting

	<ul style="list-style-type: none"> ○ Host an ice cream social and discuss the brochure ○ At a school event, put up chart paper and ask parents and staff to list ideas ○ Set up a table at a community event and gather parent ideas ○ Gather ideas when making home visits, during registration, or when teachers call to welcome families ○ Encourage parents to discuss ideas in their native language AND have translators available ○ Ask teachers to gather ideas from their students, especially as rules and expectations are established ○ Post feedback in teachers' lounge or other places where teachers gather ○ Save charts and surveys, and take pictures of notes jotted on white boards for use when it's time to revise your family/school brochure
Winter and Spring	
<p>Your goals:</p> <ul style="list-style-type: none"> ● Translate, organize, and review all feedback ● Start revising the family/school brochure 	<ul style="list-style-type: none"> ● If you don't factor in time to review and consolidate feedback, it will likely get lost or become too overwhelming ● Schedule time for comments made in a parent's native language to be translated before you begin revision ● Then, begin the revision process ● Create grade-level specific brochures following the guidelines in the sample posted on the Title I website
Late Spring (before school ends)	
<p>Your goals:</p> <ul style="list-style-type: none"> ● In your first Title I meeting of the year, remind families and your staff of the family/school brochure's purpose ● Present the new family/school brochure ● Send a copy home with each child 	<ul style="list-style-type: none"> ● Discuss the brochures purpose and share the new version (need to be revised yearly) ● Share the new version in multiple formats and in different venues <ul style="list-style-type: none"> ○ Place a poster-sized brochure in the front office on a wall on in the window ○ Place a copy of the brochure on your school's website

	<ul style="list-style-type: none">○ Bring out a copy at every parent/teacher conference to reference goals and responsibilities
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