

# Checklist: Are You Ready?

## GETTING STARTED WITH AN ACTION TEAM FOR PARTNERSHIPS

The chair or co-chairs of the Action Team for Partnerships (ATP) will guide these activities.

### CHECK (✓) WHEN YOUR SCHOOL ATP HAS COMPLETED THE FOLLOWING:

- Select the members of the ATP.** Include 6 to 12 members, with teachers, parents, principal, and others selected for their interest in and commitment to positive school, family, and community connections. Include student members at the high school level.
- Schedule a One-Day Team-Training Workshop to complete many of the steps listed below, as guided by the *Handbook* (see Chapters 4 and 5) and this CD.** This workshop may be conducted by the team chair or co-chairs, or by a district leader for partnerships who is facilitating the work of many schools' ATPs as part of the district's culture of partnerships.
- Identify the chair or co-chairs of the ATP.**
- Select a committee structure for the ATP to focus on four school improvement goals or on the six types of involvement. Identify the chair or co-chairs of each committee.**
- Complete an inventory of present practices** for each of the six types of involvement. Discuss the inventory with teachers, parents, students, and others, and obtain their ideas about partnership activities that should be maintained, improved, and added. (See *Starting Points: An Inventory of Present Practices*, at pp. 175–178 and on the *Handbook* CD.)
- Select goals from the School Improvement Plan that would be strengthened with activities for family and community involvement.**
- Complete a One-Year Action Plan for Partnerships (Form G or Form T)** with specific activities for each of the selected goals to create a welcoming climate and to improve students' academic and behavioral success in school. Complete the required details, including who is responsible for leading and implementing the planned involvement activities, when the activities will be conducted, and what results are expected.
- Establish a schedule of monthly meetings for the full ATP,** and discuss plans for meetings of ATP committees. Select the place and time of ATP meetings, and decide how the meetings will be organized.

### Decide how often and in what ways the ATP will report to the following groups:

- The School Improvement Team or other decision making body
- All teachers and staff
- All parents
- Parent organization (e.g., PTA, PTO, or other groups)
- The community (e.g., business roundtable, local media, mayor's office, cultural groups, or foreign language media)
- District leaders, school board, other district offices
- Design and schedule a kickoff activity** to effectively convey the message to all educators, families, and students that the school is a partnership school. Introduce the Action Team for Partnerships, and help parents learn how they can be involved throughout the school year.