

APS FAMILY ENGAGEMENT PROCEDURAL DIRECTIVE ACTIVITIES

	Safe and Welcoming Environment	Strengthening Relationships	Expanding Communication	Equitable and Effective Systems
Definition	A safe and welcoming environment means that all visitors to a school are recognized, greeted, treated respectfully and provided the best information possible about their schools.	Albuquerque Public Schools believes that working together with families and the community is the best way to increase student success.	Effective communication is a way of sharing information in which the expertise and insights of both families and schools is validated and utilized to improve the lives of students. Communication includes active listening with the intent to understand and enter into respectful dialogue with all involved parties.	Equitable and effective systems exist when every school, regardless of geographic location, institutionalizes strategies for ensuring that all students and families are adequately served.
Activities				
	As financially possible, have welcome signs posted at the front entrance of schools.	Stress the importance of family engagement and fostering partnerships with community based agencies.	Use a variety of communication tools on a regular basis.	APS will utilize our cultural diversity as one of our greatest strengths, celebrate the cultural diversity of our schools and continue conversations about cultural proficiency in the district.
	Have signage at schools and informational materials distributed to students, families and community partners posted in languages spoken by the community of the schools.	Provide educational opportunities for families through the district's parent university.	Use communication that is language-appropriate, culturally sensitive and linguistically appropriate to the community. Appropriate translation and interpretation services will be made available to non-English speakers for communication unless there are extenuating circumstances which limit the district's ability to provide translation.	Collect and maintain records in formats that are accessible and understandable to the appropriate families, community members and students. Schools will use their educational plans for success to communicate specific family engagement strategies and activities at the school.

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	Provide training to staff members, particularly office staff members, which stress behaviors to make visitors to schools, families and community partners feel welcome. Staff shall strive to verbally welcome visitors to schools and use strategies learned in training to make those visitors feel welcome at	Provide information for families and community partners regarding their legal rights and the rights of their students.	Schools will work with families that may require augmentative communication strategies due to a disability or the family primary language being sign language.	Have a family and community group at every school consisting of school staff and family representatives. These groups might include, but are not limited to Instructional Councils, School Health Advisory Councils, PTA, and PTSO.
	Staff shall strive to exhibit deep respect for student's, their families and the contributions families make to a student's education.	Hold curriculum evening events when schools explain the educational programs for students, academic standards and expectations to families.	Establish both formal structured and informal opportunities for families and educators to share information, including open houses, community forums, parent commitment cards, feedback forms, newsletters, the APS website, school websites, and parent centers.	Ensure that family members have an opportunity to be included on appropriate decision-making and advisory committees such as School Health Advisory Councils and Instructional Councils
	Support schools to identify strategies to ensure individuals who speak the languages spoken by community members are present in the school and that the individual may help families who require translation services.	Encourage and support schools in identifying formal ways to collect information regarding family and community interests in the schools their students attend and availability to participate. Schools should consider results of this information when scheduling school events and communicating with families.		

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	Provide volunteering and other participation opportunities in the schools.	Receive feedback from families through school climate surveys in order to identify strengths and weaknesses of schools and their family and community engagement.		
	Show appreciation for family and community participation in the schools, be it volunteering or attending a school event, and make families and community feel	Provide opportunities for families to understand and ask questions about school performance.		
	Identify unsafe situations for students, including violent behavior and bullying, and intervene to control those situations to the best of our ability.	Identify and refer families to community resources that may be helpful in the individual situation of the family.		