



Family Engagement Tool

TRAINING GUIDE

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Bureau of Indian Education
Division of Performance & Accountability
Partnership with the Center on Innovation and Improvement, Academic
Development Institute

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Introduction

The Division of Performance & Accountability (DPA) has provided training to schools on strengthening their family engagement programs with the goal of meeting the Parental Involvement requirements in Elementary and Secondary Education Act (ESEA). In addition, it is DPA's intent to provide trainings that begins to involve families and communities in the School Improvement process. This involves taking a deeper analysis of parent policies and practices. The Academic Development Institute (ADI) and the Center on Innovation and Improvement has provided support and assistance in this effort. As a result, the BIE has adopted the Family Engagement Tool developed by ADI which assists the school in taking an assessment of their Family Engagement initiatives through a Five (5) Step process and providing recommendations to improve Family Engagement practices within the school.

The Family Engagement Tool (FET) trainer's guide will provide the following to assist with the training of the tool:

- Training Modules and assignments
- Training Planning Hints
- PowerPoint Presentations
- Training Schedule to send to participants

DPA Family Engagement Contact:

Valerie Todacheene, Ed.D.
Education Program Specialist
505-563-5269
valerie.todacheene@bie.edu

Preparing for FET Training

1. Send notice to schools within in your area that training will be conducted on FET.
 - a. Notice should include training dates
 - b. Training Facilitator (Designated Line Office Education Program Specialist)
 - c. Commitment to the training(s)
2. Schools that will be participating, ensure that school has access to Native Star and FET.
3. Obtain point of contact for FET. This individual will coordinate meetings with the Family Engagement Team and be the primary liaison with the school on this project. The principal must also be involved and the FET Point of Contact will provide all the coordination regarding FET trainings, meetings, etc.
4. Plan training agenda in advance and the FET training materials/PowerPoint one (1) week prior to the training date.
5. The trainings you provide to the school will primarily include the FET Point of Contact and/or the Principal. These individuals will in turn train the FET Team.

GETTING STARTED

WELCOME AND INTRODUCTION

5 minutes

- Facilitator introduces him/herself
- Participants on call introduces themselves

HOUSEKEEPING

1 minute

- Put phones on “mute”
- Training attendance will be taken at the beginning and end of session.
- Active Participation

“WARM UP” ACTIVITY

10 minutes

- Ask for 1 or 2 volunteers to talk about their experience with engaging families in their schools and provide a positive experience and one challenging experience.

EXPECTATIONS

5 minutes

- Participants communicate training expectations to facilitator who will review 3 or 4 comments.

PRESENTATION

20 minutes

- Review PowerPoint presentation which includes training objectives and guiding points for lecture.

RESOURCES/TOOLS/ASSIGNMENTS

5 minutes

- Training Schedule
- Review Assignment

EVALUATION

5 minutes

Request participants to submit feedback on today’s presentation using the following guiding questions:

1. Did today’s information meet your expectation?
2. What information did you want presented today but was not discussed?
3. What information provided today you felt was most helpful?
4. Other feedback or questions.



ASSIGNMENT - GETTING STARTED

TASKS-

1. Select a Family Engagement Team.
2. Schedule a meeting time with your Team and create an agenda for the meeting and provide tentative schedule for future meetings for Steps 2-5.
3. Review PowerPoint presentation with Family Engagement Tool (FET).
4. Principal and Parent Liaison or Team Lead should have completed Step 1-Enter/Edit School Information and information provided will be presented to the Family Engagement Team.
5. Principal and/or Parent Liaison/Team Lead will review the meeting schedule and the dates Steps 1-5 of the tool need to be completed.

Step 2: About Your School/ Step: 3 Gather Documents & Complete Analysis

WELCOME AND INTRODUCTION

5 minutes

- Facilitator introduces him/herself
- Participants on call introduces themselves

HOUSEKEEPING

1 minute

- Put phones on “mute”
- Training attendance will be taken at the beginning and end of session.
- Active Participation

“WARM UP” ACTIVITY

10 minutes

- Ask for 1 or 2 volunteers to talk about their experience with logging into FET and experience with Step 1 of the Family Engagement Tool.
- Ask 1 or 2 volunteers to talk about their experience with identifying their team and their first meeting.

EXPECTATIONS

5 minutes

- Participants communicate training expectations to facilitator who will review 3 or 4 comments.

PRESENTATION

20 minutes

- Review PowerPoint presentation which includes training objectives and guiding points for lecture.

RESOURCES/TOOLS/ASSIGNMENTS

5 minutes

- Training Schedule
- Review Assignment
- Discuss deadlines to submit Steps 2 & 3

EVALUATION

5 minutes

Request participants to submit feedback on today’s presentation using the following guiding questions:

5. Did today’s information meet your expectation?
6. What information did you want presented today but was not discussed?
7. What information provided today you felt was most helpful?
8. Other feedback or questions.



ASSIGNMENT - Step 2: Gather Key Documents/ Step: 3 Complete Policy Analysis

TASKS-

1. Schedule a meeting with your Team and develop an agenda for the meeting and make sure enough time is allocated to complete Steps 2 & 3. Make copies of rubrics for Step 3 for team members. Also, remember the Homeless Policy rubric is on the BIE Website and/or the Native Star Dashboard.
2. Review PowerPoint presentation with Family Engagement Tool (FET).
3. Review Rubrics for Step 3.
4. Principal and Parent Liaison or Team Lead should have completed Step 2-Gather Key Documents and the Family Engagement Team will complete Step 3.

Step 4: School Community Survey

WELCOME AND INTRODUCTION

5 minutes

- Facilitator introduces him/herself
- Participants on call introduces themselves

HOUSEKEEPING

1 minute

- Put phones on “mute”
- Training attendance will be taken at the beginning and end of session.
- Active Participation

“WARM UP” ACTIVITY

10 minutes

- Ask for 1 or 2 volunteers to talk about their experience with FET Steps 2 & 3.

EXPECTATIONS

5 minutes

- Participants communicate training expectations to facilitator who will review 3 or 4 comments.

PRESENTATION

20 minutes

- Review PowerPoint presentation which includes training objectives and guiding points for lecture.

RESOURCES/TOOLS/ASSIGNMENTS

5 minutes

- Training Schedule
- Review Assignment
- Discuss deadline to submit Step 4

EVALUATION

5 minutes

Request participants to submit feedback on today’s presentation using the following guiding questions:

9. Did today’s information meet your expectation?
10. What information did you want presented today but was not discussed?
11. What information provided today you felt was most helpful?
12. Other feedback or questions.



ASSIGNMENT Step 4 School Community Survey

TASKS-

1. Schedule a meeting with your Team and develop an agenda for the meeting and make sure enough time is allocated to complete Step 4.
2. Distribute the "School Community Survey" at the meeting.
3. Review the instructions with the team.
4. Review PowerPoint presentation with Family Engagement Tool (FET).
5. Schedule another meeting before the Step 4 deadline with team to discuss results and complete survey with the team's consensus on the survey questions.
6. Make sure you emphasize with your team that they are near completing the tool and encourage and provide praise on their commitment.

Step 5: Complete Needs Assessment

WELCOME AND INTRODUCTION

5 minutes

- Facilitator introduces him/herself
- Participants on call introduces themselves

HOUSEKEEPING

1 minute

- Put phones on “mute”
- Training attendance will be taken at the beginning and end of session.
- Active Participation

“WARM UP” ACTIVITY

10 minutes

- Ask for 1 or 2 volunteers to talk about their experience with FET Step 4.

EXPECTATIONS

5 minutes

- Participants communicate training expectations to facilitator who will review 3 or 4 comments.

PRESENTATION

20 minutes

- Review PowerPoint presentation which includes training objectives and guiding points for lecture.

RESOURCES/TOOLS/ASSIGNMENTS

5 minutes

- Training Schedule
- Review Assignment
- Discuss deadline to submit Step 5

EVALUATION

5 minutes

Request participants to submit feedback on today’s presentation using the following guiding questions:

13. Did today’s information meet your expectation?
14. What information did you want presented today but was not discussed?
15. What information provided today you felt was most helpful?
16. Other feedback or questions.



ASSIGNMENT Step 5- Complete Needs Assessment

TASKS-

1. Schedule a meeting with your Team and develop an agenda for the meeting and make sure enough time is allocated to complete Step 5.
2. Have team revisit how they responded to Steps 1-4 which will assist with Step 5.
3. Review PowerPoint presentation with Family Engagement Tool (FET).
4. Provide clear, detailed objectives in the areas that need improvement within each of the building blocks. Also, include the strengths, and discuss ways to celebrate what your school is doing in this area.

Debriefing

WELCOME AND INTRODUCTION

5 minutes

- Facilitator introduces him/herself
- Participants on call introduces themselves

HOUSEKEEPING

1 minute

- Put phones on “mute”
- Training attendance will be taken at the beginning and end of session.
- Active Participation

“WARM UP” ACTIVITY

10 minutes

- Ask for 1 or 2 volunteers to talk about their experience with FET Step 5.

EXPECTATIONS

5 minutes

- Participants communicate training expectations to facilitator who will review 3 or 4 comments.

PRESENTATION

20 minutes

- Review PowerPoint presentation which includes training objectives and guiding points for lecture.

RESOURCES/TOOLS/ASSIGNMENTS

5 minutes

- Training Schedule
- Review Assignment

EVALUATION

5 minutes

Request participants to submit feedback on today’s presentation using the following guiding questions:

17. Did today’s information meet your expectation?
18. What information did you want presented today but was not discussed?
19. What information provided today you felt was most helpful?
20. Other feedback or questions.



ASSIGNMENT Debriefing

TASKS-

1. Schedule a meeting with your Team and develop an agenda for the meeting and make sure enough time is allocated to review the final report and debrief on experiences and discuss the “Next Steps”.
2. Have team review report, discuss their experience and plan future initiatives.
3. Have Team use the planning tool on FET to provide plan for the Building Blocks in FET.
4. This is the perfect opportunity to introduce the Family Engagement “Next Steps” Training series so the team can continue their work and begin planning and entering the information into Native Star.



RESOURCES

SCHEDULE OF EVENTS
<ENTER YEAR>



ACTIVITY/EVENT	TRAINING DATES/LOCATION	COMMENT(S)
School Participation in FET	<Enter Date>	Schools must notify Education Line Office of participation in FET.
Select FET Team	<Start Date> through <End Date>	Participating schools must identify a team of 4-8 individuals to work on the FET tool by <Enter Date> or sooner. The team must include: Principal, School Staff and Parents.
FET WebEx Training	<Enter Date>	This training will provide a basic overview of FET and review accessing FET. Training will be provided on <i>Step1: Complete School Information</i> which <u>must</u> be submitted by <Enter Date> .
FET WebEx Training on Step 2: Gather Key Documents/Step 3: Complete Policy Analysis	<Enter Date>	This training will provide team leaders technical assistance on Step 2 & 3 of FET which <u>must</u> be completed by <Enter Date> .
FET WebEx Training on Step 4: School Community Survey	<Enter Date>	This training will provide team leaders technical assistance on Step 4 of FET which <u>must</u> be completed by <Enter Date> .
FET WebEx Training on Step 5: Complete Needs Assessment	<Enter Date>	This training will provide team leaders technical assistance on Step 5 of FET which <u>must</u> be completed by <Enter Date> .
FET Debriefing	<Enter Date>	The training will review participating schools' experience on FET Steps 1-5. Schools will review their FET results and assistance will be provided to schools in developing their "Next Steps" and review resources.