

TRAINING GUIDE



Bureau of Indian Education
Division of Performance & Accountability

Developed by:
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Module 1

ACTION PLAN USING FET PLANNING TOOL

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 and provide a positive experience and one challenging experience.

EXPECTATIONS

5 minutes

- Participants communicate training expectations on “Chat” or send via email and facilitator will review 3 or 4 comments.

PRESENTATION

20 minutes

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

RESOURCES/TOOLS

5 minutes

- Action Plan Checklist
- Action Plan Instructions/Web Entry Instructions
- List of Objectives
- Video Tutorial

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.

“NEXT STEPS”

1-ACTION PLAN ASSIGNMENT

INSTRUCTIONS-

1. Review your assessment results from the Family Engagement Tool (FET).
2. Develop an Action Plan based on the Planning Tool in FET.
3. Match, as best you can, your Action Plan objectives to the indicators listed below.
Classroom Instruction - Expecting and monitoring sound homework practices and communication with parents
IIIB01 - All teachers maintain a file of communication with parents. (150)
IIIB02 - All teachers regularly assign homework (4 or more days a week). (151)
IIIB03 - All teachers check, mark, and return homework. (152)
IIIB06 - All teachers systematically report to parents the student’s mastery of specific standards-based objectives. (155)

School leadership and Decision Making – Helping parents to help their children meet the standards
IG02 - Parents receive regular communication (absent jargon) about learning standards, their children’s progress, and the parents’ role in their children’s school success. (76)

School Community: Policies and Practices-
IG10 - Parent involvement policy, classroom visit policy, and homework policy are clear, constructive, and include a plan for communicating the policies to parents and teachers. (84)
IVA09 - The school's Compact outlines the responsibilities/expectations of teachers, parents, and students. (202)

School Community: Communication
IVA11 - The school's Compact is annually distributed to teachers, school personnel, parents, and students. (204)
IVA06 - The school regularly and clearly communicates with parents about its expectations of them and the importance of the "curriculum of the home." (184)
IVB04 - The "ongoing conversation" between school personnel and parents is candid, supportive, and flows in both directions. (185)

School Community: Education
IVC02 Professional development programs for teachers include assistance in working effectively with parents. (192)
4. Revisit your assessment notes and make sure that you are clear on what the gaps are based on your team’s findings and provide some guidance on how to improve in these areas.
5. Submit your Action Plan in FET by <ENTER DATE>.

Module 2

ASSESSING INDICATORS

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 developing action plan and aligning the m to the indicators.
- Were they able to align most of the indicators to their objectives outlined in action plan?

EXPECTATIONS

5 minutes

- Participants communicate training expectations on “Chat” or send via email and facilitator will review 3 or 4 comments.

PRESENTATION

20 minutes

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

RESOURCES/TOOLS

5 minutes

- Handbook on Family and Community Engagement
- Native Star Reporting Guide 2013-2014
- SY 2013-14 Native Star Annual Reports and School Level Benchmarks
- Wise Ways, Assess Worksheet for IVA09

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.

“NEXT STEPS”
2-ASSESSING INDICATORS
DUE: <ENTER DATE>

INSTRUCTIONS-

1. Look at the results of your assignment where you matched your objectives from the action plan to the 11 indicators.
2. Go to your Native Star worksheets for the indicators your team will be assessing. There should be eleven (11) different worksheets for the eleven (11) indicators and Wise Ways guidance sheets to assist in this process. Distribute these worksheets to your team members, select indicators your team will be working with.

Classroom Instruction - Expecting and monitoring sound homework practices and communication with parents

IIIB01 - All teachers maintain a file of communication with parents. (150)

IIIB02 - All teachers regularly assign homework (4 or more days a week). (151)

IIIB03 - All teachers check, mark, and return homework. (152)

IIIB06 - All teachers systematically report to parents the student’s mastery of specific standards-based objectives. (155)

School leadership and Decision Making – Helping parents to help their children meet the standards

IG02 - Parents receive regular communication (absent jargon) about learning standards, their children’s progress, and the parents’ role in their children’s school success. (76)

School Community: Policies and Practices-

IG10 - Parent involvement policy, classroom visit policy, and homework policy are clear, constructive, and include a plan for communicating the policies to parents and teachers. (84)

IVA09 - The school's Compact outlines the responsibilities/expectations of teachers, parents, and students. (202)

School Community: Communication

IVA11 - The school's Compact is annually distributed to teachers, school personnel, parents, and students. (204)

IVA06 - The school regularly and clearly communicates with parents about its expectations of them and the importance of the "curriculum of the home." (184)

IVB04 - The "ongoing conversation" between school personnel and parents is candid, supportive, and flows in both directions. (185)

School Community: Education

IVC02 Professional development programs for teachers include assistance in working effectively with parents. (192)

3. Respond to A-D on the worksheets, and read each of the instructions carefully. You can use the WiseWays for guidance.
4. After your team has assessed the indicators they selected to work with on the worksheets, they can submit into Native Star by **(ENTER DATE)** and I will provide coaching comments on your submission(s).



Module 3

PLANNING INDICATORS

WELCOME AND INTRODUCTION

5 minutes

- Facilitator introduces him/herself

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

- Volunteer on your team’s assessment of one of the Indicators they worked on.
- Did you use the WiseWays to assist with this process, if so, how?

PRESENTATION

20 minutes

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

RESOURCES/TOOLS

5 minutes

- Training Syllabus
- Handbook on Family and Community Engagement
- Native Star Reporting Guide 2013-2014
- SY 2013-14 Native Star Annual Reports and School Level Benchmarks
- Wise Ways, Planning Worksheets for IVA09

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.

“NEXT STEPS”

3-PLANNING FOR INDICATORS

DUE: <ENTER DATE>

INSTRUCTIONS-

1. Review your assessment and next you will be planning for the following indicators.

Classroom Instruction - Expecting and monitoring sound homework practices and communication with parents

IIIB01 - All teachers maintain a file of communication with parents. (150)

IIIB02 - All teachers regularly assign homework (4 or more days a week). (151)

IIIB03 - All teachers check, mark, and return homework. (152)

IIIB06 - All teachers systematically report to parents the student’s mastery of specific standards-based objectives. (155)

School leadership and Decision Making – Helping parents to help their children meet the standards

IG02 - Parents receive regular communication (absent jargon) about learning standards, their children’s progress, and the parents’ role in their children’s school success. (76)

School Community: Policies and Practices-

IG10 - Parent involvement policy, classroom visit policy, and homework policy are clear, constructive, and include a plan for communicating the policies to parents and teachers. (84)

IVA09 - The school's Compact outlines the responsibilities/expectations of teachers, parents, and students. (202)

School Community: Communication

IVA11 - The school's Compact is annually distributed to teachers, school personnel, parents, and students. (204)

IVA06 - The school regularly and clearly communicates with parents about its expectations of them and the importance of the "curriculum of the home." (184)

IVB04 - The "ongoing conversation" between school personnel and parents is candid, supportive, and flows in both directions. (185)

School Community: Education

IVC02 Professional development programs for teachers include assistance in working effectively with parents. (192)

2. Provide copies of the Indicator Planning Worksheets, for your team and use the Wise Ways for each indicator if you need assistance. There should be eleven (11) different worksheets for the eleven (11) indicators and Wise Ways guidance sheets.
3. On Indicator Planning Worksheets please respond to numbers 1 through 3 under **Plan** and **Tasks** on the worksheets, and read the instructions carefully.
4. After your team has assessed the four indicators on the worksheets, they can submit into Native Star by **(ENTER DATE)** and I will provide coaching comments on your submission(s).

Module 3

PLANNING INDICATORS

Tasks & Timelines

WELCOME AND INTRODUCTION

5 minutes

- Facilitator introduces him/herself

HOUSEKEEPING

1 minute

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

“WARM UP” ACTIVITY/Powerpoint

30minutes

- Ask for Volunteers to work through the Assessment Example.
- Did you use the WiseWays to assist with this process, if so, how?
- Ask for Volunteers to work through the Planning Example.
- Did you use the WiseWays to assist with this process, if so, how?

RESOURCES/TOOLS

5 minutes

- Training Syllabus
- “Wise Ways” Handbook
- Handbook on Family and Community Engagement
- “Getting Started” Worksheet

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.

Module 4

MONITORING INDICATORS

Program Implementation

WELCOME AND INTRODUCTION

5 minutes

- Facilitator introduces him/herself

HOUSEKEEPING

1 minute

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

“WARM UP” ACTIVITY/Powerpoint

30 minutes

- Ask for volunteers to discuss their Planning.
- Ask for Volunteers to work through the Planning Example.
- Did you use the WiseWays to assist with this process, if so, how?

RESOURCES/TOOLS

5 minutes

- Handbook on Family and Community Engagement
- Native Star Reporting Guide 2013-2014
- SY 2013-14 Native Star Annual Reports and School Level Benchmarks
- Wise Ways, Implementation Worksheets

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.

“NEXT STEPS”

FAMILY ENGAGEMENT MONITORING & IMPLEMENTATION

INSTRUCTIONS-

1. All assessments, planning, monitoring for the following indicators in Native Star System by **<Enter Date>**.
2. Your school’s Native Star Process Manager can assist you with entering this into Native Star.
3. Have a monitoring plan.
4. Have discussions with School Improvement Team on your findings.
5. Provide calendar on meetings for continuous improvement, and begin planning to me into the Family Engagement Indicators.

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