

**ACPS Family and Community Engagement  
WORK PLAN**

**ACPS STRATEGIC PLAN 2020**

**GOAL 2: FAMILY AND COMMUNITY ENGAGEMENT - ACPS will partner with families and the community in the education of Alexandria's youth.**

<b>OBJECTIVE 2.1 Family Engagement</b>	<b>ACPS will collaborate with parents and guardians in providing the high-quality services they need to be leaders in the education of their children.</b>		
<b>STRATEGY</b>	<b>Major Action Step</b>	<b>Responsible Party</b>	<b>Collaborating Party</b>
<b>2.1.1 Engage families in meaningful opportunities designed to support children's academic success and healthy social/emotional development.</b>	Facilitate "Navigating the School System" workshops at all Title I schools in October, including review and update of Parent-School Compacts. <a href="#">(Ref: ESSA P.L. 114-95)</a>	FACE Manager/ Parent Engagement Specialist/ Community Outreach Specialist/ Parent Liasons	Title I
	Pilot training series for families of students on intervention list at Title I schools with a focus on improving literacy, math and science learning. <a href="#">(Ref: ESSA P.L. 114-95)</a>	FACE Manager/ Parent Engagement Specialist/ Community Outreach Specialist/ Parent Liasons	Title I
	Offer monthly workshops for families at ACPS schools and community sites that support students' academic, social/emotional and physical development.	FACE Manager/ Parent Engagement Specialist/ Community Outreach Specialist/ Parent Liasons	
	Offer monthly support groups at community sites.	FACE Manager/Community Outreach Specialist	
	Offer parent training courses to ACPS families.	FACE Manager/ Parent Engagement Specialist/ Community Outreach Specialist	
<b>2.1.2 Connect ACPS families to tools, information and services that support educational achievement and overall quality of life.</b>	Connect families to online tools, including ACPS app and social media accounts.	FACE Manager/ Parent Engagement Specialist/ Community Outreach Specialist/ Parent Liasons	Title I / Communications
	Assist families to understand school policies, student report cards or other questions they may have regarding their child's education	FACE Manager/ Parent Engagement Specialist/ Community Outreach Specialist/ Parent Liasons	
	Refer families to appropriate ACPS staff and other community service providers to meet identified needs.	FACE Manager/ Parent Engagement Specialist/ Community Outreach Specialist/ Parent Liasons	

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	Manage bilingual parent Resource Lines in Spanish , Amharic and Arabic.	FACE Manager/ Parent Engagement Specialist/ Parent Liaisons	
	Print and distribute Parent Tool Kits, Family Handbooks, Code of Conduct and other school division materials in English, Spanish, Amharic and Arabic.	FACE Manager/ Parent Engagement Specialist/ Community Outreach Specialist/ Parent Liaisons	Communications
	Update FACE web pages to be family-friendly, offering tools, resources and information in multiple languages.	Coordinator, PFACE / FACE Manager / Community Outreach Specialist	Communications
<b>2.1.3 Eliminate barriers to family engagement for ACPS families who are low-income, limited English proficient and/or historically-disenfranchised families.</b>	Offer free English language classes to families at community sites.	FACE Manager/ Community Outreach Specialist	
	Offer free computer training courses, including introduction to Blackboard and other online learning resources, to families at community sites.	FACE Manager/ Community Outreach Specialist	
	Offer childcare, interpreter services and transportation (when appropriate/ feasible) for FACE family engagement opportunities.	FACE Manager/ Parent Engagement Specialist/ Community Outreach Specialist	
	Secure interpreters for school-based parent conferences and meetings as needed.	FACE Manager/ Parent Engagement Specialist/ Parent Liaisons	
	Identify and apply for funding to expand ACPS Parent Liaison staffing numbers and hours to achieve needed equity across the district to support all ACPS families.	Director, SBC/ Grants Officer/ Coordinator, PFACE	
<b>OBJECTIVE 2.2 School Engagement</b>	<b>ACPS will create an atmosphere of mutual trust and respect to ensure effective communication in schools, enhanced engagement with families, and culturally responsive relationships.</b>		
<b>STRATEGY</b>	<b>Major Action Step</b>	<b>Responsible Party</b>	<b>Collaborating Party</b>
<b>2.2.1 Facilitate an environment that is welcoming to all families and respectful</b>	<i>Post Parent Parent Bill of Rights and Responsibilities</i> in multiple languages in all ACPS schools/dept offices.	Coordinator, PFACE	

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of culture and diversity.	Conduct an annual family engagement evaluation at all ACPS Title I and secondary schools that assesses ACPS effectiveness in eliminating barriers to parent participation, meeting parents needs in assisting student learning and implementing strategies to support succesful school and family interaction. <a href="#">(Ref: ESSA P.L. 114-95)</a>	FACE Manager/ Parent Engagement Specialist/ Community Outreach Specialist/ Parent Liasions	Title I
	Use annual evaluation findings to improve family engagement programming. <a href="#">(Ref: ESSA P.L. 114-95)</a>	Director, SBC/ Coordinator, PFACE/ FACE Manager	Title I
	Greet families during daily drop off/pick up and offer opportunities to meet/discuss any ides or concerns.	FACE Manager/ Parent Engagement Specialist/ Parent Liasions	
	Identify gaps and explore oppourtunities to enhance outreach to families and community members.	Director, SBC/ Coordinator, PFACE/ FACE Manager	Communication
	Seek opportunities to support cultural competency initiatives.	Director, SBC/ Grants Officer	Student Services
<b>2.2.2 Provide opportunities for ACPS families and community members to provide feedback.</b>	Offer monthly principal chats designed to address topics of importance identified by families served.	FACE Manager/ Parent Engagement Specialist/ Parent Liasions	Schools
	Supply mechanisms for family/community to share comments, ask questions and receive feedback (electronic/school-based).	Coordinator, PFACE/ FACE Manager	Communications
<b>2.2.3 Provide coordination, technical assistance and other support to build the capacity of ACPS schools in planning and implementing effective family engagement activities to improve student academic achievement and school performance.</b> <a href="#">(Ref: ESSA P.L. 114-95)</a>	Offer professional development oppourtunities on family engagement to ACPS administrators, Title I curriculum coaches, SST staff and parent liaisons.	FACE Manager/ Parent Engagement Specialist	Title I
	Offer monthly training and ongoing guidance to school-based parent liaisons aligned with the expectations and reflecting best practices in family engagement.	FACE Manager/ Parent Engagement Specialist	
	Provide ongoing technical assistance and support to school administrators and staff on family engagement strategies and the role of the Parent Liasion within their schools.	Coordinator, PFACE / FACE Manager / Parent Engagement Specialist	

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<b>OBJECTIVE 2.3 Community Engagement</b>	<b>ACPS will actively engage families, students, staff, and community members regarding school programs and activities, volunteer opportunities, and events.</b>		
<b>STRATEGY</b>	<b>Major Action Step</b>	<b>Responsible Party</b>	<b>Collaborating Party</b>
<b>2.3.1 Engage ACPS parent/guardians in meaningful opportunities to volunteer within schools.</b>	Conduct needs assessments at ACPS schools to identify volunteer opportunities relevant to each school community and develop school goals for appropriately engaging volunteers.	FACE Manager/ Parent Engagement Specialist/ Parent Liasons	
	Serve as point of contact and provide onsite training/ management of volunteers.	Parent Engagement Specialist/ Parent Liasons	
	Screen new and existing volunteers annually and provide Handbook/Code of Conduct	FACE Manager/ Administrative Asst.	
	Promote ACPS volunteer opportunities.	FACE Manager/ Parent Engagement Specialist	
	Provide ongoing training to Parent Liasons on volunteer management.	Coordinator, PFACE/ FACE Manager/ Parent Engagement Specialist	
	Explore opportunities for school-based screening of volunteers and continued ownership at school-level.	Coordinator, PFACE/ FACE Manager/ Parent Engagement Specialist	
<b>2.3.2 Engage community organizations and businesses in volunteer opportunities.</b>	Develop systems for managing student internships/externships within the community.	Director, SBC/ Coordinator, PFACE	TC Williams
	Provide opportunities for community organizations and businesses to serve ACPS through community giving projects.	Director, SBC/ Coordinator, PFACE	Facilities
<b>OBJECTIVE 2.4 Partnerships &amp; Civic Engagement</b>	<b>ACPS will partner with external organizations to extend its services and programs, to encourage a sense of community ownership of our schools, and to support the development of the academic, social, physical, creative, and emotional needs of students.</b>		
<b>STRATEGY</b>	<b>Major Action Step</b>	<b>Responsible Party</b>	<b>Collaborating Party</b>
<b>2.4.1 Maintian new and exisiting partnerships with external organizations.</b>	Execute and renew formal partnerships with community partners that support priorities identified withn the ACPS Strategic Plan 2020.	Director, SBC/ Coordinator, PFACE	
	Execute and renew formal partnerships with local colleges and universities to expand ACPS staff capacity through the placement of interns system-wide.	Director, SBC/ Coordinator, PFACE	

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<b>2.4.2 Investigate, develop and implement systems designed to increase strategic support of ACPS.</b>	Explore and make recommendation for the development of an ACPS Educational Foundation	Director, SBC/ Grants Officer	Finance
	Restructure alignment and process for accessing Community Facilities Projects to better serve current and potential partners.	Director, SBC/ Grants Officer	Facilities
	Design and implement clearly defined policies and procedures for donations.	Director, SBC/ Grants Officer	Finance
	Design and implement clearly defined policies and procedures for corporate, commercial, promotional sponsorships.	Director, SBC/ Grants Officer	Finance
	Explore the role and create vision and goals of the Business Advisory Committee in ACPS schools.	Director, SBC/ Grants Officer	
<b>2.4.3 Collaborate with external organizations to seek outside funding opportunities.</b>	Identify and apply for local, state and federal funding that support priorities identified within the ACPS Strategic Plan 2020.	Director, SBC/ Grants Officer	
	Conduct research and writes proposals to secure privately and publicly funded grants for ACPS departments, schools, general operations and capital projects.	Director, SBC/ Grants Officer	
<b>2.4.4 Foster positive relationships with stakeholders and partner organizations.</b>	Promote partnerships by highlighting their contributions through videos, eNewsletters and social media.	Director, SBC/ Coordinator, PFACE	Communications
	Design and submit for approval, consistent, understandable, aligned partnership forms that allow ACPS to respond and complete partnership consistent agreements at a more efficient pace.	Director, SBC/ Coordinator, PFACE/ Grants Officer	
	Create a secure, shared online depository for documenting and sharing internally the status for all relationship-building and collaboration efforts with internal stakeholders and partner organizations.	Director, SBC/ Coordinator, PFACE/ Grants Officer	
	Identify, support and track communicated opportunities for partner organizations to obtain additional funding.	Director, SBC/ Coordinator, PFACE/ Grants Officer	

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<b>OBJECTIVE 2.5 Media &amp; Public Outreach</b>	<b>ACPS will use a wide variety of media to reach out to the community on issues of importance to the people of Alexandria.</b>		
<b>STRATEGY</b>	<b>Major Action Step</b>	<b>Responsible Party</b>	<b>Collaborating Party</b>
<b>2.5.1 Increase awareness of ACPS family engagement opportunities and other services/ resources available to families.</b>	Distribute FACE multilingual promotional materials through ACPS Welcome Packets, weekly folders and regular community outreach.	FACE Manager/ Community Outreach Specialist	
	Distribute FACE eNewsletter twice monthly.	Coordinator, PFACE/ FACE Manager/ Community Outreach Specialist	
	Distribute FACE, ACPS and community information/ resources to ACPS families via social media accounts.	FACE Manager/ Community Outreach Specialist	
	Conduct personal calls in language of families to offer event details and important information.	FACE Manager/ Community Outreach Specialist/ Parent Workers	
	Develop and post bilingual videos online for access to important information.	Coordinator, PFACE/ FACE Manager/ Community Outreach Specialist	Communications
<b>2.5.2 Enhanced Digital/Web Presence</b>	Design and launch the Office of SBC through a dynamic digital onramp for potential partners who are pursuing opportunities, Office of SBC information, definitions, policies and forms.	Director, SBC/ Coordinator, PFACE/ Grants Officer	
<b>2.5.3 Enhance Department and Cross-department Communication</b>	Facilitate Office of SBC and cross-department meetings monthly to support the development of well defined policies, procedures and work flow processes along with external communication decisions and actions.	Director, SBC/ Coordinator, PFACE/ Grants Officer/ FACE Manager	Communications/ C&I/ Facilities/ Student Services
	Develop and implement a process for grant communication and collaboration across ACPS departments.	Director, SBC/ Grants Officer/	
<b>OBJECTIVE 2.6 Collaboration with Social Service Organizations</b>	<b>ACPS will promote the general welfare of its students, their families, and members of its community by collaborating with local and state agencies and non-profit organizations.</b>		
<b>STRATEGY</b>	<b>Major Action Step</b>	<b>Responsible Party</b>	<b>Collaborating Party</b>

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<b>2.6.1 Coordinate and integrate family engagement strategies with engagement strategies within other relevant Federal, State and local laws programs.</b> <i>(Ref: ESSA P.L. 114-95)</i>	Support and promote Parent Resource Center workshops and trainings offered to ACPS families of students with special needs. <i>(Ref: ESSA P.L. 114-95)</i>	Manager, FACE/ Community Outreach Specialist/ Parent Workers	Title I / Specialized Instruction
	Support and promote Kindergarten Transition workshop in April at ACPS Title I schools in cooperation with Head Start	Manager, FACE/ Community Outreach Specialist/ Parent Workers	Title I / ECE
<b>2.6.2 Collaborate with local and state agencies and nonprofits to best meet the needs of ACPS students and families.</b>	Partner with ARHA and Community Lodgings to serve disadvantaged families with in their own communities.	Director, SBC/ Coordinator, PFACE	
	Participate in opportunities to coordinate with local and state agencies and non-profit organizations.	Director, SBC/ Coordinator, PFACE	
	Seek and apply for funding in collaboration with local and state agencies and non-profit organizations.	Director, SBC/ Grants Officer	
<b>2.6.3 Provide support to efforts outlined within the City of Alexandria Children and Youth Master Plan.</b>	Staff the Children, Youth and Family Collaborative Commission.	Director, SBC/ Coordinator, PFACE	
	Serve as Goal Group Leader for Goal 4 of Children, Youth and Family Collaborative Commission	Director, SBC/ Coordinator, PFACE	
	Serve as member of City-Schools Staff Group tasked with implementation of the Alexandria Children and Youth Master Plan.	Director, SBC	

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