

Home & School Connection

Invite & Inform

School staff should proactively and intentionally contact students & families to invite them to engage in school activities and inform them of resources and opportunities. This contact should be individualized to get to know family needs and invite them as partners with school staff. Proactive communication not only establishes a positive and cooperative school culture but increases opportunities for communication of student needs.

Identify the methods or opportunities for direct & intentional contact with every student and their family during the first 3 weeks of the school year, and beginning of the 2nd semester.

** Back to school evenings, family conferences, phone calls.*

Assign responsibilities among the school staff to initiate direct & intentional contact. Consider providing a discussion outline as guidance for staff.

Staff reach out to assigned families and discuss the following: introductions, invitation to engage & participate, connection to additional district or school resources to meet their needs.

Follow up on any needs based on individual conversations. Counselors or other assigned staff should continue to pursue contact with families who were not able to be reached with initial efforts.

Additional Considerations:

- This activity should be tracked to ensure all families are contacted and engaged.
- Provide guidance for staff regarding the topics shared during this contact to ensure key information is provided to all families.
- Complete this process at the start of each year and mid-year.
- After initial contact, ongoing communication from the campus should take place through email, newsletters, website, and social media.



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Ideas for Initial Contact

Examples
Teachers host “office hours” in the week before school begins. Families sign up for 15-minute personal meetings, allowing opportunity for teachers to meet and greet each family.
Teachers, counselors, and administrators implement “welcome walks” and visit the home of each student to welcome them to the new school year.
All advisory teachers (or another designated class period) contact the families of students in that class by phone call within the first 3 weeks of the school year. New families are called w/in a week of registration.
Sport, club, and activity advisors contact the families of their students. Families for students not involved in any school-sponsored activities are contacted by the counselor. During the counselor contact, information on activities the student may consider joining at the campus are provided.
Families are invited to attend small-sized virtual meetings offered at multiple times & dates in the week before school. These are hosted by counselors, campus leaders, and teachers. Break-out rooms are utilized to allow families a chance to ask questions in a smaller group. Any families that do not attend one of these are contacted individually by phone.

Our Ideas



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Discussion Topics for Family Contact

Beginning of the Year	Middle of the Year
1. What are some of your student's greatest strengths and interests?	1. How does your student feel about school this year?
2. What are your hopes this school year for your student?	2. What things most interest your student at school?
3. What do you most want school staff to know about your student and their needs?	3. Do you or your student have concerns about school at this time?
4. Some important information for the start of the year: <ul style="list-style-type: none"> • Our school-wide expectations • Methods of communication • Events & dates 	4. Some important information for the second half of the school year: <ul style="list-style-type: none"> • School-wide expectations review • Events & dates
5. Are there any other resources I can connect you with or information about the school I can share?	5. Are there any other resources I can connect you with or information about the school I can share?
6. Here is contact information for questions that arise during the school year...	6. If you have further questions, please contact...
Follow-up Actions	
1.	
2.	
3.	