



Tips for Professionals

Create a Welcoming Environment

- Make sure your school says “Welcome!” Check the appearance of your entrance, exterior of your building, and parking lots. Can visitors find the parking lot, front door and front office? If not, create signs and directions to help make that easier for all visitors.
- Train support staff to provide outstanding customer service to students and families.

Communication

- Be sure your communication with families is free of educational jargon and adaptable to the reading level of all families.
- Identify the different languages spoken by students and their families within the school. Provide translators for non-English families.
- Prepare a welcome package to distribute to new families.

Shared Decision Making

- Give families meaningful roles and responsibilities with regard to school improvement and school committees.
- Survey parents at the beginning of the year to identify their expertise and interests and whether or not they would be willing to serve as a resource to the school or to individual classes of students. .

Enhance a Culture of Learning

- Post the academic standards and assessments for different grade levels and subjects. Hold workshops for parents that explain the standards, assessment and content that students are learning.
- Offer English as a Second Language (ESL) classes to parents and others in the community.

Speak up for Child and Advocacy

- Hold school board meetings in schools throughout your district to highlight each one.
- Provide workshops about parent rights and responsibilities and the process for handling issues of concern.

Building Community Connections

- Facilitate family get-togethers that highlight student accomplishments and provide connections with community resources.
- Plan a seminar for real estate agencies to introduce them to the schools in the district.
- Invite parents and members of the community to school wide events.