

**Family Empowerment Team (FET)**  
Support Service and Program Guide

In order to best meet the individual needs of school partners, the Family Empowerment Team (FET) will be concentrating support and program offerings for the 2016-17 school year in two primary areas:  
**the Parent Teacher Home Visit program and Academic Standards Events.**

Within each of these programs, there are varying levels of participation which a school can commit to and the FET will provide varying levels of support accordingly. Please review the information below to familiarize yourself with each of these programs and learn how they can impact the achievement and support of your students, families, and staff.

PROGRAM GUIDE				
<i>Elements</i>		Basic	Intermediate	Advanced
<b>Parent Teacher Home Visit Program</b>	Site Coordinator designated and trained	✓	✓	✓
	Set Home Visit Target	✓	✓	✓
	Staff receives initial training	✓	✓	✓
	Supplemental Trainings (Academic Partnership, Culturally Responsive Visits, Transition/Summer Learning)	-	✓	✓✓
	Quarterly Regional Teacher Reflection Sessions	-	-	✓

PROGRAM GUIDE				
<i>Elements</i>		Basic	Intermediate	Advanced
<b>Academic Standards Events</b>	Participation in at least ___# of events	✓	✓✓	✓✓✓
	Facilitate impact evaluation	✓	✓	✓
	Parent and Teacher leadership in design of events	✓	✓	✓
	Subject-matter grounded in data	✓	✓	✓
	Differentiation of subject-matter by content area, grade level, student need	-	✓	✓
	Participation in impact evaluation	-	✓	✓✓



FAMILY and COMMUNITY  
**ENGAGEMENT**  
 DENVER PUBLIC SCHOOLS

## Program Overview Descriptions

### Parent Teacher Home Visit (PTHV)

The Parent Teacher Home Visit program (PTHV) is uniquely designed to strengthen the connection and foster effective collaboration between the most important people in a student's success: **the teacher, the family, and the student.**

By training staff with high-impact strategies and resources and facilitating opportunities for individual and school-wide connections, the PTHV program enables schools and families to build a foundation of trust and partnership.

Essential Elements:

Voluntary for Families and Staff	Visits are Planned in Advance	No Targeting of Students
Staff Receive Paid Training and Compensation per Visit by FACE	Technical Assistance and Additional Professional Development Provided	Participation Available to All Staff

**Check out this video to learn more:** <https://vimeo.com/156913012>



### Academic Standards Events (ASE)

Academic Standards Events (ASE) educate, engage, and empower parents and families with the knowledge and resources to deepen the partnership between the home and school learning environments.

By welcoming parents and families into the school building to share instructional best practices and tools, schools and teachers expand the network of academic support, which values and leverages parents' capacities as their child's first teachers.

Essential Elements:

Design Led by Teachers and Parents	Available as Individual Classroom, Grade-Level, or Whole-School Strategy	Grounded in Data
Best Practice Tools and Exemplars Available for Guidance	Technical Assistance and Additional Professional Development Provided	Participation Available to All Staff

**Check out this video to learn more:** <https://vimeo.com/152541860>

## Roles and Responsibilities

To maximize the impact of these programs, FET has found that it is critical for school partners to designate a highly-capable staff member as the lead point of contact to work in collaboration with our team. Please review our recommendations and expectations regarding these roles below.

<b>PARENT TEACHER HOME VISIT - SITE COORDINATOR</b>	
<b>Role Overview</b>	To serve as the leader and champion of and for the home visit program within the school community
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>*Collaborate with PTHV District Coordinator to coordinate trainings and on-boarding for all interested staff members</li> <li>*Manage the monthly data collection and distribution for all home visit activities by maintaining appropriate records of visits completed</li> <li>*Communicate protocols, expectations, and best practices regarding home visits to all trained staff members based upon district coordinator's monthly updates and data-sharing</li> <li>*Work with school's payroll secretary to ensure the proper compensation for all staff trained and completing visits and trouble shoot issues as needed</li> <li>*Motivate staff to participate in home visit program through collaboration with school administration and coordinate involvement in district-wide home visit events</li> </ul>
<b>Recommended Staff Member</b>	Option 1) Family and Community Liaison Option 2) Administrator-level staff member Option 3) Teacher with experience and investment in the home visit program
<b>Compensation</b>	Yearly Stipend - \$500-800 (add'l opportunities for performance-based incentives)

<b>FAMILY EMPOWERMENT TEAM - LEAD POINT OF CONTACT</b>	
<b>Role Overview</b>	To serve as the leader and champion of and for Family and Community Engagement initiatives within the school community
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>*Communicate regularly with FET representative to indicate interest and participation in programs and events</li> <li>*Attend professional development opportunities to learn about family and community engagement best practices</li> <li>*Advocate for family and community engagement best practices within the school community</li> <li>*Coordinate communication and collaboration between school staff and FET representative</li> <li>*Collaborate with home visit Site Coordinator to engage staff in district-wide home visit events</li> </ul>
<b>Recommended Staff Member</b>	Option 1) Administrator-level staff member (Assistant Principal, Dean, etc) Option 2) Family and Community Liaison



ACADEMIC STANDARDS EVENTS (ASE)		
Purpose:	To educate and engage families in the academic process to support student achievement	
Impact:	<u>Student and Family Outcomes</u> Academic Achievement, Skill-building <u>Teacher and School Outcomes</u> Differentiation, Objective-Driven Lesson Plans, Communication with Families, Accountability Connections	
Participation Level Options		
	You commit to...	We commit to...
<b>Basic</b>	<ul style="list-style-type: none"> <li>*Host at least 1 event throughout the year</li> <li>*Involve parent and teacher leadership in design of events</li> <li>*Select subject matter based upon general feedback</li> <li>*Facilitate general satisfaction evaluation</li> </ul>	<ul style="list-style-type: none"> <li>*Supply toolkit for planning and execution of event based on specific best-practice models</li> <li>*Provide general best practice consultation throughout planning and design process for the event, specifically aligned to parent involvement and subject-matter selection</li> <li>*Facilitate introductions to regional community partners who may be able to support event</li> <li>*Share evaluation tool to assess satisfaction and impact</li> </ul>
<b>Intermediate</b>	<ul style="list-style-type: none"> <li>*All elements of Basic program and ...</li> <li>*Host at least 2 events throughout the year (1/ semester)</li> <li>*Facilitate parent and teacher leadership in design of events</li> <li>*Differentiate subject matter by content area and/or grade-level</li> <li>*Ground subject matter in school-wide data</li> <li>*Facilitate general satisfaction evaluation</li> </ul>	<ul style="list-style-type: none"> <li>*All elements of Basic program and ...</li> <li>*Provide <u>personalized</u> consultation services throughout planning and design process for the event, specifically aligned to parent involvement and subject-matter selection</li> <li>*Reach out to regional community partners to advocate for their supports for event</li> <li>*Share customized evaluation tool to assess satisfaction and offer best-practice recommendations on in-depth impact assessment</li> </ul>
<b>Advanced</b>	<ul style="list-style-type: none"> <li>*All elements of Intermediate program and ...</li> <li>*Host at least 3 events throughout the year (1/ trimester)</li> <li>*Engage parents and teachers as primary designers of events</li> <li>*Differentiate subject matter by content area, grade-level, student-need</li> <li>*Grounded subject matter in data (student, class, grade-level, school-wide)</li> <li>*Participate in in-depth impact evaluation</li> </ul>	<ul style="list-style-type: none"> <li>*All elements of Intermediate program and ...</li> <li>*Provide a dedicated staff member to consult throughout planning and design process for the event, specifically aligned to parent involvement, subject-matter selection, and data-analysis</li> <li>*Facilitate collaboration with regional community partners to provide supports for event</li> <li>*Collaborate to create a customized evaluation tool to assess satisfaction and implement an in-depth impact assessment</li> </ul>

PARENT TEACHER HOME VISIT (PTHV)		
Purpose:	To strengthen the connection and foster effective collaboration between schools and families	
Impact Areas:	<u>Student and Family Outcomes</u> Attendance, Behavior Referrals, Trust, Academic Achievement, Communication with School <u>Teacher and School Outcomes</u> Differentiation, Objective-Driven Lesson Plans, Communication with Families, Trust	
Participation Level Options		
	You commit to...	We commit to...
<b>Basic</b>	<ul style="list-style-type: none"> <li>*Designate a qualified individual to serve as Site Coordinator (primary contact for program)</li> <li>*Establish home visit target number of visits</li> <li>*Allocate time for staff to receive initial 2-hour training</li> </ul>	<ul style="list-style-type: none"> <li>*Advise in the selection of a Site Coordinator</li> <li>*Compensate Site Coordinator with a yearly stipend</li> <li>*Provide Site Coordinator with on-boarding training and essential resources needed to perform assigned duties</li> <li>*Advise in the establishment of a home visit target number of visits</li> <li>*Regularly communicate updates regarding progress towards targets and program-wide initiatives</li> <li>*Provide trained staff with essential resources to conduct effective home-visits</li> <li>*Compensate all staff who attend trainings and participate in home visits</li> <li>*Organize district-wide home visit events throughout the year and provide essential resources and training to facilitate school staff participation</li> </ul>
<b>Intermediate</b>	<ul style="list-style-type: none"> <li>*All elements of Basic program and ...</li> <li>*Staff attendance of at least 1 supplemental training (Building Academic Partnership, Culturally Responsive Visits, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>*All elements of Basic program and ...</li> <li>*Organize and facilitate supplemental trainings for staff to support higher quality and differentiated home visits</li> <li>*Compensate all staff who attend supplemental trainings</li> </ul>
<b>Advanced</b>	<ul style="list-style-type: none"> <li>*All elements of Intermediate program and ...</li> <li>*Staff attendance of at least 2 regional supplemental trainings (Building Academic Partnership, Culturally Responsive Visits, etc.)</li> <li>*Staff engage in quarterly regional teacher reflection conversations facilitated by FACE staff</li> </ul>	<ul style="list-style-type: none"> <li>*All elements of Intermediate program and ...</li> <li>*Organize and facilitate quarterly regional teacher reflection conversations among staff in order to share best practices and student information</li> </ul>