

**Certification Requirements (continued)**

**STEP 5** Level 1    Level 2

**WELCOME Courses**

Attend 2 of 3 elective courses:	X	Evidence only
<i>Creating a Family Friendly Office</i>	<input type="checkbox"/> evidence	<input type="checkbox"/> evidence
<i>Producing Family Friendly Communications</i>	<input type="checkbox"/> evidence	<input type="checkbox"/> evidence
<i>Designing a Family Friendly Parent Center</i>	<input type="checkbox"/> evidence	<input type="checkbox"/> evidence
(Level 1) Dates attended 2 of 3:	_____ / _____	

Evidence of at least 2 topics required for both Levels 1 & 2

**STEP 6** Level 1    Level 2

**HONOR Courses**

Attend required course: <i>Diversity - Respecting Contributions from Others</i>	X	X
Date completed: _____		
Attend 2 of 3 elective courses:	X	Evidence only
<i>Planning for Family Involvement</i>	<input type="checkbox"/> evidence	<input type="checkbox"/> evidence
<i>Conducting Family Friendly Workshops</i>	<input type="checkbox"/> evidence	<input type="checkbox"/> evidence
<i>Developing Leaders</i>	<input type="checkbox"/> evidence	<input type="checkbox"/> evidence
(Level 1) Dates attended 2 of 3:	_____ / _____	

Evidence of at least 2 topics required for both Levels 1 & 2

**STEP 7** Level 1    Level 2

**CONNECT Courses**

Attend required course: <i>Diversity - Appreciating Differences</i>	X	X
Date completed: _____		
Attend 2 of 3 elective courses:	X	Evidence only
<i>Connecting with Volunteers</i>	<input type="checkbox"/> evidence	<input type="checkbox"/> evidence
<i>Accessing the Community</i>	<input type="checkbox"/> evidence	<input type="checkbox"/> evidence
<i>Strengthening Your Team</i>	<input type="checkbox"/> evidence	<input type="checkbox"/> evidence
(Level 1) Dates attended 2 of 3:	_____ / _____	

Evidence of at least 2 topics required for both Levels 1 & 2

**STEP 8** Level 1    Level 2

<b>Conduct Post-Training</b>	X	X
<b>Self-Assessment/Climate Surveys</b>		
Date completed: _____		

Please turn in completed form with supporting evidence to:

SDUSD Office of Parent, Community & Student Engagement  
4100 Normal Street, Room 2153  
ATTN: Edward Caballero

**Congratulations to you and your staff !**

**“Our families are the most important visitors to our schools. They need to feel welcome and be assisted by caring staff members who make extra efforts to be respectful, courteous and helpful. Families entrust their children’s education to us, and we want to do our best to live up to that high calling.”**

**- Dorothy T. Harper**  
Associate Superintendent  
Parent, Community &  
Student Engagement



Please contact the **Office of Parent, Community and Student Engagement** for information on any of the following:

- ◆ Course schedules and materials
- ◆ Certification requirements, including information for Level 1 and Level 2 status
- ◆ Enrollment in courses by school sites not seeking certification, space permitting
- ◆ Super Service Commendation boxes and cards for your school
- ◆ Resources used in the creation of the Family Friendly Schools program, including *Beyond the Bake Sale* by Henderson, Mapp, Johnson & Davies; *A New Wave of Evidence* by Henderson & Mapp; and *Engaging All Families* by Constantino

**Office of Parent, Community & Student Engagement**

4100 Normal Street, Room 2153  
San Diego, CA 92103  
Tel: 619-725-8193  
Fax: 619-725-7105  
E-mail: [ecaballero@sandi.net](mailto:ecaballero@sandi.net)



Visit our webpage at:  
[http://www.sandi.net/depts/pcse/family\\_friendly.html](http://www.sandi.net/depts/pcse/family_friendly.html)

Published with support from the Annie E. Casey Foundation.



*Welcome  
Honor  
Connect*

**Certification Instructions**



Office of Parent, Community & Student Engagement

Dorothy T. Harper  
Associate Superintendent

## OVERVIEW

*The Goal* of Family Friendly Schools (FFS) is to promote family engagement practices that will lead to increased student achievement.

*Our Focus* is creating school environments where students, families and staff feel welcomed, honored and connected.

*Everyone Benefits* when families are engaged and connected with their schools:

### Students:

- ◆ Improved school climate, attendance and increased achievement

### Parents:

- ◆ Positive school relationships, increased confidence in school, staff and instructional program and increased student achievement

### Teachers:

- ◆ Increased parental support, improved school climate and increased student achievement

All schools are invited to seek certification. Qualifying schools will receive recognition by the Board of Education, a certificate and flag to display at their site.

The process for qualifying for FFS certification is described in this brochure and includes establishing an Action Team, enhancing parent involvement activities in the Single Site Plan for Student Achievement, attending required courses and selected elective courses and conducting pre and post climate surveys.

Schools new to the program are considered Level 1. Schools may also request to waive course attendance by providing qualifying evidence of having met requirements against the FFS rubric and will be considered Level 2. At least **two** members of a school's Action Team must attend subsequent courses.

## ESSENTIAL COURSES

- ◆ *Essential Nuts n' Bolts: Building Strong Home, School and Community Partnerships* (must be taken prior to any other course).
- ◆ Three *Diversity* courses are required for certification and can be taken at any time.

## WELCOME

*Families are welcomed, informed and included as valuable members of the school community.*

### Welcoming - The First Step to Acceptance

The first of three required *Diversity* courses.

Level 1: Choose 2 of 3 electives  
Levels 1 & 2: Evidence required

### Creating a Family Friendly Office

Design a customer-friendly front office environment that is welcoming, organized and informative.

### Producing Family Friendly Communications

Improve school-to-home communication with methods that are mutually rewarding. Learn the ABCs of customer service and how to share them with staff.

### Designing a Family Friendly Parent Center

Create a welcoming space for families and community that encourages shared responsibility for student success and allows parents to meet, share, problem-solve and celebrate achievements.

## HONOR

*Family members are respected, validated and affirmed for involvement and contributions.*

### Honoring - Respecting Contributions from Others

The second of three required *Diversity* courses.

Level 1: Choose 2 of 3 electives  
Levels 1 & 2: Evidence required

### Planning for Family Involvement

Create a plan for family involvement using the goals of the Single Plan for Student Achievement, offering families a variety of ways to support student learning and boost performance.

### Conducting Family Friendly Workshops

Design engaging workshops for families that focus on student performance. Include quality childcare and offer at convenient times.

### Developing Leaders

Establish an effective School Site Council where parents are recognized for their contributions, and empowered to participate and make informed decisions.

## CONNECT

*School staff and families put children at the center, connecting on education issues of common interest and improving educational opportunities for all students.*

### Connecting - Appreciating Differences

The last of three required *Diversity* courses.

Level 1: Choose 2 of 3 electives  
Levels 1 & 2: Evidence required

### Connecting with Volunteers

Organize opportunities for families to bond with their children during school hours while supporting their educational needs and recognizing their efforts.

### Accessing the Community

Strategically identify and recruit family and community resources to support student performance.

### Strengthening Your Team

Teambuilding ideas to strengthen internal communication, camaraderie and support.

## EVIDENCE-BASED CERTIFICATION

Participating schools will be asked to provide evidence of how they have successfully enhanced parent involvement activities within their Single Site Plan for Student Achievement (e.g. sample communication letters, photos of FFS office, parent workshop agendas, etc.). The presentation of evidence along with the completed Certification Requirement form (attached) will serve as the basis for certification. Required evidence will be posted on the FFS website at: [http://www.sandi.net/depts/pcse/family\\_friendly.html](http://www.sandi.net/depts/pcse/family_friendly.html)

## FAMILY FRIENDLY SCHOOLS TEAM

**Dorothy T. Harper**, Associate Superintendent

**Agin Shaheed**, Race/Human Relations Department

**Beatrice Fernandez**, Parent University

**Bounhong Khommarth**, Southeast Asian Program

**Edward Caballero**, Parent, Community & Student Engagement

**Elneda Shannon**, Harold J. Ballard Parent Center

**Jennie Breister**, Communications Department

**Melissa Whipple**, Parent Academic Liaisons



## CERTIFICATION REQUIREMENTS

Completed form should accompany supporting evidence for evaluation. Choose appropriate level for each step:

**Level 1** = New to program

**Level 2** = Elements of a Family Friendly School environment currently in place

Please refer to the FFS website for required evidence and documentation of each step for both Levels 1 and 2 at: [http://www.sandi.net/depts/pcse/family\\_friendly.html](http://www.sandi.net/depts/pcse/family_friendly.html)

**School:** \_\_\_\_\_

**Principal:** \_\_\_\_\_

Conduct training of school site staff at the completion of each course.

STEP 1	Level 1	Level 2
<b>Conduct Pre-Certification</b>	X	X
<b>Self-Assessment/Climate Survey</b>		
Date completed: _____		
STEP 2	Level 1	Level 2
<b>Attend required course:</b>		
<i>Essential Nuts n' Bolts</i>	X	X
Date attended: _____		
STEP 3	Level 1	Level 2
<b>Establish an Action Team</b>	X	X
Date completed: _____		
STEP 4	Level 1	Level 2
<b>Align parent involvement with Single Site Plan for Student Achievement</b>	X	X
Date completed: _____		
STEP 5	Level 1	Level 2
<b>WELCOME Courses</b>		
Attend required course: <i>Diversity - The First Step to Acceptance</i>	X	X
Date attended: _____		

(continued on reverse side)