

# Strengthening School Partnerships

## Strengthening your program's relationship with the principal:

- Familiarize yourself with the school improvement plan—identify ways in which your program can help achieve the schools' goals. Utilize this language in your program materials.
- Set up a regular meeting time to discuss the program, check-in.
- Ask the principal (or assistant principal) to be a part of the program's advisory group.
- Request that program leaders/site directors be included in school planning team meetings (data team meetings, curriculum meetings, school improvement plan meetings, etc).
- Agree/decide upon respective responsibilities of the school principal and program leadership.
- Meet with the principal over the summer months to plan for school year.
- Ask for program information to be included in the school monthly newsletter.

## Strengthening your program's relationship with the Superintendent/School Board:

- Build upon your relationship with your principal in connecting with the district office.
- Schedule a meeting with the superintendent once a semester to discuss your program.
- Ask the Superintendent and/or a School Board member to serve on your Advisory Board.
- Annually present at a School Board meeting.

## Strengthening your program's relationship with the teaching staff:

- Send out monthly emails/newsletters to teaching staff as a means of sharing information.
- Host a breakfast (quarterly or semester) for teachers—discuss program information, success stories, outcomes.
- Program director and/or site directors attend school staff meetings—try to be a regular part of the agenda.
- Attend grade level planning meetings once a month/quarter—discuss students in your program, any individualized support needed for specific students.
- Develop consistent protocol for site directors and teachers to communicate changes evidenced in a student's academics, behavior, attendance.
- Invite teachers to provide professional development/training to program staff on certain academic content.
- Ask teachers to recommend/refer students to your program.
- Develop mutual agreement on shared classroom space: cleaning, replacing items, check-ins.
- \*\*Express appreciation on regular basis to teachers who share their classroom space for your program (flowers, thank you cards, recognition in newsletters, etc).\*\*