



## Family And Community Engagement **FACE Teacher Institute Application (Elementary)**

FACE Teacher Institute is a cohort-based learning opportunity for teachers through Equity and Diversity University. FACE teachers will meet 6 times over the course of the academic year to examine core beliefs, review communication practices, and learn how to partner with families for academic success. Each session has been strategically designed around the academic calendar and will offer a blend of discussion, planning, and practice for classroom and school-level family engagement.

FACE Teachers will graduate with the capacity to form effective partnerships between school and family, make connections with a supportive, like-minded network, explore personal beliefs, and grow in confidence to engage *all* of our MNPS families and communities effectively. The FACE Teacher Institute 2017-2018 Cohort will meet from 4:00-6:00pm at the FACE Center (back side of Park Ave. Elementary School – Elkins St. entrance). Dinner will be provided.

**9/12/17** – 4:00-6:00

**10/17/17** – 4:00-6:00

**11/14/17** – 4:00-6:00

**1/9/18** – 4:00-6:00

**2/13/18** – 4:00-6:00

**4/10/18** – 4:00-6:00

Please check your calendar before applying to ensure that you are available to participate. Due to the intensive cohort-based model of this course, we are asking that FACE Teachers attend all 6 sessions. FACE Teachers who complete 5 out of 6 sessions will earn a certificate of completion for the FACE Teacher Institute that can be used as evidence in their professionalism rubric. Please see attached scope and sequence that outlines pre-work, deliverables, and team indicators. We estimate that out-of-class preparation for each session will take 1-2 hours depending on class load and reading pace (ideally some of this work should be completed as part of work duties).

**Interested teachers must apply in cohorts** - 2-4 teachers/leaders can apply per school. Due to the nature of this group, we are limiting total group size to 36. Preference will be given to date of submission, application completion, and compelling responses.

### **Application Components:**

- Each teacher must complete an individual teacher application form
- Principals must sign the staff consent to participate
- Principals *may* complete the principal application (optional)

**Components should be merged together and completed applications can be submitted to [Allison.Buzard@mnps.org](mailto:Allison.Buzard@mnps.org) by 8/31/17. Applicant Cohorts will know the status of their application no later than 9/1/17.**

## FACE Institute TEACHERS

Building Family Engagement Practices - Elementary

Session	Date	Time	Objectives	Core Belief	Pre-Work	Team Indicator	Deliverables
Building Solid Foundations: Framework for Partnerships That Last	9/12/17	4:00-6:00pm	Teachers will be equipped to engage with the 5 roles that families play in education through building relationships, academic partnering, and meaningful communication	The responsibility for building partnerships between school and home rests primarily with school staff, especially school leaders	<ul style="list-style-type: none"> <li>* Ghosts in the Classroom reading and reflections</li> <li>* Bring class roster and family phone #'s</li> </ul>	Professional growth and learning, teacher knowledge of students, respectful culture, environment, leadership	<ul style="list-style-type: none"> <li>* Class Roster</li> <li>* Reading Reflection</li> <li>* Core Beliefs exercise</li> <li>* Spreadsheet entries for positive phone calls</li> <li>* Reflection on positive phone calls</li> <li>* School-cohort planning for effective PTC</li> <li>* Data Driven Parent Teacher Conference Planning Sheets</li> <li>* Reflection on DDPTC successes and areas of growth</li> </ul>
Raising the Roof: Framing Academic Partnerships as the Peak of Importance	10/17/17	4:00-6:00pm	Teachers will have the capabilities to plan for goal-setting parent teacher conferences & will have an opportunity to reflect and plan for successful parent teacher conferences	All families have the capacity to support their children's learning	<ul style="list-style-type: none"> <li>* Call (or text/email) families with a personal introduction and invitation to parent teacher conferences (student invitations, etc), Share at least 1 thing you like about their student</li> </ul>	Professional growth and learning, teacher knowledge of students, respectful culture, environment, use of data, school/community involvement,	<ul style="list-style-type: none"> <li>* Reflection piece about proactive and reactive communication experiences</li> <li>* Plan teacher PD or PLC about family engagement and communication</li> <li>* Spreadsheet or Infinite Campus entries for 4 conversations</li> <li>* Reflection on those 4 conversations</li> <li>* Continue to plan teacher PD or PLC about engagement and communication</li> </ul>
Creating an Open Concept: Tearing Down Walls Between Families, Schools, and Communities	11/14/17	4:00-6:00pm	Teachers will have confidence in how to have proactive and reactive conversations with families	Families and school staff should be equal partners	<ul style="list-style-type: none"> <li>* November - follow up with families about PTC</li> <li>* Communication reading</li> </ul>	Professional growth and learning, teacher knowledge of students, respectful culture, environment, involvement	<ul style="list-style-type: none"> <li>* Spreadsheet or Infinite Campus entries for 4 conversations</li> <li>* Reflection on those 4 conversations</li> <li>* Continue to plan teacher PD or PLC about engagement and communication</li> </ul>
Installing Strong Windows: Strength-Based Lens for Family Engagement	1/9/18	4:00-6:00pm	Teachers will be able to identify students', families', and peers' funds of knowledge	All families have dreams and want the best for their children	<ul style="list-style-type: none"> <li>* Call 4 families - 2 conversations you've been avoiding, 2 easy conversations</li> <li>* Funds of Knowledge Reading</li> <li>* Review 4 Versions of Family Friendly Schools</li> <li>* Optional: Parent survey - How Welcome Do You Feel in the School</li> </ul>	Professional Growth and Learning, Teacher knowledge of students, respectful culture, environment	<ul style="list-style-type: none"> <li>* Plan for welcoming families in 4 categories</li> <li>* Reflection</li> </ul>
Rolling Out the Welcome Mat: Ensuring that All Families Feel Welcome	2/13/18	4:00-6:00pm	Teachers will have developed strategies to welcome families into partnerships	All of them		Professional growth and learning, teacher knowledge of students, respectful culture, environment, leadership	<ul style="list-style-type: none"> <li>* Final Project findings and recommendations</li> <li>* Reflections</li> </ul>
Final Presentations and Reflections	4/10/18	4:00-6:00pm	Teachers will have reflected on their big question and research and will share their findings with the cohort	All of them	<ul style="list-style-type: none"> <li>* Prepare project findings</li> </ul>		

## FACE Teacher Institute – Elementary - Application Form

***Each teacher applying should complete the following information:***

1. Name:
2. School:
3. Grade:
4. Content Area (if applicable):
5. Email Address:
  
6. Why do you want to participate in FACE Teacher Institute?
  
7. How do you define equity? Are there issues of equity with your school's family engagement efforts? What would you like to learn about equity and diversity in this cohort?
  
8. Why do you think your school's cohort should be selected to participate in FACE Teacher Institute?
  
9. What are 2-3 things you most hope to learn or take away from FACE Teacher Institute?
  
10. Can you commit to attending all 6 sessions for the entire 2 hours? (If not, please elaborate)



## Family And Community Engagement **FACE Teacher Institute Principal Consent Form**

I agree to support

\_\_\_\_\_ 's (teacher/staff 1)

\_\_\_\_\_ 's (teacher/staff 2)

\_\_\_\_\_ 's (teacher/staff 3)

\_\_\_\_\_ 's (teacher/staff 4)

participation in the FACE (Family and Community Engagement) Teacher Institute 2017-2018 Cohort. I know that they will be in session from 4:00-6:00pm: 9/12, 10/17, 11/14, 1/9, 2/13, and 4/10 working to examine core beliefs, review communication practices, and learn how to partner with families for academic success and cannot support activities at the school that evening because attendance at 5 out of 6 sessions is mandatory for receipt of certificate. I understand the purpose of my staff attending FACE Teacher is to increase their knowledge and skill base around family and community engagement and to bring back that information to our school to examine and bolster our practices. I will support my staff in their learning and will encourage them to share this information with other colleagues in order to promote student success for *all* of our students.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
School Name

**Principal Application Form – FACE Teacher Institute Elementary (optional)**

***Principals are encouraged to complete the following information as part of the cohort application:***

1. Name:
2. School:
3. Email Address:
4. What are your school's current successes with family and community engagement?
  
5. What are your school's current needs/barriers with family and community engagement?
  
6. What are your school-wide goals around family and community engagement?
  
7. Why do you think your school's cohort should be selected to participate in FACE Teacher Institute?
  
8. How do you think your teachers' participating in this cohort will advance your school's focus on addressing equity and diversity in your school?
  
9. What are 2-3 things you most hope your school's cohort would take away from FACE Teacher Institute to bring back to your school?