IMAGINING
the possibilities.
MAKING THEM HAPPEN.

**Indiana
Department of Education**

Glenda Ritz, NBCT
Indiana Superintendent of Public Instruction

Indiana Afterschool Family Engagement Specialty Standards

for
21st Century Community Learning Centers
& Out-of-School Time Programs

Soaring Beyond Expectations

Program Culture and Environment
Standard 1: Creating a Welcoming Environment

- The Program upholds and accepting, welcoming environment that embraces family diversity.

    - The program has an open door policy encouraging all families to visit at any time

    - The program maintains a welcoming interpersonal atmosphere where families are invited to participate and feel as if they belong

    - The program staff identifies and remains sensitive to the various elements of family backgrounds such as race, ethnicity, religion, class, family structure and individual abilities, that may impact families' abilities to participate in the program

    - The program supports and incorporates the languages and cultures of participating families

    - The program establishes policies for the inclusion of all family structures in leadership and programming opportunities

- **The program provides opportunities for the overall growth and success of families.**

  - The program creates opportunities for families to learn about community resources that are available to support families

  - The program refers individual families to community supports or resources when asked

  - The program provides resources that are responsive to the needs and interests of families

- The program offers a variety of family-development and adult education opportunities

  - (For example, GED classes, computer classes, etc.)

- The program provides intentional opportunities for families to connect with one another and build relationships with each other.

  - (For example, embedding activities or events that include strategies for families to share their culture, interests or professional expertise with each other; providing name tags at events so parents can know each other's names, providing opportunities for parents to talk with each other, share their culture, interests, professional expertise)

Standard 3: Providing Opportunities for Family Leadership and Advocacy

- **The program empowers families to fulfill meaningful leadership roles and represent the "parent voice" that helps shape the direction of the program and youth achievement.**

    – The program coordinates a variety of volunteer options in which parents can fulfill roles to support the program

    – The program provides families with ongoing opportunities to contribute to long-term program planning and be actively involved in programmatic decision-making

- (For example, Parent representation on strategic planning committee, having a parent advisory council)

    – The program helps build confidence and competence in family leadership and advocacy skills

    – The program utilizes families as a resource for finding community partners

    – The program creates multiple opportunities for families to have a voice in ongoing evaluation of the program through surveys, focus groups, conversations, event evaluations, etc.

- **The program provides staff with the necessary professional development to increase their confidence and abilities to engage families.**

  – The program orients new staff to its family engagement framework, strategies and policies

  – The program provides opportunities for staff to reflect on their own abilities to engage families and identify areas of improvement where additional support is needed.

    - (For example, discussion at staff meetings, survey of staff, analyzing gaps between necessary skills and skills staff feel they have)

  – The program provides its staff with ongoing training that target specific family engagement skills in alignment with the families the program serves.

  – The program provides staff with access to resources that support the implementation of family engagement strategies

  – The program measures the family engagement skills of individual staff members and tracks their growth over time

Program Focus
Standard 5: Establishing Meaningful Relationships

- **Program builds and maintains trusting, positive relationships with families.**

  – The program empowers its staff to utilize multiple communication strategies to engage all families

  – The program provides frequent, positive communication directly to family members when they are onsite in order to build rapport and advance positive relationships

  – The program establishes and shares its goals for supporting families

  – The program provides program orientations for new families

  – The program provides opportunities for two-way communication with families regarding their children's participation and growth

    - (For example, home visits, conferences, notes home about how kids are doing, phone calls, ways of sharing and receiving information)

  – The program utilizes a variety of methods to gather input and feedback from all families

Program Focus
Standard 6: Connecting to Student Learning and Success

- **The program values families as partners in the development and education of their youth.**
  - The program communicates its individual student learning and development goals with families

  - The program frequently provides formal and informal opportunities for staff and families to exchange information regarding the development and education of their youth
    - (For example, events, conferences, phone calls home, home visits)

  - The program promotes intentional efforts to connect its out-of-school time learning goals with the academic goals of the regular school day

- The program promotes intentional efforts to connect its out-of-school time learning goals with the academic goals of the regular school day

- The program staff, families and regular-school-day teachers collaborate in the establishment of shared goals for youth learning and success

- The program communicates with families its strategies for tracking individual student progress toward learning goals in out-of-school time

- The program empowers families as partners by sharing information and resources on what can be done at home to support youth learning and success

Data Collection and Impact
Standard 7: Monitoring the Effectiveness of Family Engagement

- **The program evaluates the effectiveness of the families' engagement strategies and adjusts its approaches to maximize family participation and support.**

  - The program has a family engagement plan that establishes specific, measurable goals

  - The program assesses the professional growth in staff abilities to effectively engage families

  - The program tracks the participation of individuals families and overall trends in family needs/interests

  - The program provides ongoing opportunities for obtaining family feedback on their satisfaction levels with program goals, mission and family events

  - The program uses its evaluation results to identify barriers and adjust its approach to family engagement

  - The program shares with families the evaluation summaries of family feedback and program's progress toward the achievement of desired outcomes