



Indiana Department of Education Family Friendly Schools Handbook

Purpose

The Indiana Department of Education (IDOE) Family Friendly Schools Program is a state recognition program for schools that excel in the involvement of families and communities in their children's education. The purpose of the program is to focus on addressing the academic, physical, emotional, and social needs of students while providing the needed resources and fostering the active involvement of their families through schools and the community.

Application Status

Schools may voluntarily request an assessment from the Indiana Department of Education for the purpose of evaluating and improving family and community engagement in the school. An application must be filled out by the principal of a school and sent to IDOE by August 1 of each year in order to be considered in the Family Friendly School evaluation process. The application jotform can be found [here](#) and is linked on the [Family Friendly Schools website](#).

Family Friendly Renewal: Current Family Friendly Schools who wish to maintain the designation must use the [renewal jotform](#) to indicate that they are continuing the practices that were put in place to earn the designation. This must be complete by April 1 of each year.

Evaluation Requirements

New Applicants: Schools seeking to obtain a Family Friendly designation from the Indiana Department of Education must complete the following by April 1st:

- Initial [Application](#) by August 1st
- Family Surveys (share out [link](#) and be sure they enter your school number)
- Building Leadership Surveys (share out [link](#) and be sure they enter your school number)
- Student Surveys (share out [link](#) and be sure they enter your school number)
- Staff Surveys (share out [link](#) and be sure they enter your school number)
- Evidentiary Documentation [Rubric](#): Broken down by standard, according to the Family Friendly Schools assessment tool, and emailed to familyfriendlyschool@doe.in.gov.
- At least one (1) school visit by an IDOE representative

All documentation required in order to be evaluated by IDOE to become designated as a Family Friendly School is linked within this handbook which can be found on the IDOE's Family Friendly Schools' [webpage](#).

IDOE will provide results of the evaluation to the school within thirty (30) days of receiving all required materials.

The three levels of Family Friendly School designations are Emerging, Progressing, and Excelling. The designation criteria is as follows:

Emerging	0% in the Excelling Assessment Tool Category Less than 20% in the Progressing Assessment Tool Category
Progressing	Less than 5% in the Excelling Assessment Tool Category Less than 10% in the Emerging Assessment Tool Category
Excelling	Less than 5% in the Emerging Assessment Tool Category Less than 5% in the Progressing Assessment Tool Category

Exiting the Program

Schools no longer wanting to participate in the Family Friendly School Program must notify IDOE no later than April 1 of each application cycle. Upon receiving notice via the [renewal jotform](#), IDOE will update the department's list of Family Friendly Schools to reflect the school's withdrawal from the program. Schools who do not complete the

renewal survey will also be removed from the department's list of Family Friendly Schools.

Timeline

- ❑ Notice sent out for schools to express intent to apply for Family Friendly Schools Designation: July 10
- ❑ Deadline for Principals to complete the initial jotform application: August 1
- ❑ Deadline for Schools to Submit Family Friendly Schools Documentation and surveys: April 1
- ❑ Deadline for existing Family Friendly Schools to submit requirements for renewal of designation or request to have their designation removed: April 1
- ❑ IDOE will notify schools receiving new and renewed Family Friendly Designations: April 30 (or within 30 days of receiving all documentation, whichever comes first)
- ❑ Family Friendly Designations posted by IDOE and shared with State Board of Education: April 30.