



Administrator Briefs!

Welcome to Administrator Brief #3.

The WIABE Action Coalition, a component of the WIABE organization, has created a module dedicated to administrators of programs for language learners. The module provides information about a range of essential topics related to the administration of ESL and bilingual programs in Wisconsin. A series of briefs will highlight various topics in the module.

*The discussion will continue with an **Administrator Institute** at the annual WIABE Conference.*

This brief summarizes parent/family/community engagement, which are discussed fully in the module.

1. **Welcoming parents and families** focuses on creating an atmosphere that is inviting to families through a variety of ways, which invites family engagement with the school. Clear and simple signage in families' language as well as displays of cultural representations throughout the school create a welcoming atmosphere. Once parents enter, there should be staff or volunteers available who speak the language of parents or accommodations such as interpreter applications available.
2. **Communication** considers how written and spoken forms of communication should be relayed in the language of the parents. Written and spoken communication allows full access to the information. Spoken communication provides an opportunity to form relationships with families. Any events involving communication, such as IEP meetings, parent/teacher conferences, parent-teacher events, and school board meetings should secure interpreters.
3. The **Advocacy** section highlights a number of ways to connect with parents of ELs through informational sessions. Such examples include discussions of the benefits of bilingual-bicultural education; as well as making opportunities available to them such as ESL lessons for adults, after-school tutoring, athletics, and clubs. These sessions may be geared towards parents/adults in supporting their children and heritage. Parent centers can also provide resources and information to parents.
4. The **Family Engagement** section encourages schools and districts to explore ways for parents and families to share their talents and resources to expand understanding of the experiences and cultures of the school community. Strong efforts should be made to include families and community members more fully in the decision-making process.
5. In the **Promising Practices** section, a number of districts (Baraboo, Racine, Verona, Beloit, and Milwaukee) share creative strategies they have tried and found successful. The practices encompass discussion groups, classes for parents, events, partnerships with higher educational institutions, and information sessions for parents and families.

A complete copy of Module One can be found at: [Module One](#).

Links to important Family Engagement Resources:

<https://www.colorincolorado.org/article/introduction-strategies-engaging-ell-families>

https://ncela.ed.gov/files/family_toolkit/EL-Family-Tool-Kit-All.pdf

<https://jameswogan.com/2017/06/06/parent-engagement-through-the-lens-of-equity/>

*Join us for the **Administrator Institute** April 20, 2024, as part of the WIABE Conference.*