

Solid Foundation
Student success within a strong school community

Reading • Studying • Respect • Responsibility

Solid Foundation is a program of the Academic Development Institute (ADI). ADI was founded in 1984 with the mission of assisting families, schools, and communities with children's academic and personal development.

Solid Foundation's web-based process guides a school team, with the assistance of an External Partner, through 10 efficient and effective steps to:

- assess current strengths and challenges,
- develop a 2-year plan, and
- implement the plan with abundant resources.

Solid Foundation is evidence-based and designed to:

- strengthen family-school connections,
- engage parents in children's learning, and
- improve student academic and social learning.

The process is directed by the principal and a school team (school improvement team or other school-based team that includes the principal, teacher representatives, parent representatives, and parent facilitator). An External Partner (from a Partner Organization) assists the school team in the process. The Partner Organization may be the school district, a Parent Information Resource Center, the State Education Agency, or another organization. External Partners are personnel from the Partner Organization who are trained and certified in the Solid Foundation process.

To enroll in the Solid Foundation program the Partner Organization submits an online form. They also enroll the External Partners to be trained and the schools to be served. ADI provides login information to the Partner Organization, External Partner, and each school to access the Solid Foundation web system. The External Partners receive training via webinar and conference call prior to working with schools.

Path 1 – Assess / Plan / Implement

10 Efficient Steps to a Stronger School Community

Step 1: School Team Meets with External Partner for Orientation Meeting.

The principal forms the school team and schedules a two-hour orientation meeting led by the External Partner. The school team may be the school improvement team or other school-based team that includes the principal, teacher representatives, and parent representatives. Solid Foundation requires a balance of parents and school staff members on the team (not to exceed 10 members). Parents should not be employees of the school and should be the parents of currently-enrolled students.

Before the next meeting, the principal:

1. Completes the online School Team Roster Form.
2. Completes the online School Information Form (see Step 2).
3. Provides the External Partner with 6 key documents (see Step 3).
4. Provides school team members with copies of the School Community Survey (available online) to be completed before the next meeting.
5. Prepares an agenda for the next team meeting.

Step 2: Principal Completes School Information Form. The principal completes an online School Information Form and prints copies for the school team to review at the next meeting.

Step 3: Gather Key Documents. The principal gathers copies of the following documents, if available, and provides them to the External Partner for scoring with the online rubric.

District parent involvement policy
School parent involvement policy
Compact
Homework policy
Student report card
Classroom visit policy

Step 4: External Partner Completes Policy Analysis. The External Partner (with the school team when possible) scores the 6 key documents with Solid Foundation's key document rubrics. The results are entered into the school's exclusive database on the Solid Foundation website. The principal prints copies of the completed rubrics for the school team.

Step 5: School Team Meets with External Partner to Review School Community Survey. The school team meets with the External Partner to review: a) the completed School Information Form, b) the scored key document rubrics, and c) the School

Community Survey. The principal then enters the results of the School Community Survey into the school's exclusive database on the Solid Foundation website.

Before the next meeting, the principal:

1. Enters the School Community Survey results online and prints copies for the school team.
2. Downloads and prints the Resource Manual (see Step 6).
3. Downloads the needs assessment template and makes copies for the team members.
4. Prepares an agenda for the next team meeting.

Step 6: Principal Downloads and Prints Resource Manual. The principal downloads and prints three (or more) copies of the Resource Manual for the school team. The web-based Solid Foundation Resource Manual is full of research-based strategies, trainings, curriculum, forms, and tools that assist the school team in implementing its action plan.

Step 7: Team Completes Needs Assessment. The school team meets to complete a needs assessment based on information derived from the School Information Form, rubrics scoring of key documents, and School Community Survey results. More than one meeting may be required.

Before the next meeting, the principal:

1. Enters the needs assessment results online and prepares copies for the team members.
2. Downloads the action plan template and prepares copies for the team members.
3. Prepares an agenda for the next meeting.

Step 8: Team Creates Action Plan with External Partner. The school team develops a two-year plan based on the needs assessment and using selected sections of the Resource Manual. The principal enters the action plan into the web-based school database. Note: More than one meeting will be necessary to complete a comprehensive action plan.

Before the next meeting, the principal:

1. Enters the action plan online and prints copies for the team members.
2. Prepares to execute the plan.
3. Prepares an agenda for next meeting.

Step 9: Team Implements Action Plan. The principal leads the school team and other staff and volunteers in implementing the action plan. The External Partner provides guidance and support.

Step 10: Team and External Partner Monitor and Evaluate. The school team monitors progress with implementation and updates the action plan; the External Partner reviews and offers suggestions. At the end of the two-year implementation period, the school team retraces the steps outlined here to produce both a documented account of progress and a plan for the next two years.

Evaluation: The school and Partner Organization can efficiently evaluate the implementation and effectiveness of the Solid Foundation process by:

- **Implementation:** Using the monitoring feature built into the action plan to track successful implementation of each objective set by the school team.
- **Effectiveness:** Using the beginning and ending Policy Analysis and survey results (end of two-year implementation of action plan) as a pre- and post-analysis of progress.