

Bakersfield City School District  
Education Center - 1300 Baker Street  
Bakersfield, CA 93305  
Instructional Support Services Division

**TO: All Principals, Vice-Principals, and Family and Community Engagement Staff**

**CC: Doc Ervin, Superintendent**  
**Mark Luque, Assistant Superintendent, Educational Services**  
**Steve McClain, Assistant Superintendent, Business Services**  
**Diane Cox, Assistant Superintendent, Human Resources**  
**All Educational Services Administrators**

**FROM: Tim Fulenwider, Director, Instructional Support Services**  
**Dee Dee Harrison, Coordinator, Family and Community Engagement**

**DATE: February 27, 2019**

**SUBJECT: Procedures for School Culture, Climate, and Safety FACE Walks**

## **- M E M O R A N D U M -**

This year the District Culture, Climate, and Safety Committee (“Committee”), as authorized by the Governing Board as a Board subcommittee, has revised the Culture, Climate and Safety Expectations Rubric to include the area of safety. In addition, the Committee discussed the protocol and procedures for preparing staff for the FACE Walks.

Please be advised when selecting a date for FACE Walks that the date must be planned far enough in advance that you may complete the items below in the section “Prior to the FACE Walk.” If you have already chosen a date and you do not feel you can complete the items in the “Prior to the FACE Walk” section you should reschedule your date. Any questions regarding the procedure below may be referred to Dee Dee Harrison or Tim Fulenwider.

### **Prior to the FACE Walk:**

- Identify a date for your FACE Walk (approximately a 3 hour block of time)
- Select 4-5 parents on your campus preferably from your parent groups (i.e., SSC, AAPAC/DAAPAC, ELAC/DELAC, PALs, DAC, etc.)
- Notify the District’s FACE Representative of the date to coordinate schedules, as they can help with facilitation
- Prepare a brief presentation (10 minutes or less) on the school CA dashboard data, specifically addressing your current progress related to school wide percentage, chronic absenteeism and suspensions and any other pertinent information about your school participants need to complete the FACE walks successfully

- At a staff meeting review the following:
  - The purpose of the FACE Walks: to allow parent leaders an opportunity to give meaningful feedback regarding the culture, climate, and safety of the school in a positive and systematic way
  - Review any positive stories regarding previous FACE Walks and how parents came away with a different perspective and appreciate for the job everyone at the school does; make note that when parent leaders have a positive view of our school they share their positivity in the community and we all benefit
  - Inform staff that the FACE Walk is not an evaluation of any individual staff member's performance or dress
  - Inform staff that after the visit positive feedback from the FACE Walk team will be shared with staff and the method it will be shared
  - Inform staff that the overall results will be reviewed with the school leadership team for discussion regarding any parent recommendations for improvement in relation to climate, culture, and safety as outlined in the rubric
  - Inform staff that the rubric was developed collaboratively by members of BETA, CSEA, Supervisory employees, Site and District Administration, Parents, Board Members, and Law Enforcement
  - Show the FACE Walk video from last year's Parent University: [https://drive.google.com/file/d/1iTy\\_-oFk8hFIGdFHI8v9ngtCjnYPpyuB/view?usp=sharing](https://drive.google.com/file/d/1iTy_-oFk8hFIGdFHI8v9ngtCjnYPpyuB/view?usp=sharing)

#### **On the Morning of the FACE Walk:**

- Send a reminder email to staff that:
  - Visitors will be on campus to conduct the FACE Walk
  - That feedback is not collected on any individual team member
  - You look forward to sharing the positive feedback from the visiting team following the visit
  - That the school Leadership Team will review the overall feedback from the FACE Walk
- Ensure presentation and materials are ready for the FACE Walk in the home language of the parent:
  - Copies of the Rubric: <https://docs.google.com/document/d/1j2Zn4EeKmZgj-OLN-tJIXAxXFD0vwSiLfex6fPnP-24/edit?usp=sharing> (English)
  - [https://docs.google.com/document/d/1tv8cW1gbHXiQvBO78KUv6N4oPwB\\_\\_ZJvsQM7-oW5g-g/edit?usp=sharing](https://docs.google.com/document/d/1tv8cW1gbHXiQvBO78KUv6N4oPwB__ZJvsQM7-oW5g-g/edit?usp=sharing) (Spanish)
  - Voting Cards: <https://drive.google.com/file/d/1FJ0liBIUic8PS6H3bArplh23YKK275ji/view?usp=sharing>
  - School map
- Randomly select three classrooms for the team to visit excluding, if possible, classrooms currently containing students of the FACE Walk participants in order to eliminate bias

#### **During the FACE Walk:**

- Principal opens with the presentation
- Review the purpose of the FACE Walks with the team making note of the following:

- The purpose is to receive feedback on the overall culture, climate, and safety of the school through the lens of the rubric
- Feedback on any individual staff member, including attire, is not allowed
- Staff evaluations are the sole responsibility of site administration
- Clarification on specific language of the rubric including, but not limited to, the meaning of functionally professional dress
- Take your FACE Walk team on a tour of the campus to include three rooms. If the team is too large break up into smaller teams ensuring that school personnel accompany any group at all times
- Return to a common room and engage in the debrief process using the voting cards to develop consensus on the elements of the Rubric

**Following the FACE Walk:**

- Provide specific positive feedback back to staff regarding the observations of the visitors. Consider using a video message, Flipgrid, or daily/weekly bulletin to communicate with staff.
- Debrief the FACE Walk with the School Leadership in order utilize the visitor feedback for:
  - Celebration
  - Discussion and action planning regarding concerns

Thank you for again facilitating these valuable opportunities for parent feedback.