



Engaging Families in High School Success
Guidebook for School-Family
Engagement Planning for the
Middle to High School Transition



Margo Siegenthaler and Martha Abele Mac Iver

The development of these resources was supported by the Institute of Education Sciences, U.S. Department of Education, through Grant R305H150081 to the Johns Hopkins University. The opinions expressed are those of the authors and do not represent views of the Institute or the U.S. Department of Education.

Engaging Families in High School Success

Guidebook for School Family Engagement Planning for the Middle to High School Transition

- I. Introduction
- II. Getting started
 - a. Identifying a point person
 - b. Gathering information and important school data
 - i. Begin by reviewing your school's School Improvement Plan
 - ii. What information do families of 8th graders and 9th graders need to know? Where and how can they receive this information?
 - iii. Survey your families to find out their interests and needs
 - iv. Strategies to reach families who miss or do not come to the regular events or get information in traditional ways
- III. Developing your One-year Family Engagement Action Plan
 - a. Setting up a Family Engagement Team
 - b. Suggested calendar for schools for planning family engagement in the transition to high school
 - c. Review Family Attendance data from similar activities last year
- IV. Implementing your Family Engagement Action Plan
- V. Organizing monthly (or as needed) Family Engagement Team meetings
 - a. Cycles of Inquiry
- VI. End of the year reflection/evaluation of family engagement activities
- VII. Appendix
 - a. Sample documents and templates
 - b. Resources and examples of best practices for families to support their students during their high school years
 - i. Checklists for families
 - ii. Best practices

Engaging Families in High School Success

Guidebook for School Family Engagement Planning

I. Introduction

In this guide we put a spotlight on 9th grade as a critical year for student's school experience. Research shows that ninth grade students who successfully attend school and pass their courses are more likely to graduate from high school and are more likely to be ready for college and/or a career. But research also shows that 9th grade is the time when family engagement tends to taper off dramatically. Students want more independence and families and schools pay less attention or know less about how they can partner to support their secondary students.

While high quality and differentiated instructional practices are important in teaching students essential content in each subject area throughout middle and high school, **positive teacher-student relationships** are critical in order for students to engage in the learning and have successful outcomes. By working in partnership with families, bridging the gap between home and school, school staff gain essential insights and resources to help them build relationships with their students which can help develop the optimal setting for students to thrive and learn.

Engaging with families requires effective **two-way communication**. Schools learn from families and families learn from schools. Families need information about how the school system works and how their child is doing in each subject area so that they can support and problem solve with them when challenging situations arise. Schools need to know from the home/family's point of view what the family/student values as important, what motivates the student, what other things might be affecting the child's ability to focus and learn, what is working for the student and what isn't. In partnership, schools and families can build the unique resources that can support the student in school.

This guide is designed to help schools organize effective family engagement practices at the middle school and high school levels to support students' success in school and increase graduation rates. We will approach it from the point of view: What do families need to know to support their students in school? What are the various events and activities in which schools can provide this information to families? How can we create opportunities for families' voices to be heard—about their own students as well as in general about how the learning environment can best support their students' learning? In order to be able to hear **parents' authentic voices**, parents **must feel welcome in the school and into their student's learning community** as well as be able to find open communication channels with those who they can partner with to support their students.

The resources mentioned in this guide are available on our website:

www.sfcj.hucos.com/efhss

II. Getting started

a. Identifying a point person

Identify a person who can take the lead with this work in the school. Very often this person is an assistant principal. The point person may work closely with a school counselor who focuses on students in the high school transition period (last year of middle school and first year of high school).

b. Gathering information and important school data

i. Begin by reviewing your school's School Improvement Plan

The School Improvement Plan (SIP) is the document that contains each school's plan of action for the current school year. It identifies the areas the school plans to focus on in the coming school year, the performance goals they want their students to achieve, and how they are going to collaboratively meet those goals.

Linking family engagement to our student outcome goals (in School Improvement Plan)

- What are the student outcome goals in the SIP, and how can family engagement work help to achieve those goals?

Example: Improve student course passing in 9th grade math course by 5% (goal) by sending texts to families letting them know when an exam is upcoming.

- What family engagement plans are already in the SIP? How do they relate to these goals?
- How do we need to make these plans more specific and detailed to help ensure that they are related to these student outcome goals and can be implemented effectively?
- What family engagement planning is needed in addition to what is already in our SIP?

ii. **What information do families of 8th graders and 9th graders need to know? Where and how can they receive this information?**

Very often families don't know what they don't know. On pages 4 through 7 there are 2 charts, one for 8th grade and one for 9th grade. They show questions that have come up from families in our project and information that families need to know about their child's transition to high school and how families can support them throughout high school.

iii. **Survey your families to find out their interests and needs (see samples on pages 8 and 9)**

- Be sure to translate the survey into your school's top languages.

- Have the Family Survey (see sample on page 8) available for families to fill out at the beginning of the year orientations and at your Curriculum Night.
- Give the survey to bilingual interpreters at your events who can ask families to fill them out and help them if needed.
- When families are at your events, take advantage of that time to get their perspective. Consider incorporating Family Survey questions into your exit surveys at family events. See example on page 9, which incorporates a way to get feedback about an activity along with family survey questions about what families need to know.
- Get feedback in the spring to help you plan for the fall.

iv. Strategies to reach families who miss or do not come to the regular events or get information in traditional ways

- Translated Family Toolkits sent home to/with families
- Provide interpreters, supervised children’s activities, food at family events/activities
- Make sure interpreters are at key events like Curriculum Night and are organized in a way that works for families (e.g., each interpreter calls families and invites them and takes a group of families around at event)
- Phone calls
- 1:1 meeting with parent/guardian—can be at the school or home visits
- Meet groups of families at nearby housing community centers
- Meetings by language/culture/affinity groups
- Family Ambassadors to provide outreach to families
- Special family meeting/invitation for students who qualify for College Bound Scholarships (in some schools this is a group that is sometimes missed at all-school events)

What information do families of 8 th graders need?	Where/how can families receive this info?
<p>Which high school should my child go to?</p> <p>School choice—What are the choices and what will be the best fit for my child?</p> <p>What is the process and timeline for us to participate in the school choice process?</p>	<p>November/December/January (8th grade)</p> <ul style="list-style-type: none"> • Family event/activity: Student panel, counselors (representing the feeder assignment and option schools) come to the middle school and talk to students and families about high school. • Written information accessible on the website and sent home via email or text about the school choice process and the timeline for participating in choice selection.
<p>What can I do to get my child and myself set up well to monitor their progress now and in high school?</p> <p>What do I need to know about monitoring my child in school?</p> <ul style="list-style-type: none"> • Attendance • Course passing • How do I find out if my child has missing assignments? • What is the parent portal? • How do I register for the parent portal? 	<p>Throughout middle school, and with a formal check in at end of middle school</p> <ul style="list-style-type: none"> • See if family is using the PARENT PORTAL • Help ALL families understand the benefit of the parent portal, learn how to set up a parent portal account, learn how to use it, and practice using it <p>October</p> <ul style="list-style-type: none"> • Curriculum Night (8th grade and 9th grade) <p>November and March</p> <ul style="list-style-type: none"> • 1st and 3rd quarter student/family conferences
<p>How many credits are required in high school?</p> <p>How much buffer does my child have if they were to fail a course? What are other requirements that I should help my child track?</p>	<p>April/May/June (8th grade)</p> <ul style="list-style-type: none"> • High school information night at the middle school with high school counselors
<p>How do I help my child sign up for high school courses?</p>	<p>April</p> <ul style="list-style-type: none"> • Collaborate with feeder high schools to provide info about 9th grade course registration
<p>How can I know who all of my child’s teachers are?</p> <p>How can I contact them?</p>	<p>October</p> <ul style="list-style-type: none"> • Curriculum night (help families get in the habit of going to curriculum night for each year of middle school and each year of high school) • Home visits offered for all incoming students (link to teachers)
<p>If my child is struggling in school, what resources are available to help them?</p>	<p>October</p> <ul style="list-style-type: none"> • Curriculum night <p>November</p> <ul style="list-style-type: none"> • 1st and 3rd quarter student/family conferences

<p>How do I help guide my child toward college/career?</p> <ul style="list-style-type: none"> • When do I need to know about financial aid? • For students who qualify (maximum family income guidelines and other requirements), students must sign up for College Bound Scholarships by the end of 8th grade. 	<p>April/May/June HS Info Night (8th grade)</p> <ul style="list-style-type: none"> • Include with HS Info Night: Develop a checklist for families of things they can do to help guide their student to college/career -- by year. • Offer a special event for families of students who qualify for College Bound Scholarships.
<p>My child has special needs. Where do I find information to support my child in the transition to high school?</p>	<ul style="list-style-type: none"> • Work with your child's middle school case manager to connect with their assigned case manager in high school. • Attend orientation sessions and curriculum night.

What information do families of 9 th graders need?	Where/how can families receive this info?
<p>How many credits are required in high school?</p> <p>How much buffer does my child have if they were to fail a course?</p> <p>What are other requirements that I should help my child track?</p>	<p>April/May/June (8th grade)</p> <ul style="list-style-type: none"> • High school information night at the middle school with high school counselors <p>June and/or August/September</p> <ul style="list-style-type: none"> • Family orientation for families of new students at the high school
<p>How can I know who all of my child's teachers are?</p> <p>How can I contact them?</p>	<p>October</p> <ul style="list-style-type: none"> • Curriculum night (help families get in the habit of going to curriculum night each year of high school) • Home visits offered for all incoming students (link to teachers) • Small groups of families by language (with interpreter) or individual family visits to meet teachers
<p>What can I do to get my child and myself set up well to monitor their progress in high school?</p> <p>What do I need to know about monitoring my child in school?</p> <ul style="list-style-type: none"> • Attendance • Course passing • How do I find out if my child has missing assignments? • What is the parent portal? • How do I register for the parent portal? <p>How can I support my child to complete their homework?</p> <p>Who should I go to for help?</p> <p>How can I help my child if they are anxious?</p> <p>How can I verify that my child is taking the courses they need to graduate from high school and meet their college and career goals?</p> <p>How do I help my child sign up for high school courses?</p>	<p>Throughout the 9th grade year, and with a formal check in at end of the year</p> <ul style="list-style-type: none"> • See if family is using the parent portal • Help ALL families understand the benefit of the parent portal, learn how to set up a parent portal account, learn how to use it, and practice using it <p>June and/or August/September</p> <ul style="list-style-type: none"> • Family orientation for new students <p>October</p> <ul style="list-style-type: none"> • Curriculum night (8th grade and 9th grade) <p>November and March</p> <ul style="list-style-type: none"> • 1st and 3rd quarter student/family conferences
<p>How do I help guide my child prepare for college/career?</p> <ul style="list-style-type: none"> • When do I need to know about financial aid? • For students who qualify (maximum family income and other requirements), students must sign up for College Bound Scholarships by the end of 8th grade. 	<p>April/May/June HS Info Night (8th grade)</p> <ul style="list-style-type: none"> • Include with HS Info Night: Develop a checklist for families of things they can do each year to help guide their student to college/career • Offer a special event for families of students who qualify for College Bound Scholarships

If my student is struggling in their current high school, what are other options that might fit their unique needs, personality, and learning style?

Option High School Fair (February)

- **Refer to website**
- **Send home written information in the family's language**
- **Phone call to family**

School Family Partnerships
Family Survey

School: _____ Date: _____

Name of Parent or Family Member: _____

My Student's Name(s): _____ Grade: _____

Topics I am interested in (please check all of the topics you are interested in):

- How to register to use the parent portal to monitor my child's attendance, progress in courses, missing assignments
- Understanding high school requirements
- How to communicate with my child's teacher(s) and other school staff
- How to help my child with homework/learning at home
- How to help my child prepare for college, including information about financial aid
- Other topics: _____

What are the best ways for the school to provide you with this information?

- At large school events, such as New Family Orientation, Curriculum Night, 1st and 3rd quarter conferences
- At smaller group events (e.g., with my language group)
- Meeting at a community location (please suggest a location): _____
- Set up a meeting with me at the school
- Send information home with my child
- Other: _____

Best times for me to participate in meetings or activities in the school:

Please circle: M T W Th F Sat
 8 — 9 am 9 am — 12 noon 12 noon — 3 pm 3—5 pm 5—8 pm

Best ways to reach me and send me information:

Please circle one or more: By phone Face-to-face at school By "kid mail" By e-mail By US mail

In order to participate in meetings or school activities, I will need:

Interpretation, language: _____

Is there anything that may get in the way of your participating in school activities? Feel free to share:

My hopes and dreams for my child and/or for myself at school this year:

Thank You for Your Participation!

Exit Ticket--School Event/Activity Participant Feedback

Thank you for attending this event! We would appreciate your feedback so that we can improve the ways we provide information to families in the future and follow up on your requests. **Please complete and drop this sheet off in the box provided. Thank you!**

School name: _____ **Date:** _____

Event name: _____

- A. I am a:** Parent Student family member Teacher Counselor School Administrator
 Community partner School staff Student District Administrator
 Other _____

B. Check the activities you attended during this event:

- Presentation Interactive workshop Group activity Meal
 Student presentation Student performance Round table discussion Fair
 Other _____

Please check one:	Strongly Agree	Agree	Disagree	Strongly Disagree
1. I learned something that can help me support my student at this event.				
2. I feel better equipped to support my student now than I did before this event.				
3. I feel more comfortable talking with school staff than I did before.				
4. I was able to connect with other parents/families in a meaningful way at this event.				
5. This event was well organized.				
6. I am glad I came to this event.				

C. What was the most valuable information you learned at this event?

D. What did you enjoy most?

E. What improvements do you suggest?

Sample Middle School Calendar of Family Engagement Activities

	SEATTLE PUBLIC SCHOOLS important dates	AKI KUROSE MIDDLE SCHOOL	Major holidays to keep in mind when scheduling (Holidays are from Cultures Connecting Diversity Calendar 2018-19 https://www.culturesconnecting.com/resources)
AUG 2018		<ul style="list-style-type: none"> • Home visits to incoming 6th grade families Mon-Thurs 20-23 • 6th grade orientation WED 08/29/18 	Eid-ul-Adha (Feast of Sacrifice) http://www.religioustolerance.org/isl_feast.htm Islamic
SEPT 2018	Wed., Sept. 5, 2018 First day of school (regular school hours apply, no early release)	<ul style="list-style-type: none"> • Curriculum Night THURS 9/20/2018 • PTSA mtg rescheduled for 10/2/2018 	Hispanic Heritage Month 9* Alhijra / Muharram http://www.islamicity.com/articles/Articles.asp?ref=IC0303-1877 Islamic; 9-11* Rosh Hashanah (New Year) http://www.jewfaq.org/holiday2.htm Jewish; 11 Enkutatash (New Year) http://www.awazetours.com/Visit-Ethiopia/Ethiopian-Festivals/New_Year.html Ethiopian; 16 Mexican Independence Day http://www.presidiolabaha.org/mex_ind.htm Mexican 18-19* Yom Kippur (Day of Atonement) http://www.jewishvirtuallibrary.org/Source/Judaism/holiday4.html Jewish 20-21* Ashura http://www.religionfacts.com/islam/holidays/ashura.htm Islamic; 21-29* Mabon ; https://wicca.com/celtic/akasha/mabon.htm (Autumn equinox) Neo-Pagan; 23-24* Sukkot http://www.jewfaq.org/holiday5.htm Jewish; 24 Tet Trung Thu (Vietnam) Moon Festival (Hong Kong, China, Taiwan) Chuseok (Korea) https://en.wikipedia.org/wiki/Mid-Autumn_Festival Vietnam, Hong Kong, China, Taiwan, Korea 30-Oct 2* Shemini Atzeret http://www.jewfaq.org/holiday6.htm Jewish
OCT 2018	Fri., Oct. 12, 2018 State In-service Day (no school)	<ul style="list-style-type: none"> • Fall Math Night WED 10/17/18 • PTSA mtg 10/2/2018 6pm in library • PTSA mtg 10/27/2018 6pm in library 	Cultural Diversity Month / Coming Out Month / Filipino American History Month 1-2* Simchat Torah http://www.jewfaq.org/holiday6.htm Jewish; 8 Indigenous People's Day / Columbus Day http://www.homemadejam.org/rethinking-columbus.html ; http://en.wikipedia.org/wiki/Columbus_Day ? United States; 8 Día de la Raza http://www.presidencia.gob.mx/welcome/PAGES/culture/note_12oct.html Latin America, Mexican; 11 National Coming Out Day http://www.hrc.org/resources/national-coming-out-day LGBTQ and Allies; 19 Dashain http://en.wikipedia.org/wiki/Dasain Nepalese 31 Halloween http://www.history.com/topics/halloween ; Keep in mind that not all families view Halloween positively. USA 31-Nov 1 Samhain https://www.thoughtco.com/all-about-samhain-2562691 Neo-Pagan; 31-Nov 2 All Saint's Day http://www.churchyear.net/allsaints.html Anglican & Roman Catholic
NOV 2018	Mon., Nov. 12, 2018 Veterans Day (no school) Nov. 19 – 21, 2018 Elementary conference days (no school for elementary and K-8 students; varies by school) Nov. 22 – 23, 2018 Thanksgiving break	<ul style="list-style-type: none"> • PTSA 11/27/2018 6pm in library • Student-led conferences THURS 11/29/2018 (4:00-5:15 and 6:00-8:00 PM) 	Native American Heritage Month 1 All Saint's Day http://www.churchyear.net/allsaints.html Anglican & Roman Catholic; 7 Diwali http://hinduism.about.com/od/diwaliFestivaloflights/a/diwali.htm Hindu, Jain, Sikh, Buddhist; 8-9* Birth of the Báb http://bahai-invitation.com/feast/fhd08.html Bahá'í; 9-10* Birth of Bahá'u'lláh http://birth-of-baha-u-llah.123holiday.net/ Bahá'í 11 Veterans Day http://www.va.gov/opa/vetsday/vetdayhistory.asp USA; 20 Transgender Day of Remembrance http://en.wikipedia.org/wiki/Transgender_Day_of_Remembrance International; 22 Thanksgiving https://en.wikipedia.org/wiki/Thanksgiving_(United_States) ; Keep in mind that not all families view Thanksgiving positively. http://americanindiansource.com/mourningday.html European American 23 Birthday of Guru Nanak http://www.bbc.co.uk/religion/religions/sikhism/people/nanak.shtml Sikh
DEC 2018	Fri., Dec. 21, 2018 1-hour early dismissal (holiday break) Dec. 24, 2018 – Jan. 4, 2019 Winter break (no school)	<ul style="list-style-type: none"> • PTSA -no regular meeting • Performing Arts evening of music – 5:30 THURS 12/18/2019 	2-10* Hanukkah http://www.chabad.org/holidays/chanukah/default_cdo/jewish/Chanukah.htm Jewish 8 Feast of the Immaculate Conception https://en.wikipedia.org/wiki/Feast_of_the_Immaculate_Conception Catholic 12 Day of Our Lady of Guadalupe http://en.wikipedia.org/wiki/Our_Lady_of_Guadalupe Mexican Catholic 16-24 Las Posadas http://www.britannica.com/topic/Las-Posadas Mexican 16-24 Simbang Gabi (Christmas) http://en.wikipedia.org/wiki/Simbang_Gabi Filipino Catholic 21 Winter Solstice / Yule https://wicca.com/celtic/akasha/yule.htm Neo-Pagan 25 Christmas http://www.history.com/topics/christmas Christian 26-Jan 1 Kwanzaa http://www.history.com/topics/kwanzaa-history African American
JAN 2019	Mon., Jan. 21, 2019 Martin Luther King Jr. Day (no school) Wed., Jan. 30, 2019 Day between semesters (no school) *possible snow make-up day	<ul style="list-style-type: none"> • PTSA 01/22/2019 6pm library • Literacy Night – 5:30 WED 01/23/2019 • High school info night TUES 01/29/2019 • School Tour Tuesday, January 29, 2019, 9:05-10:10 am 	1 New Year's Day http://www.infoplease.com/spot/newyearhistory.html International 6 Día de los Reyes (Three Kings Day / Epiphany) http://www.inside-mexico.com/ReyesMagos.htm Mexican Christian 7 Christmas (Orthodox) http://www.timeanddate.com/holidays/russia/christmas-day Orthodox Christian 13 Bodhi Day (Rohatsu) http://en.wikipedia.org/wiki/Bodhi_Day Buddhist 13 Birthday of Guru Gobind Singh http://en.wikipedia.org/wiki/Guru_Gobind_Singh Sikh 21 Martin Luther King, Jr. Day https://en.wikipedia.org/wiki/Martin_Luther_King_Jr._Day USA 27 Holocaust Remembrance Day http://www.jewishvirtuallibrary.org/Source/Judaism/yomhashoah.html International

FEB 2019	OPEN ENROLLMENT Feb. 4-15, 2019 Feb. 18 – 22, 2019 Mid-winter break including Presidents Day (no school)	<ul style="list-style-type: none"> • Open house last year 2/6/19 • School Tour Thursday, February 7, 2019, 9:05-10:10] • PTSA 02/26/2019 6pm library • Principal's honor roll reception *rescheduled due to snow!* See March 	African American History Month 2 Imbolc(g) http://en.wikipedia.org/wiki/Imbolc Neo-Pagan 5 Lunar New Year (Year of the Pig) 14 Valentine's Day http://www.history.com/topics/valentines-day Be mindful that not all students celebrate Valentine's Day. International 18 President's Day Holiday http://usparcs.about.com/library/weekly/aa021499.htm USA 19 Day of Remembrance (Japanese Incarceration) https://en.wikipedia.org/wiki/Day_of_Remembrance_(Japanese_Americans) USA
MAR 2019		<ul style="list-style-type: none"> • Pi family math night THURS 03/14/2019 • Principal's honor roll reception *rescheduled due to snow!* TUES 03/19/2019 • PTSA 03/26/2019 6pm library 	Women's History Month Developmental Disabilities Awareness Month 6 Ash Wednesday http://christianity.about.com/od/holidaytips/qt/whatisashwednes.htm Christian 6- April 18 Lenten Season http://wilstar.com/holidays/lent.htm Many Filipino families return to the Philippines during this time. Christian 8 http://www.asianamericanbooks.com/lmy_ch_a.htm#general China, Taiwan, Viet, Nam, Singapore, Korea 8 International Women's Day https://www.internationalwomensday.com/AboutInternational 17 St. Patrick's Day http://www.history.com/topics/st-patricks-day Irish 20 Ostara http://www.witchvox.com/va/dt_va.html?a=usma&c=holidays&id=1991 Neo-Pagan 20-21 * Holi http://www.holifestival.org/holi-festival.html http://www.festivalofcolor.us/?q=Significance Hindu 20-21 * Naw Ruz https://en.wikipedia.org/wiki/Bah%C3%A1%27%C3%AD_Naw-R%C3%BAz Bahá'í 20-21 * Purim http://www.jewfaq.org/holiday9.htm Jewish 21 International Day for Elimination of Racial Discrimination https://en.wikipedia.org/wiki/International_Day_for_the_Elimination_of_Racial_Discrimination International 21 Persian New Year (Nowruz) https://en.wikipedia.org/wiki/Nowruz Iranian 31 César Chávez Day https://en.wikipedia.org/wiki/Cesar_Chavez_Day USA
APR 2019	April 8 -12, 2019 Spring break (no school)	<ul style="list-style-type: none"> • Scheduling fiesta-8th grade TBD WED 04/24/2018 • PTSA 04/23/2019 6pm library 	Holocaust Remembrance Month Autism Acceptance Month 2 Autism Acceptance Day https://autisticadvocacy.org/projects/community/autism-acceptance-month/ USA 6 National Tartan Day http://www.timeanddate.com/holidays/us/national-tartan-day Scottish American 8 Vesak http://www.buddhanet.net/vesak.htm Buddhist 14 Palm Sunday http://en.wikipedia.org/wiki/Palm_Sunday Christian / Orthodox 14-20 Holy Week http://www.crivoice.org/cyholyweek.html Christian 14 Vaisakhi http://www.sikhiwiki.org/index.php?title=Vaisakhi Sikh 14-16 Bun Pi Mai (New Year) http://goseasia.about.com/od/laos/a/bun_pi_mai.htm Begins on the first full moon of April. Laotian 19 National Day of Silence http://www.dayofsilence.org/ LGBTQ and Allies 19 Good Friday http://en.wikipedia.org/wiki/Good_Friday Christian / Orthodox 19-27 * Pesach / Passover http://www.jewfaq.org/holidaya.htm Jewish 20-May 2 * First Day of Ridván http://bahai-library.com/walbridge_encyclopedia_ridvan Bahá'í 21 Easter Sunday http://www.religionfacts.com/christianity/holidays/easter.htm Christian 28 Orthodox Easter / Pascha http://www.factmonster.com/spot/easter1.html Eastern Orthodox 28-29 * Ninth Day of Ridván http://bahai-library.com/walbridge_encyclopedia_ridvan Bahá'í 30 Día de los Niños http://dia.ala.org/content/about-d%C3%ADa_Mexican
MAY 2019	Mon., May 27, 2019 Memorial Day (no school)	<ul style="list-style-type: none"> • Student-led conferences THURS 05/02/2019 (4:00-5:00 and 6:00-8:00 PM) • PTSA 05/28/2019 6pm library • Muslim & African families night THURS 5/2/19 during SLC 5-6:00 dinner break** (Ramadan begins 5/5/19) • Voices of Aki Literacy/poetry night 6/6/19 THURSDAY at 3rd place/Raconnteur • New families Aloha 6/11/19 TUESDAY • PEACE Coalition Key leader event 6/12 WEDNESDAY • Music concert 6/13 THURSDAY 	Asian American and South Pacific Islander Heritage Month 1* Beltane http://en.wikipedia.org/wiki/Beltane Neo-Pagan 1 May Day (International Worker's Day) http://www.iww.org/projects/mayday/origins.shtml International 2* Twelfth Day of Ridván http://bahai-library.com/walbridge_encyclopedia_ridvan Bahá'í 5 Cinco de Mayo http://www.mexonline.com/cinco.htm USA / Mexican 5-Jun 4 Ramadan https://en.wikipedia.org/wiki/Ramadan Islamic 9 Pentecost http://www.bbc.co.uk/religion/religions/christianity/holidays/pentecost.shtml Christian 12 Mother's Day http://www.bajainsider.com/baja-life/holidays/mothersdaymexico.html Mother's Day (always May 10th in Mexico) is very important for Mexican Families. Mexican 23-24* Declaration of the Báb http://www.bbc.co.uk/religion/religions/bahai/holidays/declarationbab.shtml Bahá'í 27 Memorial Day Holiday http://www.history.com/topics/holidays/memorial-day-history USA 28-29* Ascension of Bahá'u'lláh http://www.readthespirit.com/religious-holidaysfestivals/tag/bahauallah/ Bahá'í
JUNE 2019	Thurs., June 27, 2019 Last day of school (1-hour early dismissal) (rescheduled due to snow days)		LGBTQ Pride Month 8-10* Shavuot http://www.holidays.net/shavuot/ Jewish 12 Loving Day https://en.wikipedia.org/wiki/Loving_Day USA 12 Philippine Independence Day http://www.msc.edu.ph/centennial/independence.html Filipino 3-4 Eid-al-Fitr (End of Ramadan) http://islam.about.com/od/ramadan/ff/eid_fitr.htm Islamic 19 Juneteenth http://www.pbs.org/wnet/african-americans-many-rivers-to-cross/history/what-is-juneteenth/ African American 21 Summer Solstice / Litha http://paganwiccan.about.com/od/lithathesummersolstice/a/AllAboutLitha.htm Neo-Pagan 23-24 Pride http://seattlepride.org/ LGBTQ and Allies

III. Developing your One-year Family Engagement Action Plan (see MS and HS Family Engagement Action Plan Templates on pages 17-19)

a. Setting up a Family Engagement Team (see Family Engagement Team Members Template on page 15, and Family Engagement Team Meeting Schedule Template on page 16)

- Why is it important to include family members and what are ways that they can be included?
- Recruit members for your team
- Form a sub-group that focuses on activities around HS transition
- Review last year's school data related to 9th grade attendance, course passing, and parent login to the parent portal (identifying families who need more specific outreach)
- What goals do you have for this year?
- How do you plan to impact student outcomes?
- Establish a School Calendar of Family Engagement Activities related to high school for this year
- How can you work with your feeder high schools or middle school to plan activities that will help make a smooth connection for students and families?
- How will you help families register and understand how to use the parent portal? (see PowerPoint on the website)
- See resources in the appendix which describe family activities that you can plan for sophomore, junior and senior years to help families support their students' preparation for the time after high school

b. Suggested calendar for schools for planning family engagement in the transition to high school

	Potential Communications/Events (There are many ideas here to choose among -- probably not be possible to do them all. And providing information to families outside of events is not necessarily tied to certain dates on the calendar.)	
	Grade 9 Schools	Grade 8 Schools
August	<ul style="list-style-type: none"> Rising 9th grade family orientation (prior to school opening) 	
September	<ul style="list-style-type: none"> Curriculum night with special attention to 9th grade family communications 	<ul style="list-style-type: none"> Curriculum night Parent portal/Schoology registration and training (<i>this training can continue throughout the year</i>)
October	<ul style="list-style-type: none"> Parent portal/Schoology registration and training (<i>this training can continue throughout the year</i>) 	
November	<ul style="list-style-type: none"> Conferences/communications about 1st Q report cards 	<ul style="list-style-type: none"> “Planning ahead for HS” night
December		
January		<ul style="list-style-type: none"> High School Information Night (<i>prior to Open Enrollment with Alumni 8th grade student and/or family panel to discuss transition to HS</i>)
February	<ul style="list-style-type: none"> Conferences/communications about 2nd Q report cards 	<ul style="list-style-type: none"> Use student-family homework assignments to communicate about transition to HS (<i>can be done almost anytime during year</i>) Conferences/communications about 2nd Q report cards
March		
April	<ul style="list-style-type: none"> Collaborate with feeder schools to provide information about 9th grade course choice requests 	<ul style="list-style-type: none"> Collaborate with feeder high schools to provide information about 9th grade course choice requests
May	<ul style="list-style-type: none"> Begin plan for next year’s family engagement calendar Welcome events for rising 9th grade families 	<ul style="list-style-type: none"> Begin plan for next year’s family engagement calendar
June		<ul style="list-style-type: none"> Include information on transition to HS in 8th grade promotion events

c. Review Family Attendance data from similar events/activities last year

Look at last year's data (sign in sheets) to see who you are missing at family events. Very often the families who traditionally do not participate in school wide activities have students who struggle more with attendance and passing courses. Look for correlations in the data to inform the need for new or revised family outreach strategies in the coming year.

Family Engagement Team Meeting Schedule: _____
 (e.g., 3rd Thursday of the month)

Family Engagement Team Meetings	Date	Time	Location	Notes
September				
October				
November				
December				
January				
February				
March				
April				
May				
June				
Dates of Parent Teacher Conferences:				

Family Engagement Action Plan – Middle School Example

School Name: _____ **[Middle School]** _____ Your Name: _____ Team: _____

Directions: Your school team should use this template to develop 2-3 **family engagement priority strategies** for your school to implement during the coming year. This planning tool will help you document your commitments and outline how your team will tackle them. *These strategies should align with and build on your school improvement plan and district priorities related to family engagement.* See example:

Priority Strategy <i>What is your school team going to do to achieve measurable improvement? Use action verbs and concise statements.</i>	Key Activities <i>Break it down – what are the main activities you will need to pursue to successfully implement your priority strategy?</i>	Evidence of Success <i>How will you know you are making progress? What types of evidence will you collect (e.g. observations, surveys, protocols, etc.)</i>	Lead Staff/Team <i>Who is the point person for this strategy? Who is on the team?</i>	Timeline/Key Dates <i>What do you want to accomplish, and by when? Include both short- and longer-term milestones.</i>
<p><i>Support successful transitions of new students and families rising into high school (as measured by attendance of at least 90% and preferably 95%, and passing all 9th grade courses in following school year).</i></p>	<ol style="list-style-type: none"> 1. <i>Include trainings on registering for and using the parent portal at all family events/activities</i> 2. <i>Curriculum night (Oct)</i> 3. <i>Student conferences and communications about 1st and 3rd quarter report cards (Nov and April)</i> 4. <i>“Planning Ahead for High School” family information event (Nov)</i> 5. <i>Use student-family homework assignments to communicate about transition to high school</i> 6. <i>HS Information Night with alumni 8th grade student and/or family panel to discuss transition to HS (Jan/Feb)</i> 7. <i>Collaborate with feeder high schools to provide info about 9th grade course requests (Apr)</i> 8. <i>Include info on transition to HS in 8th grade promotion events (June)</i> 	<ul style="list-style-type: none"> - <i>Beginning and end of the year family (parent/guardian) surveys, tracking needs and whether families are getting sufficient communication to support their child</i> - <i>Parent portal login data indicate at least 80% of all of the families in each ethnic group have logged in at least once</i> - <i>90-100% of families participate in student conferences in Nov. and April</i> - <i>Student attendance is greater than 90% for all ethnic groups</i> - <i>90+% of students pass all 9th grade courses in following school year</i> - <i>Family surveys report good and sufficient communication to be able to support their students</i> 	<p><i>Assistant principal is lead. Planning team to include parents, teachers and students.</i></p> <p><i>(AP)</i> <i>(8th grade teacher)</i> <i>(8th grade academic intervention specialist)</i> <i>(8th grade counselor)</i> <i>(2 8th grade parents)</i> <i>(2 students)</i></p>	<p><i>Identify planning team and point person by June</i></p> <p><i>Set up calendar and key activity dates by mid-August and distribute dates to families</i></p> <p><i>Set up planning meeting schedule (e.g., once every 2 weeks and as needed)</i></p> <p><i>Coordinate with feeder high schools throughout the year for transition events</i></p>
<p>Target Population: What specific student population is this priority targeted to support? How will the strategy be designed to meet that group’s needs? <i>All 8th grade students. We will provide more intense outreach to families of students who are at greater risk of chronic absence and course failure through phone calls in home language, translated text messages and emails, translated fliers, etc.</i></p>				
<p>Resources: What resources – capacities, connections, people, materials, funding, professional development – will help you implement this priority? <i>Attendance, course passing, and parent portal login data. Funding for food, interpreters, and translated materials for family events/activities.</i></p>				

Family Engagement Action Plan – High School Example

School Name: _____ **[High School]** Your Name: _____ Team: _____

Directions: Your school team should use this template to develop 2-3 **family engagement priority strategies** for your school to implement during the coming year. This planning tool will help you document your commitments and outline how your team will tackle them. *These strategies should align with and build on your school improvement plan and district priorities related to family engagement.* See example:

Priority Strategy	Key Activities	Evidence of Success	Lead Staff/Team	Timeline/Key Dates
<i>What is your school team going to do to achieve measurable improvement? Use action verbs and concise statements.</i>	<i>Break it down – what are the main activities you will need to pursue to successfully implement your priority strategy?</i>	<i>How will you know you are making progress? What types of evidence will you collect (e.g. observations, surveys, protocols, etc.)</i>	<i>Who is the point person for this strategy? Who is on the team?</i>	<i>What do you want to accomplish, by when? Include both short and longer-term milestones.</i>
Support successful transitions of new students and families into high school (as measured by attendance of at least 90% and preferably 95%, and passing all 9 th grade courses).	<ol style="list-style-type: none"> 1. Include trainings on the parent portal at all family events/activities 2. Disseminate key messages about how to support 9th grade success to families in multiple ways, beginning with August mailing (website, school app, handouts at meetings, etc.) 3. Incoming 9th grade family orientation (August or Sept) 4. Curriculum night including special attention to 9th grade family communications (Oct) 5. Conferences and communications about 1st quarter report cards (Nov) 6. Collaborate with feeder schools to provide info about 9th grade course registration (Apr) 7. Welcome event for incoming 9th graders (June) 	<ul style="list-style-type: none"> - Beginning and end of the year family (parent/guardian) surveys, tracking needs and whether families are getting sufficient communication to support their child - Parent portal login data indicate at least 80% of all of the families in each ethnic group have logged in at least once - 90-100% of families participate in student conferences in November - Student attendance is greater than 90% for all ethnic groups - 90+% of students pass all 9th grade courses - Family surveys report good and sufficient communication to be able to support their students 	Assistant principal is lead. Planning team to include parents, teachers and students. (AP) (9 th grade teacher) (9 th grade academic intervention specialist) (9 th grade counselor) (2 9 th grade parents) (2 students)	Identify planning team and point person by June. Set up calendar and key activity dates by mid-August and distribute dates to families. Set up planning meeting schedule (e.g., once every 2 weeks and as needed.) Coordinate with feeder middle schools throughout the year for transition events.
Target Population: What specific student population is this priority targeted to support? How will the strategy be designed to meet that group’s needs? All incoming 9 th graders. We will provide more intense outreach to families of students who are at greater risk of chronic absence and course failure through phone calls in home language, translated text messages and emails, translated fliers, etc.				
Resources: What resources – capacities, connections, people, materials, funding, professional development – will help you implement this priority? Attendance, course passing, and parent portal login data. Funding for food, interpreters, and translated materials for family events/activities.				

Family Engagement Action Plan Fillable Form

School Name: _____ **Your Name:** _____ **Team:** _____

Directions: Your school team should use this template to develop 2-3 **family engagement priority strategies** for your school to implement during the coming year. This planning tool will help you document your commitments and outline how your team will tackle them. *These strategies should align with and build on your school improvement plan and district priorities related to family engagement.*

Priority Strategy <i>What is your school team going to do to achieve measurable improvement? Use action verbs and concise statements.</i>	Key Activities <i>Break it down – what are the main activities you will need to pursue to successfully implement your priority strategy?</i>	Evidence of Success <i>How will you know you are making progress? What types of evidence will you collect (e.g. observations, surveys, protocols, etc.)</i>	Lead Staff/Team <i>Who is the point person for this strategy? Who is on the team?</i>	Timeline/Key Dates <i>What do you want to accomplish, by when? Include both short and longer-term milestones.</i>
Target Population: <i>What specific student population is this priority targeted to support? How will the strategy be designed to meet that group’s needs?</i>				
Resources: <i>What resources – capacities, connections, people, materials, funding, professional development – will help you implement this priority?</i>				

IV. Implementing your Family Engagement Plan

- Plan for an upcoming activity **(see family activity planning template on pages 21-22)**
 - Who are the main point people who are organizing this activity? Who is on the team?
 - What are your goals for this activity? How will this impact student outcomes?
 - What is your “target” group of families? If all families are invited, find a way to keep track of the families that you are hoping to “target.”
 - What is the information you want to convey or make accessible to families? **(see sample PPT presentations for MS and HS on website)**
 - What elements of this activity will/could draw families? —what speakers will be most effective?
 - What are multiple ways that you will make this information accessible?
 - Will it be helpful to use the “9th Grade Family Toolkit” (see website)
 - Distribute copies of this document to the bilingual IAs at your school event to give to families
 - What are your outreach strategies to reach EVERY family?
 - How will you advertise the activity? (Why would a family want to come to this event/activity?)
 - Flyers, translated
 - Robo calls and emails
 - Student affinity groups
 - Calls to individual families
 - School website **(see School Website Analysis Questions on website)**
 - Send home postcards, with translations, for most important activities to families you hope will attend the event
 - Suggestions on how to make your family activity interactive
 - Table discussion questions during dinner
 - Be sure to include sign in sheets and feedback forms **(see sample form on page 28)**
 - Make sure someone greets families and that families sign in right at the entry
 - Set up an exit ticket box and have someone there to thank people for coming

Family Activity Planning Template

School name(s):

Planned activity:

Date of activity:

1. How and with whom are you planning this activity?

2. What outreach are you conducting?

Possibilities include:

Event listing on website and school calendar

Promotional fliers posted around school

Morning announcements

Robocall announcement to families' home (translated into home language?)

Save the date announcement and event article in parent newsletter

Event advertised on school parent Facebook Page

Mailing home with flier (with translations?)

Targeted outreach to students' families (personal phone call, etc.)

Family outreach email (translated into home language?)

Using community partner organizations to contact families

Other: _____

Are you planning to have outreach messaging translated for families who speak other languages?

3. How does the goal of the activity address student outcomes? How will it equip families to better support their students?

4. How did the plans for this activity build on learning from the past? What changes/adaptations are you making based on prior learning?

5. How are you planning to listen to parent voice during this activity? Are you planning a short survey/exit ticket for parents to give feedback?

6. Have you planned for family needs during the activity?

Translation/interpretation

Child care

Dinner

Transportation

Other: _____

7. How will you arrange to share information with families who could not attend the event?

V. Organizing monthly (or as needed) Family Engagement Team meetings

- FE template, a structure for monthly meetings
 - Set up
- Reports from organizers of upcoming activities and support needed
- Reflect on completed events/activities--Do a "Cycle of Inquiry" for activities that have been completed (see handout), including:
 - Who came to your event? (Look at your sign in sheets)
 - How did families feel about the event? (Look at and compile your feedback forms)
 - Did you meet your goals?
 - How will you make sure that families who did not come to the event receive the same information?
 - Will you repeat this activity? What will you keep and what will you change?
- Revisit your family engagement goals for the year—are you on target?
- Decide on a place to keep your planning forms, flyers, COIs, etc. in order to build on what you have learned about events from this year

See sample monthly meeting template on next page

Family Engagement Team Meeting Agenda

Date: _____

Before the meeting:

- Give team members (staff, family members, community members, district family partnerships office, others) a list of the scheduled FE team meetings for the year.
- Send meeting reminders and the agenda to team members both a week before and the day before the meetings.
- Bring blank Cycle of Inquiry forms and copies of the Family Engagement Action Plan to each meeting for each person.
- Establish ground rules for communicating at your first meeting and review at subsequent meetings.

Facilitator:	
Notetaker:	
Time Keeper:	
Topics/Agenda	Notes
1. Debrief previous family engagement team meetings and/or recent family engagement events/activities. Use the Cycle of Inquiry form (on page 25) to reflect on the past event/activity.	
2. Review the One Year Family Engagement Action Plan to prepare for upcoming event/practice. Next family engagement event/activities(s):	
3. PTA/PTO and other updates	
4. New family engagement needs:	
5. Decide who will report to other groups. Name: _____ Group: _____	
6. Other	
Next meeting date: _____	Time: _____ Place: _____

Cycle of Inquiry Form



Name of school:

Date of event/Activity:

Name of event/activity:

Person completing form:

Date form completed:

- 1. Who was involved in planning this activity?**
- 2. What did you plan? What was the goal? How did the goal of the activity address student outcomes? Did you meet your goal(s)? How did the plans for this activity build on learning from the past? What changes/adaptations did you make based on prior learning?**
- 3. What did you observe during the activity? (Who participated and who did not? What did participants experience? What was their feedback? What evidence did you see of how the activity could help to influence student outcomes?)**
- 4. What did you learn? (How does what you observed about the activity lead to conclusions about what is needed to improve family engagement efforts in ways that will lead to improved student outcomes?)**
- 5. How will your conclusions from this experience influence your planning for future family engagement activities (not necessarily the same activity next year)?**

VI. End of year reflection/evaluation of family engagement activities (See template on pages 27-28)

- Were outcomes met?
- What family engagement activities will you do again next year? What will you change?
- Who will be on your Family Engagement Planning Team next year?
- Who will be responsible for planning which activities?

This document is intended to be a snapshot of your School Family Partnerships (Family Engagement Team) strategies and not a detailed comprehensive document of all of your activities. The goal is to help you reflect and strengthen your Family Engagement Plan for the next year and to share promising practices among schools.

1. From the following list, please check the groups represented on your family engagement planning team: **families** **teachers**
 students **administrators** **community members** **SFP Coordinator** **support staff** **other** (if you checked “other,” please explain: _____)

2. How often did your family engagement team meet? # of meetings:
We met (please check) **every month** **every other month** **other** (if you checked “other,” please explain: _____)

3. Overall, how does your team rate the quality of the school’s program of school and family partnerships?
(Please check one of the boxes below.)

- JUST STARTING: In the beginning stages of development.
- FAIR/AVERAGE: Some outreach strategies exist, but needs improvement and expansion.
- GOOD: Some strategies exist with a focus on school improvement and student learning goals, covers some of the six types of partnerships (see list to right)
- VERY GOOD: Well developed, focused on school improvement and student learning goals, covers all six types of partnerships, and addresses the needs of **MOST** families at **MOST** grade levels. There is creative and enthusiastic participation in family partnership activities school-wide.
- EXCELLENT: Well developed and well implemented, focused on school improvement and student learning goals, covers all six types of partnerships, and addresses the needs of **ALL** families and **ALL** grade levels.

(this scale was adapted from School, Family, and Community Partnerships, by Joyce Epstein and Assoc.)

Six Types of School/Family Partnerships:

- Family Support
- Welcoming Environment
- 2-way School-Home-School communication
- Student Learning
- Decision Making and Advocacy
- Community Collaboration

4. How can the School Family Partnerships Office more effectively support the family engagement efforts at your school?

Type your response here

5. What are some of your strategies to ensure that your school welcomes and engages ALL families?

Type your response here

6. What are some of the indicators that show that your school's family engagement strategies have been successful?

Type your response here

7. What strategies will you use to ensure that the voices of your school's diverse families (*including special ed, ELL, advanced learning, free and reduced lunch, families of African American males, etc.*) are represented on your family engagement planning team in the next school year?

Type your response here

8. What family engagement practices do you want to change or add for next year? (*i.e., How will you link family and community engagement activities to specific learning goals for students [e.g., improving reading, math, attendance, 9th grade course passing, etc.]? What families do you want to reach out to? What new strategies do you want to try? Are there any strategies you want to eliminate?)*

Type your response here



School Event Participant Feedback

School name: _____

Date: _____

Event name: _____

I am: Parent Student family member Teacher Counselor School Administrator
 Community partner School staff Student District Administrator
 Other _____

Check the activities you attended during this event: Presentation Interactive workshop Group activity
 Meal Student presentation Student performance Round table discussion Fair
 Other _____

Please check one:	Strongly Agree	Agree	Disagree	Strongly Disagree
1. I learned something that can help me support my student at this event.				
2. I feel better equipped to support my student now than I did before this event.				
3. I feel more comfortable talking with school staff than I did before.				
4. I was able to connect with other parents/families in a meaningful way at this event.				
5. This event was well organized.				
6. I am glad I came to this event				

What was the most valuable information you learned at this event?

What did you enjoy most?

What improvements do you suggest?

Thank you very much for your feedback!