

Conduct a Systematic Family Engagement Review

If family engagement has been conducted in an ad-hoc fashion, as it is in many schools, the following systematic process is a good start for considering past efforts in family engagement and identifying where changes may be helpful.

The goal of this initiative is to map out the current status of family engagement efforts, including the processes that occur, personnel involved, specific activities, and the goals and results of those activities.

STEPS:

1. Principal designates a team of at least 3 staff members (including an administrator, teacher, and other staff member; if possible it would be extremely valuable to include family members and students as well) to do the following during a 2-3 hour meeting (preferably during school day with coverage for teacher's classes):

Review any goals and plans for family engagement included in the school improvement plan. Discuss how goals and plans are linked to student outcomes. Discuss how goals and plans can be made more specific and actionable for implementing during the school year.

Obtain (or if not yet in existence, **create**) a list (organized by month) of regular family engagement activities conducted by the school over the past year. [Group needs to find out where all this information may reside.]

Identify who has been involved in planning and executing these activities (as well as which voices have not been heard). Describe how planning has occurred.

List types and modes of communication (regular and ad-hoc) between school and families, as well as processes and personnel involved.

Identify school policies around teacher communication with families (including frequency of updating parent portal, etc.)

2. Team meets, works to accomplish the goals listed above, and produces a short report to present to principal.
3. Team meets to discuss report with principal and identify next steps that the report and process in which they have engaged may indicate for the school's family engagement efforts going forward.

Developed by researchers at the Center for School, Family, and Community Partnerships, Johns Hopkins University, April 2021.