***![C:\Users\landsra\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\1SE19L7X\MC900053326[1].wmf]()Planning for High-Impact Family Engagement***

**A Road Map through the School Year**

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| **Dates** | **Planning Steps** | **Ideas for Engaging Families** |
| May to Augusthttps://encrypted-tbn2.gstatic.com/images?q=tbn:ANd9GcR2SgTL1Pl7Ma2Hsm9iyfgvYfmfRn1VO9GlRQY28qJHgH0oXPoV | Decide what type of [parent-teacher team](http://fscp.dpi.wi.gov/fscp_action-team) will most benefit your school. Publicize parent leadership opportunities; invite and designate [parent and teacher members](http://fscp.dpi.wi.gov/files/fscp/pdf/tk-mem-cklst.pdf) to represent the school community.[Inventory](http://fscp.dpi.wi.gov/files/fscp/pdf/fchklst.pdf) your school’s or district’s present family engagement practices. Offer [teacher inservice and parent leadership training](http://titleone.dpi.wi.gov/files/fscp/ppt/Family%20Engagement%20Fall%202013%20Slideshow.ppsx) on family engagement to guide planning, connect families to children’s learning, and explore interest/need areas.Plan specific outreach to, and [involvement](http://www.pacer.org/mpc/pdf/CulturallyResponsivePI.pdf) of, under-represented families considering barriers of [language](http://www.colorincolorado.org/pdfs/guides/Engaging-ELL-Families.pdf), transportation, work schedules, and childcare. Explore streamlining [school programs and funding](http://sped.dpi.wi.gov/files/wisegrants/pdf/family-engagement.pdf) to support and sustain family engagement as a school improvement strategy.   | Link team to school improvement goals and [data decisions](http://www.hfrp.org/publications-resources/browse-our-publications/tips-for-administrators-teachers-and-families-how-to-share-data-effectively) to identify areas in which engaged families can boost student achievement.Survey families to gauge what they need more information on or help with: * understanding [what children are learning](http://standards.dpi.wi.gov/families/families)
* knowing how to help their child at home
* understanding the school system and [school and district report cards](http://reportcards.dpi.wi.gov/)
* feeling welcome at school
* planning for between-school transitions or graduation from [high school](http://www.nassp.org/Portals/0/Content/56190.pdf) and beyond
* child development and behavior

Communicate survey results to families. Invite families to a start-of-the-year gathering that welcomes their help at school and home and offers concrete learning strategies/resources that families can do and use. |
| September to Octoberhttps://encrypted-tbn3.gstatic.com/images?q=tbn:ANd9GcSFTX-RLCyfKwqikq735YPTyAvVY5dd1dmMMKRsbwB-ECQfPwz5iw | Begin monthly family engagement team meetings. Link your school’s family engagement [plans and activities](http://fscp.dpi.wi.gov/fscp_act-tm-q10) to specific goals for student success. Identify a [budget and needed resources](http://www.csos.jhu.edu/p2000/budget.htm) to implement your plan.Consistent message to [staff](http://fscp.dpi.wi.gov/files/fscp/pdf/tk-fam-frnd-assmt.pdf) and families the [importance and benefits](http://fscp.dpi.wi.gov/files/fscp/pdf/fam-invmt-rsch.pdf) of your school’s focus on family engagement. Invite [community organizations](http://www.cesdp.nmhu.edu/toolkit/collaborating-with-the-community/effective-practices.asp) to support/connect with school goals and events for families. | * [Plan](http://titleone.dpi.wi.gov/files/fscp/ppt/Grade-level%20Meetings%20-%20Handouts.pdf) to conduct [grade-level parent meetings](http://titleone.dpi.wi.gov/files/fscp/ppt/Family%20Engagement%20January%202014%20Slideshow.ppsx) for parents to visit classrooms and learn at-home skill‑building ideas from teachers
* Inform parents how and when to communicate with teachers and other staff
* Offer opportunities for families to give ideas and feedback using traditional and [digital media](http://www.hfrp.org/publications-resources/browse-our-publications/connected-educators-connected-families).
* Provide online summaries or videotape meetings for parents who cannot attend
* Invite many times and in many ways families to visit and volunteer at school
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| Novemberhttps://encrypted-tbn0.gstatic.com/images?q=tbn:ANd9GcRUfJpYiinIs5bIlme4wXY0zk8_aO3Xnq_y0zj8IiqBYlNi9gwU | Enact plans to meet with all families at [parent-teacher conferences](http://titleone.dpi.wi.gov/files/fscp/ppt/Family%20Engagement%20Winter%202013%20Slideshow.ppsx) and to enlist parent support for student learning and for the school.How will [underrepresented families](http://www.sedl.org/connections/resources/rb/rb5-diverse.pdf) be [welcomed](http://fscp.dpi.wi.gov/fscp_act-tm-q4)?Frequently communicate the family engagement team’s goals and activities, and recruit parent volunteers. Plan family engagement events that will continue to keep families informed about student learning and progress.  | * Conduct [structured conversations](http://www.pta.org/files/Common%20Core%20State%20Standards%20Resources/2013%20Guide%20Bundle_082213.pdf) between parents and teachers focused on child’s learning
* Have parents, teachers and students complete a school-home learning plan that specifies when and what skill-strengthening activities will occur
* Agree on when [follow-up](http://titleone.dpi.wi.gov/files/fscp/pdf/Family%20Engagement%20Winter%202013%20handouts.pdf) to conferences with families will take place to track student progress
* Examine how [district policy](http://fscp.dpi.wi.gov/fscp_act-tm-q8) invites family engagement
* Consider conducting a [school walk-through](http://education.ohio.gov/getattachment/Topics/Other-Resources/Family-and-Community-Engagement/Related-Resources-and-Links-FFPS/Welcoming-Atmosphere-Walk-Through-Toolkit.pdf.aspx)
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| December toFebruaryC:\Users\landsra\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\U8A8C1C3\MC900058885[1].wmf | Continue monthly family engagement team meetings to coordinate and evaluate activities. Identify and invite parent leaders from [all segments of the school community](http://www.colorincolorado.org/pdfs/guides/Engaging-ELL-Families.pdf) to help shape outreach to and involvement of families in family engagement efforts.Do a [mid-year goals check](http://www.ptotoday.com/pto-today-articles/article/1300-midyear-checkin-assess-reexamine-and-plan-ahead): what worked well? What families need to be reached? What can we change?Ensure that liaisons or agenda items are in place that will allow your team to regularly communicate to and get feedback from other staff and parent groups. | * Continue to survey and get feedback from parents on the value of family events and outreach efforts
* Publicize “seven times or in seven ways” school events for families
* For each event, clearly state how parents’ participation will benefit their [child’s learning](http://www.pta.org/content.cfm?ItemNumber=2796)
* “Grow” your corps of engaged families by consistently [inviting new families](http://fscp.dpi.wi.gov/files/fscp/pdf/tk10schools-can-do.pdf) to contribute
* [Communicate](http://www.cesdp.nmhu.edu/toolkit/improving-communication/effective-practices.asp) your efforts to parent, staff, and community groups
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| March to Mayhttp://rochestownetns.ie/wp-content/uploads/2013/09/road_open_sign.jpg | Decide how family engagement activities will help families learn about/access [summer learning](http://pld.dpi.wi.gov/pld_slp) opportunities.Conduct an End-of-the-Year Celebration to thank and recognize families for their participation in engagement efforts and children’s learning.Use student achievement data, survey results, and parent feedback to [evaluate](http://fscp.dpi.wi.gov/fscp_act-tm-q11) your team’s efforts. [Recruit](http://fscp.dpi.wi.gov/files/fscp/pdf/tk-10ways-nwsltr.pdf) replacement members for the family engagement team.  | * Re-visit start-of-year goals. Decide which should continue or be changed to involve more families or link them in more concrete ways to results-oriented learning
* Keep records of plans, publicity, and contacts for future events
* Connect K-12 teachers with [public librarians](http://pld.dpi.wi.gov/pld_ys-sn) and [childcare providers](http://education.vermont.gov/documents/off_to_kindergarten.pdf) to share learning strategies and challenges they can help families address over the summer
* Promote [after-school programs](http://www.uknow.gse.harvard.edu/learning/LD314-608.html) by showing families how they enrich school-day learning
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