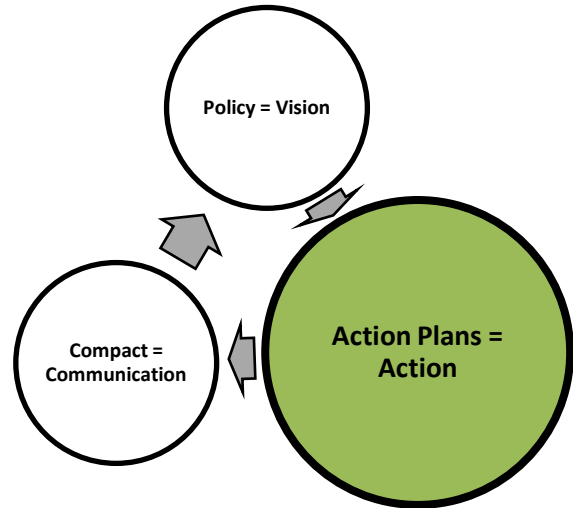


The Family Engagement Action Plan, Parent Involvement Policy and Parent Involvement Compact work together to provide schools with a framework for effective family engagement and align with the School Improvement Plan. To further align with MTSS, these documents encompass the National PTA Standards for Family-School Partnerships.



Defining the Planning Process

Parent Involvement Policy

The Parent Involvement Policy makes a statement about the value of home, school and community partnerships. It also specifies how the school will fulfill its obligations to parents. These obligations serve as the vision for engaging families to support student success.

Parent Involvement Compact

The Parent Involvement Compact is a written agreement between teachers, students and parents. It is a commitment to share responsibility for student learning. If implemented effectively, it will assure that there will be support for the academic success of every student by enhancing effective relationships between home, school and the community.

Family Engagement Action Plan

The Family Engagement Action Plan is a working document that provides a formal structure for a school’s family engagement initiatives. School data should be used to guide the specific goals of the Family Engagement Action Plan. The Academic, Behavioral, Relationship Building and Professional Development goals should work to engage families and the community in achieving success for all students.

Steps to Develop the Family Engagement Action Plan

USD 259 requires all schools to review the Family Engagement Action Plan annually using this process.

Step	Action	Process	*Resources
1	Review	<p>Begin by assessing the current Family Engagement Action Plan goals and strategies.</p> <p>Review the School Improvement Plan, Parent Involvement Policy and Parent Involvement Compact.</p> <p>Identify school-related needs based on academic, behavior and climate survey data.</p>	<p>Assessing Current Family Engagement Strategies for Impact (pg. 5 & 6)</p>
2	Include	<p>Include school staff and families in the process of reviewing and/or developing Action Plan goals, strategies and measurements.</p>	
3	Update/ Create	<p>Use the Roadmap to Action and Guiding Questions for the Family Engagement Action Plan as guides to review and create goals, strategies and measurements.</p>	<p>Roadmap to Action (pg. 7)</p> <p>Guiding Questions for the Family Engagement Action Plan (pg. 3)</p> <p>Family Engagement Action Plan Form</p> <p>National PTA Standards for Family School Partnerships Flyer</p> <p>Family Engagement Professional Development Resources</p> <p>Family Engagement Action Plan Measuring Tools</p> <p>Sample Family Engagement Action Plans</p>
4	Submit	<p>Submit an electronic copy of the final Family Engagement Action Plan to the Family Engagement office (located at the JFISC) each year.</p>	<p>Parent Involvement Compact, Parent Involvement Policy and Family Engagement Action Plan Verification Checklist</p>
5	Share	<p>Determine when and how the Family Engagement Action plan will be presented to school staff and families.</p>	

*Resources are available electronically on the USD 259 Family Engagement portal under Family Engagement Planning Process – Moving from Policy to Practice.



Guiding Questions for the Family Engagement Action Plan

All Family Engagement Action Plan goals and strategies should be data driven and family focused. Use the *Roadmap to Action* resource as a guide to writing effective goals, strategies and measurements.

Academic Goal

- Have we reviewed our School Improvement Plan and other academic data to identify our greatest academic needs?
- What strategies should we consider to engage families in the academic success of all students?

Behavior Goal

- Have we reviewed our survey data and statistical information regarding behavior to identify our greatest need?
- What strategies should we consider to communicate behavior to families?

Relationship Building Goal

- Have we reviewed school climate survey data or made other observations on how our school can improve partnerships with families?
- What strategies should we consider to welcome, honor and connect with families?

Professional Development Goal

Goal Provided: *In order to build capacity and create an empowering culture, we will provide professional development on family engagement to all staff. We will share family engagement information, materials, resources, including the Family Engagement Action Plan, Compact and Policy.*

- Have we reviewed our other goals and strategies (Academic, Behavior and Relationship Building) to identify professional development needs for staff?
- Does our school-related data identify other gaps in professional development for staff regarding family engagement?
- What strategies do we need to educate staff on family engagement research, best practices and available resources?

Additional Family Engagement Action Plan Resources

Resources are available electronically on the USD 259 Family Engagement portal under Family Engagement Planning Process – Moving from Policy to Practice

Family Engagement Action Plan

- **Assessing Current Family Engagement Strategies for Impact** – *A tool for schools to use to assess each family engagement strategy based on the amount of effort (the amount of time and energy required to plan, organize and deliver the initiative) it takes and the impact (did it meet the goal?) of the initiative.*
- **Roadmap to Action** – *A tool for schools to use in the development of the Family Engagement Action Plan that will ensure that all of the goals and strategies are measurable and linked to families and school data.*
- **Family Engagement Action Plan Form** – *This is a blank form for schools to use to write their annual Family Engagement goals and initiatives.*
- **Family Engagement Professional Development Resources** – *A compiled list of family engagement professional development opportunities for staff and families.*
- **Family Engagement Action Plan Measuring Tools** – *This document will help evaluate what method is best to use to collect data.*
- **Sample Elementary School Family Engagement Action Plan** – *An example of a Family Engagement Action Plan for an elementary school.*
- **Sample Middle School Family Engagement Action Plan** – *An example of a Family Engagement Action Plan for middle school.*
- **Sample High School Family Engagement Action Plan** – *An example of a Family Engagement Action Plan for high school.*

General Planning

- **Family Engagement Planning Calendars (Monthly)** – *These documents are monthly calendars that can be utilized to help plan and schedule Family Engagement initiatives.*
- **Event Planner** – *This document helps schools plan Family Engagement events in detail.*
- **Family Activity Recap and Review** – *This document allows schools to evaluate Family Engagement initiatives after they have occurred.*
- **National PTA Standards for Family-School Partnerships Flyer** – *This flyer explains the six National PTA Standards. The standards are: Welcoming All Families into the School Community, Communicating Effectively, Supporting Student Success, Speaking Up for Every Child, Sharing Power and Collaborating with the Community.*
- **Parent Involvement Compact, Parent Involvement Policy and Family Engagement Action Plan Verification Checklist** – *A yearly verification documenting completion of the Parent Involvement Policy, Parent Involvement Compact and Family Engagement Action Plan. Checklist must be signed by the principal and submitted by June 1st to the USD 259 Family Engagement office.*



Assessing Current Family Engagement Strategies for Impact

Family Engagement Action Plan

Directions: In the left column, list your Family Engagement Action Plan strategies. Assess each strategy based on the amount of **effort** (the amount of time and energy required to plan, organize, prepare and deliver) it took and the **impact** (Did it meet the goal?) it made.

Strategy	High Effort	High Impact	High Effort	Low Impact	Low Effort	High Impact	Low Effort	Low Impact	Designed for ALL	Designed for SOME	Designed for FEW	Keep	Tweak	Target	Toss	Comments
	High Impact	Low Impact	High Impact	Low Impact	High Impact	Low Impact	Designed for ALL	Designed for SOME	Designed for FEW	Keep	Tweak	Target	Toss			



Definitions

HIGH EFFORT/HIGH IMPACT - The strategy takes a lot of time and effort, and moves the school significantly towards the goal.

HIGH EFFORT/LOW IMPACT - The strategy takes a lot of time and effort, but does not significantly move the school towards the goal.

LOW EFFORT/HIGH IMPACT - The strategy takes little time and effort, and moves the school significantly towards the goal.

LOW EFFORT/LOW IMPACT - The strategy takes little time and effort, but does not significantly move the school towards the goal.

BUILDS RELATIONSHIPS - This activity offers an opportunity for staff and parents to personally interact and gain a better understanding of individual roles and mutual goals.

DESIGNED FOR ALL FAMILIES - This is a “one-size-fits-all” strategy. Everyone (school-wide or grade-level) is invited and participates in the same activity.

DESIGNED FOR SOME FAMILIES - This activity is designed specifically for a targeted group of families, based on student data.

DESIGNED FOR FEW FAMILIES - This activity is customized for families of students who need intensive support. This event offers very specific information and resources for those families.

KEEP - This activity is valuable “as is” and should continue.

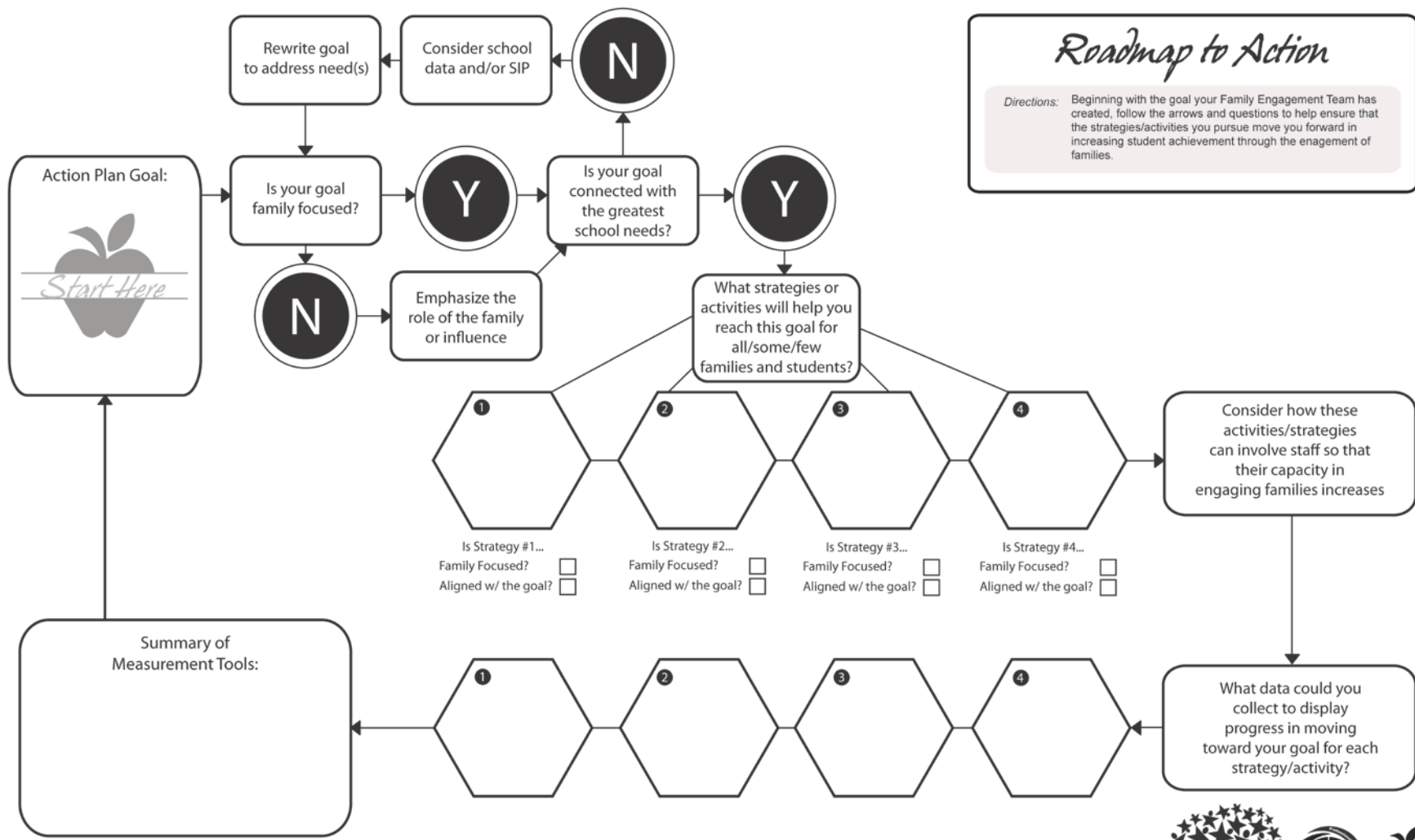
TWEAK - This activity should continue, but needs to be modified.

TARGET - This activity might be more effective if offered to a specific audience.

TOSS - This activity can be eliminated to make room for more impactful activities.

Roadmap to Action

Family Engagement Action Plan



Roadmap to Action

Directions: Beginning with the goal your Family Engagement Team has created, follow the arrows and questions to help ensure that the strategies/activities you pursue move you forward in increasing student achievement through the engagement of families.

"Planning without action is futile, action without planning is fatal."
 - Unknown Author

