

FACE/School Family Engagement Toolkit 2023-24

Meeting date:

School:

Principal:

Blueprint School: Yes/No

Objective: Discuss collaboration and Family Engagement Plans with FACE

Questions	Answers	Start/Change/Continue
What do you see as an area of strength for your school?		
What do you see as an opportunity for growth?		
How can we align the family engagement plan with SIP?		

FACE Supports

- Professional Learning and training for school community stakeholders
- Welcoming environment walkthrough and assessments
- Assistance, guidance, and training in outreach to families
- Provide rubrics to measure FE practices
- Tools for school staff to build relationships and partnerships with families
- Model events for staff to build programs that are linked to learning
- Provide technical support to develop high-impact family engagement
- Provide strategies for high-impact family engagement to align with School Improvement Plan (SIP)
- Workshops for family-facing staff, caregivers, and community members
- Food, childcare, personnel for best practice family engagement events

The FACE/School Family Engagement Blueprint Toolkit is a working document that provides a formal structure for a school's family engagement initiatives. School data is used to guide the specific goals of the plan. The academic, behavioral, relationship-building, and professional learning goals should work to engage families and the community in achieving success for all students.

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Month (Date/Week)	Proposed Program Activities by School Year
August	
September	
October	
November	
December	
January	
February	
March	
April	
May	
June	

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Practice/Element	What are our current practices?	What is working well?	What needs more work?
1. Effective Communication (two + ways)			
2. Strengthening relations and capacity			
3. Connecting learning at home and school			
4. Recognizing the role of family			
5. Shared decision-making			
6. Collaboration with the community			
7. Participating			

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Outcome(s)	Possible strategies, activities, and initiatives we want to consider	Persons Responsible (Who's accountable)	Resources Needed (What training, information or other resources are needed)	Timeline (Projected date(s))	How will we measure the results? (e.g., questionnaires, surveys, checklists, interviews, observations, and focus groups)
Effective Communication: Effective two-way communication					
Strengthening relationships and capacity (Professional Learning) How do we build a culture of welcome, inclusion, and belonging that reflects respect for the diversity within the school community?					
Connecting learning at home (Building skills and capabilities): Families and schools share responsibility for student learning and well-being.					
Recognizing the role of family Acknowledge families as partners in their children's education.					
Shared Decision-Making Families are active contributors to school decision-making and planning processes.					
Collaboration with Community Develops ongoing relationships with community groups that enhance learning opportunities and outcomes for students and families.					
Participation & Relationship Building Family members contribute to life at school in ways that reflect their interests, skills, experience, and capacity.					

A Tiered Approach to Family Engagement

Tier 3: A very small number of individual families with unique situations need engagement beyond tier 2 supports. Tier 3 supports are intensive programs and strategies for families with highly individualized needs. The supports are designed to meet the family's specific needs.

Tier 2: Tier 2 supports are programs and strategies for groups of families who need additional support or want to be engaged at a deeper level. Families receive targeted supports and opportunities, based on their needs, that are more intense and more frequent.

Tier 1: Tier 1 is the universal, school-wide support system for all families. Tier 1 establishes the school culture and communicates expectations for behavior and learning. Effective universal supports should meet the needs of most families.

Tier I: Universal for All Families

Tier I supports are universal, school or program-wide strategies accessible to all families.

Tier II: Tailored for Groups of Families

Tier II supports include programs and strategies for groups of families with shared needs, interests, or talents for additional, more resounding support or engagement. (e.g., families of students with disabilities, military families, etc.)

Tier III: Intensive for Individual Families

Tier III supports are available to provide additional resources, assistance, and highly individualized opportunities for very few families who require engagement support or opportunities beyond Tier II. (e.g., A parent with expertise in the initiative, a family of a child with a severe illness, etc.)

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Strategy	HE HI	HE LI	LE HI	LE LI	T1	T2	T3	Keep	Tweak	Target	Toss	Comments

Definitions

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

HIGH EFFORT/LOW IMPACT - The strategy takes significant time and effort but does not significantly move the school toward the goal.

LOW EFFORT/HIGH IMPACT - The strategy takes little time and effort but 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 toward the goal.

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.

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Blueprint Action Plan Process

STEP	Action	Process	Resources
1	Review Lay the Foundation	Begin by assessing the current Family Engagement Action Plan goals and strategies. Review the School Improvement Plan, ACPS Family Engagement Policy, and Parent Involvement Compact. Identify school-related needs based on academic, behavioral and climate survey data.	Dual Capacity-Building Framework
2	Inclusive Team Approach	School Family Engagement Team Training and Support Selecting Members from School Community Stakeholder Include school staff and families in the process of reviewing and/or developing Action Plan goals, strategies and measurements.	FACE Coaching Family and community assets
3	Goal Alignment Determine Outcomes	Family Engagement Plans Aligned with School Improvement Plan and The Strategic Plan Retooling and Re-imagining Family Engagement Strategies	
4	Build Capacity	Staff and Family Leadership Training Co-designing for Higher-Impact FE Activity Planning Best Practices Transforming Welcoming Environments, into Communities of Belonging Collaborative Goal-Setting Advocacy Training Culturally Responsive Family Engagement	Parent Cafes
5	Apply Tools and Resources	Setting Schools up for Sustainable Engagement Welcome to ACPS Toolkit FACE Coaching and Support Family Liaisons as Cultural Brokers, Bridges, Connectors	
6	Measure Outcomes	Assessing Impact and Planning for Improvement	
7	Make Adjustments Update/Create Retool	Using Data to Adjust Strategies and Goals	

Family Engagement Action Plan

Establish a Family Engagement Team – Who’s driving?

To dissolve opportunity gaps, it is crucial that school leadership teams include a diverse representation of families in *all steps* of family engagement action planning. Through the lens of racial equity, it is essential to recognize that it is expected to invite and receive feedback from families actively engaging with the school through traditional methods. Unfortunately, these families often represent a privileged portion of the students and community and are not reflective, both racially and economically, of the entire student body. As long as the families of the students most impacted by opportunity and belief gaps aren’t engaged in school improvement efforts, and educators aren’t prepared to foster trusting relationships with them, we will see persistent academic achievement gaps.

Family Engagement Action Team

To implement the Family Engagement Blueprint Plan (FEBAP), it is crucial that school leadership teams include a diverse representation of families in *all steps* of Family Engagement Blueprint action planning. Through the lens of equity, it is crucial to recognize that it is expected to invite and receive feedback from families actively engaging with the school through traditional methods. Unfortunately, these families often represent a narrow portion of the student population and are not culturally or economically representative of the entire school community. As long as the families of the students most impacted by opportunity and belief gaps are not engaged in the school improvement and innovation efforts, and educators aren’t prepared to foster trusting relationships with them, we will see persistent academic achievement development gaps.

Members

The family engagement team should include family members, classroom teachers, other school staff (family liaison, special education, EL, coaches, front office, students, bus drivers, administration, etc), and community members. The people selected for this work should create positive rapport and capacity to communicate with the families and community partners the school most needs to build and repair relationships.

Collaborative Leadership

The Family Engagement Action Team (FEAT) uses collaborative leadership practices that fully engage all team members meaningfully. While it’s vital to progress toward established goals, it is critical to build the capacity of future leaders, families, and the greater community to work together. Remember that relationships are built through shared goals, collaboration, and problem-solving. Schools with strong community and family partnerships have laid the groundwork to be able to pivot in response to family and community challenges as well as celebrations.

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Additional Programming That Will Support Our Families and/or Our FE and School Improvement Plan (SIP)

Topic/Program and Audience	Additional Staff/Community Support for Implementation	Date and Location	Action Steps & Additional Notes

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Family engagement resources, rubrics, and standards:

[Dual Capacity-Building Framework for Family-School Partnerships](#)

[Flamboyan Foundation's School-Wide rubric](#)

[Flamboyan Foundation's Classroom rubric](#)

[Beyond the Bake Sale Family-School Partnership rubric](#)

[National Family-School Partnerships Standards](#)

[Family Engagement Resources for School Staff Shared Drive](#)

