



Parent-Family Engagement Playbook
Farley Middle School
2024-25

1. What is a family engagement playbook?
 - a. A family engagement playbook is a collection of all your organization's policies, processes, standard operating procedures and a library of research-based strategies to improve partnerships with families.
2. What will guide the development of this playbook?
 - a. District Equity Statement Including Family & Community Engagement
3. Who should use this playbook?
 - a. This playbook is for district leaders who oversee the system-level strategy for effective family and educator partnerships?
4. How should this playbook be designed?
 - a. The playbook should be co-designed with representatives from all stakeholder groups in a district.
5. When should this playbook be updated?
 - a. The playbook is a living document that should be updated on a regular basis. It is up to the system-level leaders to set a consistent schedule to update.
6. What areas will this playbook focus on?
 - a. The playbook will have 7 focus areas:
 - i. Culture
 - ii. Capacity
 - iii. Curriculum
 - iv. Communication
 - v. Connections
 - vi. Compliance
 - vii. Counts (Measurement and Evaluation)
7. What is included in each of the focus areas?
 - a. Each focus area should:
 - i. Vision
 - ii. Roles and responsibilities
 - iii. Policies & Standard operating procedures
 - iv. Strategies (Research-based & Innovative)
8. Does this playbook include a calendar?
 - a. Yes a calendar summary is included and should be updated continuously.
9. Can I share the district playbook with another district?
 - a. No. As you will learn through the process, the playbook is specific to your school district and to arrive at your playbook you had to engage stakeholders to co-develop. Every community, district, school, classroom is different and thus will need their own playbook.
10. Do I need to know all the family engagement research to design a playbook?
 - a. No. We will guide you through the research as well as the process to develop a custom playbook.

Family Engagement at Farley Middle School

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| Vision Statement | | |
| Farley Middle School will find innovative ways to engage all community partners and organizations in learning to better enhance communication and celebrate a diverse culture. | | |
| Priority Focus Areas | | |
| Culture | Communications | Connections |

Effectiveness of Family Engagement¹

The evidence is consistent, positive, and convincing: families have a major influence on their children's achievement in school and through life. When schools, families, and community groups work together to support learning, children tend to do better in school, stay in school longer, and like school more. Many studies found that students with involved parents, no matter what their income or background, were more likely to:

- Earn higher grades and test scores, and enroll in higher-level programs.
- Be promoted, pass their classes, and earn credits.
- Attend school regularly.
- Have better social skills, show improved behavior, and adapt well to school.
- Graduate and go on to postsecondary education.

Additionally, schools that succeed in engaging families from very diverse backgrounds share these key practices. They:

- Focus on building trusting collaborative relationships among teachers, families, and community members.
- Recognize, respect, and address families' needs as well as class and cultural difference.
- Embrace a philosophy of partnership where power and responsibility are shared.

¹ Excerpt from [Mapp, K. and Henderson, A. \(2002\). A New Wave of Evidence: The Impact of School, Family, and Community Connections on Student Achievement. Austin, TX: SEDL.](#)

Focus Area 1: Culture

Family engagement is the process we use to build genuine relationships with families. Positive relationships with families promote strong parent-child relationships, family well-being, and better outcomes for children and families. Understanding the cultural beliefs, values, and priorities of families is key to the family engagement process.²

“The collective beliefs, attitudes, norms, values, actions, and assumptions of the school organization explicitly embrace and are committed to the notion of families as a foundational core component to improvement.”³

Sample research-based strategies:

- Home visits
- Cultural Nights
- Funds of Knowledge Inventory

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| Growth area | Culture |
| Vision | Farley Middle School will celebrate a diverse, inclusive population where every stakeholder is recognized and honored. |
| S.M.A.R.T. Goal as of July 30, 2024 | <p>S- Students will feel welcome and like they belong in school through cultural recognitions and celebrations</p> <p>M- Celebrations will take place each month</p> <p>A- The school will develop programs and organizations based on student interests</p> <p>R- Each celebration will be relevant to a population of students on our campus</p> <p>T- Celebrations will occur monthly throughout the entire school year</p> |
| Roles & Responsibilities | <p>Admin- Support staff and students with funding and supplies; create a campus calendar for celebrations</p> <p>Teachers: Sponsors for specific campus celebrations</p> <p>Students- 6th Grade World Culture students will promote assigned cultures throughout the year; other student organizations will take part during assigned dates.</p> <p>Parents- District Festival, Soliciting stories from families to share during celebrations, inviting families to campus to talk to students and share their stories.</p> |

²

https://childcareta.acf.hhs.gov/sites/default/files/public/family_engagement_and_cultural-perspectives-508_2-20-18.pdf

³“Engage Every Family: Five Simple Principles” Steve Constantino

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| Policies & standard operating procedures | Nothing is preventing these celebrations from being recognized. We will follow the district celebrations calendar and create a campus calendar for the same time frames. |
| Strategies | Rotating celebration schedule throughout the year that aligns with the district celebrations calendar. Celebrations are spread through enrichment periods. Student Council responsible for Black History Month, Spanish Club responsible for Hispanic Heritage, and World Culture classes will be responsible for other celebrations on the calendar. Other organizations will be assigned as appropriate. |

Focus Area 2: Communication

“Ensure that communication between schools and families is consistent, proactive, responsive, and inclusive throughout the year. Experts stressed that communication between parents and schools needs to be consistent throughout the year and not occur only during open houses or semi-annual parent-teacher meetings, or when a child is experiencing an academic or behavioral problem. Instead, interactions should be regular and reliable; be responsive and respectful of each other’s questions and concerns; and include data about individual students, as well as information about how to improve student learning that is comprehensible and actionable for parents. Many experts suggested that all materials should be translated for non-English-speaking parents, and a few suggested surveying parents at the beginning of the year to determine their preferred method of communication.”⁴

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| Growth area | How can we communicate the needs of how parents can help and get involved? |
| S.M.A.R.T. Goal as of July 30, 2024 | S- Parents, family and community members complete a Google Form identifying home languages with areas of expertise and interest. M-Beginning of Year Survey, parents will express areas of expertise, military service, and interest A- Goal is attainable through staff procedures to send out to parents through enrichment sections which includes phone calls and written communication through parent square. R-Different people are responsible for different parts of this goal, making it realistic as it does not put too much on any one group. T- Parent communication will be expected during the first three weeks of school. |
| Roles & Responsibilities | Admin- school newsletter Teachers- scripted phone calls and ParentSquare by enrichment period. Parents - get involved based on individual expertise, military service, and interests. |

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| Policies & standard operating Procedures | Procedures are already in place for teacher and admin communication. PTSA will develop communication strategies as the board meets. |
| Strategies | <p>Personal Communication Plan will continue</p> <p>School Newsletters will come out every week from principal</p> <p>PTSA will host and collaborate events to build community and culture on campus.</p> <p>Expertise, Military Service, and Interests shared from parents through Community Hub: Central place for parents to go that houses all links for the different platforms and information.</p> |

⁴Pineau, M.G., L'Hôte, E., Davis, C., & Volmert, A. (2018). Beyond Caring: Mapping the Gaps between Expert, Public, Practitioner, and Policymaker Understandings of Family, School, and Community Engagement. Washington, DC: FrameWorks Institute.

Focus Area 3: Connections

“Initiate engagement early in the school year. Many experts emphasized the importance of practitioners and parents meeting at the beginning of the school year (or earlier) to discuss children’s strengths and needs, inaugurate teachers’ knowledge of each student and their learning style, and to agree on goals for their children/students. These early interactions establish school-family relationships and collaboratively set expectations for their respective roles in helping children achieve their goals.”⁵

Build respectful, trusting relationships. This serves as the foundation for learning, responsibility, and motivation. If families have experienced a history of mistrust with schools, they are unlikely to participate even when incentivised. Meaningful relationships and trust make the difference.⁶

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| Growth area | Connections - Find ways to connect all students |
| S.M.A.R.T. Goal as of July 30, 2024 | <p>S- Expand the number of clubs and extracurricular offerings and develop new ways to get students connected to the FMS campus.</p> <p>M- End of Year survey will indicate students feel there are quality and enough organizations and activities on campus</p> <p>A- Goal will be improved upon as the year goes on more ways are developed to connect students</p> <p>R- Enrichment will provide opportunities for students to engage with students with similar interests. Advisory groups in enrichment should be surveyed to determine how to best connect</p> |

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| | <p>those students.</p> <p>T- Increase participation in organizations and number of organizations by the end of the year.</p> |
| Roles & Responsibilities | <p>Admin - Survey of students</p> <p>Teachers- Volunteer for specific organizations for enrichment</p> <p>Parents - Volunteer for tutoring and mentoring on campus</p> |
| Policies & standard operating procedures | <p>Connected students are already engaged. We will need to develop activities for advisory students who are not engaged to connect to the campus.</p> |
| Strategies | <p>Students sign up for what interests them in the enrichment period.</p> <p>Teachers may gather classes before or after school for recognitions</p> <p>Student ownership of displays that allow them to educate their peers and allow them to connect with one another.</p> |

⁵ Pineau, M.G., L'Hôte, E., Davis, C., & Volmert, A. (2018). Beyond Caring: Mapping the Gaps between Expert, Public, Practitioner, and Policymaker Understandings of Family, School, and Community Engagement. Washington, DC: FrameWorks Institute.

⁶ Mapp, K. and Kuttner, P. (2013). Partners in Education: A Dual Capacity-Building Framework for Family-School Partnerships. Austin, TX: SEDL.

Family Engagement Traditions

Campus Family Engagement Calendar

| Month | Engagement Activities Desired Outcome |
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| July | <ul style="list-style-type: none"> ● 6th Grade Orientation - Allow parents and students to tour the campus, meet administrators, meet counselors, learn campus expectations, and get questions answered prior to Day 1. PTSA will be set up to sign up the families of incoming 6th graders to start getting them involved. |
| August | <ul style="list-style-type: none"> ● 6th Grade Meet the Teacher - Allow parents and students to see the campus, meet teachers, meet administrators and get questions answered prior to Day 1. PTSA will be set up to sign up the families of incoming 6th graders to start getting them involved. ● Title I / CIP / PFE Review - Admin, Teachers, Parents, Business Owners and Community Members are invited to review and provide input as we review and make appropriate changes to the Campus Improvement Plan and Parent Family Engagement Playbook. ● Meet the Hippos - The entire community is invited to come together to kick off the athletic season. Teams are introduced, the band plays, food is served. This is intended to be a culture building event. ● 7th/8th Grade Open House - Families of 7th and 8th grade students are invited to campus to meet teachers and administrators. This helps us start the year by building a connection between parents and teachers. ● Communication - Admin will send out the Farley Update on August 2nd and August 9th to recap all campus events coming up and provide other important information. PTSA will reach out to parents with updates on events as well as mentoring and volunteer opportunities. Personal Communication #1 will go out from teachers by Monday August 12th to provide information and answer questions. ● FMS Back to School Bash - Social event open to all students for two hours. Parents are encouraged to take part and chaperone. |

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| <p>September</p> | <ul style="list-style-type: none"> ● Parent PD - Sessions selected based on needs of parents i.e. Skyward, ParentSquare, Canvas, IXL, etc. ● Hispanic Heritage Month - FMS Spanish Club and Spanish classes will lead the celebration with various recognitions throughout the month. Intended to connect our students of Hispanic descent to the campus. ● Communication - Personal Communication #2 will go out from teachers in the two weeks following the Sept. 1 progress report. This is intended to be a positive phone call to talk about what each student is doing in class. A script will be provided for teachers to follow. Admin will send out the Farley Update on 9/6, 9/13, 9/20 and 9/27 to recap all campus events coming up and provide other important information. Regular PTSA updates will continue to be sent out through Parent Square. ● Enrichment Advisory survey - Survey intended to determine what interests students who are lacking connections on campus. The goal is to create new enrichments for these students to connect them with students who have similar interests. ● Grandparents Day (9/6) - Grandparents are invited to campus to have lunch with students. ● PTSA General Meeting / Title I Annual Meeting - First big general meeting of the year, looking to get parents involved as activities are calendared for the entire school year. The Title I meeting will provide required information on FMS being a Title I campus so parents and the community are informed. ● Football and Volleyball - Community is invited to attend volleyball matches and football games throughout the entire month. ● Spirit Days - <ul style="list-style-type: none"> ○ 8/30- Freedom Game (Red, White, and Blue) ○ 9/6- Tropical/Beach Day ○ 9/13- Neon ○ 9/20- Tie Dye |
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| <p>October</p> | <ul style="list-style-type: none"> ● Hispanic Heritage Month - FMS Spanish Club and Spanish classes will lead the celebration with various recognitions throughout the month. Intended to connect our students of Hispanic descent to the campus. ● National Bullying Prevention Month - Tie in with No Place for Hate - FMS Student Council will lead the celebration with recognitions throughout the month. Intended to create a stronger, more accepting culture on campus. ● National Down Syndrome Awareness Month - Recognition and awareness still in the works while looking for a group / sponsor. Intended to create awareness of Down Syndrome and how it affects some of the students on our campus. ● Pink Out (10/14 - 10/18) - FMS Cheerleaders will lead the celebration with recognition throughout the month. Intended to create an awareness of breast cancer and how it can affect so many people on the FMS campus. ● Red Ribbon Week (10/23 - 10/31) - FMS Student Council will lead the awareness campaign as we strive to be a drug-free campus. Events will occur throughout the week as we work to keep kids drug free. ● Boo Grams - A fun event to tie in with Halloween. Parents and grandparents can buy the Boo Grams for their students, or students can purchase them for their friends. The drive is sponsored by PTSA with the candy delivered to students during their last class on Friday. ● Football and Volleyball - The community will be invited to attend games throughout the month to build culture on campus. Both sports will have a pink out night for breast cancer awareness. ● Communication - Personal Communication #3 will go out from teachers in the two weeks following the Oct. 11 progress report. This is intended to be a positive phone call to talk about what each student is doing in class. A script will be provided for teachers to follow. Admin will send out the Farley Update on 10/13 and 10/27 to recap all campus events coming up and provide other important information. Regular PTSA updates will continue to be sent out through Parent Square. ● Art Reflection Contest - PTSA sponsored event tentatively scheduled for the middle of October. This would be the first time doing this contest in an effort to bring together staff, |
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| | <p>students and the families of artists on the FMS campus.</p> <ul style="list-style-type: none"> ● Fall Fest - PTSA sponsored event. This carnival will have events going on inside and outside the school building. The entire community will be invited to participate in the games, food and fun. ● Spirit Days <ul style="list-style-type: none"> ○ HOMECOMING WEEK (VS theme) ○ 9/30- Athletes vs Mathletes ○ 10/1- Soccer Mom vs BBQ Dad ○ 10/2- Hero vs Villain ○ 10/3- Teachers vs Students (Students dress like teachers and teachers dress like students) ○ 10/4- Homecoming (Wear school colors and mums) ○ 10/11- Camouflage ○ 10/18- Pink Out (Fight Out Cancer/Knock Out Cancer) ○ 10/25- Pajamas |
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| November | <ul style="list-style-type: none"> ● Native American Heritage Month - The classes of one of our World Cultures teachers will lead the celebration with various recognitions throughout the month. Intended to connect our students of Native American descent to the campus. ● Veteran's Day (11/11) - Campus will host a Veterans Day ceremony to recognize the parents and family members of our students who served in the military. The community, including our veterans, will be invited to campus for the ceremonies. ● Thanksgiving Lunch (11/21) - Parents and grandparents will be invited to campus to have lunch with their students on the Thursday before Thanksgiving break. Traditional Thanksgiving dinner is served as we work to bring people in to have a meal on campus. ● National Parent (Family) Involvement Day - This will be in conjunction with our Thanksgiving lunch on Thursday, November 21st. Parents and grandparents are invited to campus for lunch and then may stay and go to class with their student if they choose. Parents will also be invited to |
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| | <p>volunteer in the cafeteria during lunches to assist with the large lunch service.</p> <ul style="list-style-type: none"> ● PTSA Event for Teachers ● Communication - Personal Communication #4 will go out from teachers in the two weeks after Thanksgiving break as progress reports are pulled the Friday before the break, December 6th. This is intended to be a positive phone call to talk about what each student is doing in class. A script will be provided for teachers to follow. Admin will send out the Farley Update on 11/22 only this month to recap all campus events coming up and provide other important information. Regular PTSA updates will continue to be sent out through Parent Square. ● Campus Improvement Plan - Parents, community members and business leaders are invited to campus to work with admin and staff on an update to the Campus Improvement Plan. This update will review the goals of the FMS campus and the progress toward those goals. ● Athletic Events - Football finishes up their schedule and volleyball will be done prior to November. Both the boys and girls will have basketball games at the end of the month. The community will be invited on campus to cheer on the students. ● Spirit Days - <ul style="list-style-type: none"> ○ 11/1- Black out ○ 11/8-Jersey Day |
| <p>December</p> | <ul style="list-style-type: none"> ● Holidays Around the World - The classes of one of our World Cultures teachers will lead the celebration as classes explore how different people celebrate the holiday season. Intended to connect our students to other cultures on campus to learn about different customs. ● Communication - Admin will send out the Farley Update on 12/1 and 12/15 to recap all campus events coming up and provide other important information. Regular PTSA updates will continue to be sent out through Parent Square. ● FMS Winter Dance - Social event open to all students for two hours. Parents are encouraged to take part and chaperone. ● Athletic Events - Both boys and girls basketball will have games in December prior to the break. Parents, other family and community members will be invited to attend. ● Fine Arts Performances - Community and families will be |

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| | <p>invited to campus for dance, orchestra, band and choir performances.</p> |
| <p>January</p> | <ul style="list-style-type: none"> ● First Semester Honor Roll Awards - Students who earned all A's and B's in each grading period of the first semester will be recognized. Parents and other family members will be invited to attend the grade-level ceremonies. ● Athletic Events - Both boys and girls basketball will have games throughout January. Parents, other family and community members will be invited to attend. ● CIP / Title I Update - Parents, community members and business leaders are invited to campus to work with admin and staff on an update to the Campus Improvement Plan. This update will review the goals of the FMS campus and the progress toward those goals. ● 8th Grade CTE Fair - 8th grade students and their parents will get to explore the options the high school has to offer when it comes to electives. They will view presentations and begin deciding what courses their student will take in 9th grade. ● Communication - Personal Communication #5 will go out from teachers in the two weeks after progress reports are pulled on January 24. This is intended to be a positive phone call to talk about what each student is doing in class. A script will be provided for teachers to follow. Admin will send out the Farley Update on Jan 10 and Jan 17 this month to recap all campus events coming up and provide other important information. Regular PTSA updates will continue to be sent out through Parent Square. |

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| <p>February</p> | <ul style="list-style-type: none"> ● Black History Month - FMS Student Council will lead the celebration with recognitions throughout the month. Intended to create a stronger, more accepting culture on campus. ● Elective Fair - Students and parents will be invited to come to campus in the evening to explore the various elective courses available at Farley Middle School. Those in attendance will get to meet teachers and see what each elective offers throughout the year. |
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| | <ul style="list-style-type: none"> ● Communication - Admin will send out the Farley Update on Feb 7 and Feb 14 this month to recap all campus events coming up and provide other important information. Regular PTSA updates will continue to be sent out through Parent Square. ● Athletics - Basketball wraps up in late January / early February for both the boys and girls. The community will now be invited to track meets, including two this month at Hutto Middle School. |
| <p>March</p> | <ul style="list-style-type: none"> ● Women in History Month - FMS Student Council will lead the celebration with recognitions throughout the month. Intended to create a stronger, more accepting culture on campus. ● Texas History Month - Our Texas History classes and teachers will lead the celebration as classes create unique presentations on Texas and the fight for independence from Mexico. Intended to connect our students to other cultures on campus to learn about different customs. ● Irish American Heritage Month - The classes of one of our World Cultures teachers will lead the celebration as classes explore Irish American Heritage. Intended to connect our students to other cultures on campus to learn about different customs. ● Music in Our Schools Month - Our fine arts department will lead this celebration of the different music our students create and perform at FMS. Intended to open up avenues for students to explore music they might not have known was available to them. ● National Youth Art Month - Our art teachers will lead their classes in a campus-wide celebration of the art they created this school year. Art will be on display for parents to come see during our Family Art Night. ● Spring Arts and Crafts Festival - Event tentatively planned by the FMS PTSA. The entire community will be invited to campus to see work of students and local artists. Vendors will be on hand to sell items. |

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| | <ul style="list-style-type: none"> ● Communication - Personal Communication #6 will go out from teachers in the week before and after Spring Break after progress reports are pulled on March 13. This is intended to be a positive phone call to talk about what each student is doing in class. A script will be provided for teachers to follow. Admin will send out the Farley Update on March 7 this month to recap all campus events coming up and provide other important information. Regular PTSA updates will continue to be sent out through Parent Square. ● Athletics - Track concludes at the end of the month with the district track meet. Students will then get prepared to take the pitch in soccer to close out the athletics calendar. |
| April | <ul style="list-style-type: none"> ● National Autism Acceptance Month - Currently looking for a group to lead this celebration with recognitions throughout the month. Intended to create a stronger, more accepting culture on campus. ● Month of the Military Child - Mrs. Norton, as our military liaison, will lead the celebration with recognition throughout the month. Intended to raise awareness of the number of students we have that are military connected. Events will include purple door sashes and our Purple Up Day. ● National Arab American Heritage Month - One of our World Cultures teachers will lead their classes in this celebration with recognition throughout the month. Intended to create a stronger, more accepting culture on campus. ● Diversity Month - The FMS Pride Club will lead the celebration with recognition throughout the month. Intended to create a stronger, more accepting culture on campus. ● CIP / Title I Update - Parents, community members and business leaders are invited to campus to work with admin and staff on an update to the Campus Improvement Plan. This update will review the goals of the FMS campus and the progress toward those goals. ● Communication - Admin will send out the Farley Update on April 4 and April 11 this month to recap all campus events coming up and provide other important information. Regular PTSA updates will continue to be sent out through Parent Square. ● Athletics - Soccer, golf and tennis close out the |

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| | <p>sports schedule for the year. All events will again be publicized to invite families and community members.</p> |
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| <p>May</p> | <ul style="list-style-type: none"> ● Jewish American Heritage Month - One of our World Cultures teachers will lead their classes in this celebration with recognitions throughout the month. Intended to create a stronger, more accepting culture on campus. ● Asian American / Pacific Islander (AAPI) Heritage Month - One of our World Cultures teachers will lead their classes in this celebration with recognitions throughout the month. Intended to create a stronger, more accepting culture on campus. ● 8th Grade Celebrations - We will invite parents to campus to close out the middle school careers of their 8th grade students. Events will include the end of year party sponsored by PTSA, the 8th grade semi-formal and 8th grade walk the last day of school. ● End of Year Awards - Students who earned all A's and B's in each grading period of the second semester will be recognized. Students will also be recognized for year-long A's and B's, top grades in content areas and Principal's Awards for citizenship. Parents and other family members will be invited to attend the grade-level ceremonies. ● Communication - Personal Communication #7 will go out from teachers in the two weeks after progress reports are pulled on May 2. This is intended to be a positive phone call to talk about what each student is doing in class. A script will be provided for teachers to follow. Admin will send out the Farley Update on April 18 and April 25 this month to recap all campus events coming up and provide other important information. Regular PTSA updates will continue to be sent out through Parent Square. ● Athletics - Soccer wraps up this month. All events will again be publicized to invite families and community members. |
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| <p>June</p> | <ul style="list-style-type: none"> ● Communication - information will be sent out via Parent Square to the elementary feeders and the upcoming 5th grade families. They will be invited to our 6th Grade Orientation in July. ● Marquee - important information on dates will be updated through the summer to assist the community in preparing for the upcoming school year. ● Parent Square - Communications will be sent out as necessary in regards to information for summer. This includes info on summer camps, teams, events and the upcoming school year. |
| <p>July</p> | <ul style="list-style-type: none"> ● 6th Grade Orientation Camp - Incoming 6th graders and their families are invited to come up and see Farley Middle School. They will be presented information on the school year in regards to policies and procedures. They will be given a tour of the campus, be allowed time to socialize and then explore the campus with friends. The event concludes with an information session for parents followed up by a Q and A with the principal. |