



Family Engagement Playbook

NGC Parent and Family Engagement

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 Hutto 9th Grade Center



At the 9th Grade Center (NGC), our vision is to cultivate partnerships with parents and the HISD community through building culture, increasing communication, and making connections which result in a positive and familial climate felt by all stakeholders.

Priority Focus Areas	Themes
Culture	We want to create a positive climate and culture which engages and empowers students.
Communications	We want communication to be a busy two-way street at the NGC. We want to make sure that we are communicating in a way that meets the parents where they are.
Connection	We want to make authentic connections with parents and allow them to create those same connections with us (VHES)



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.

“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.”²

Sample research-based strategies:

- Home visits
- Parent and Family engagement Nights 4 throughout the year
- Funds of Knowledge Inventory

Growth area	Developing a safe, welcoming, positive, supportive climate and culture at the NGC.
Vision	The NGC will be a welcoming and accepting campus open to stakeholders who work with educators to create a familial culture.
S.M.A.R.T. Goal (CIP connection)	The NGC principal will connect with parents and utilize their input for planning through the establishment of a PTSA and at least 6 parent meetings during the 2023-2024 school year.
Roles & Responsibilities	Leadership & PFE Design Team
Policies & standard operating procedures	<ul style="list-style-type: none"> ● HISD Student/ Parent Handbook ● HISD Code of Conduct ● NGC CIP

² “Engage Every Family: Five Simple Principles” Steve Constantino

<p>Strategies</p>	<ul style="list-style-type: none"> ● NGC principal will work with parent volunteers from HMS & FMS to develop a new NGC PTSA annually. The PTSA will be directly involved in assisting with the Parent Advisory Council meetings. ● NGC Principal will develop a Parent Advisory Council (PAC) which will meet two times a semester for consultation and guidance on impending changes and progress at the NGC. ● The NGC will host parent sessions at its annual Fish Camp, on July 27th, pertaining to the following: Graduation Requirements, Academics & Grading, NGC Rules & Policies, Attendance, and Truancy, & Skyward (Family Access). ● The NGC will host another round of parent sessions at its annual Open House on August 26th. ● The NGC will host 3-6 pep-rallies throughout the year to which parents will be invited. ● The NGC will host 2 dances a year in which the staff will collaborate with the PTSA to facilitate. ● The NGC will host a Powder Puff Game in the Fall and a Spring Kickback event in the Spring to create volunteer opportunities for parents. ● The NGC will organize and promote volunteer opportunities for increased parental involvement within the school day. ● The NGC principal will administer BOY, MOY, EOY surveys.
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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.”³

Growth area	At the NGC, we seek to provide clear, accurate, and timely communication between the school and home.
Vision	The NGC will effectively and transparently communicate with all stakeholders in a regular and timely fashion to collaborate for the best interests of all NGC students.
S.M.A.R.T. Goal (CIP connection)	By May of 2023, each teacher will have communicated via phone call or email with each of their students. 100% of students will have had personal, not group, communication from their teacher.
Roles & Responsibilities	Principal, Leadership, PFE Design Team, Key Communicator, & Teachers
Policies & standard operating procedures	<ul style="list-style-type: none"> ● HISD Employee Handbook ● Communication Log ● BOY, MOY, & EOY Surveys
Strategies	<ul style="list-style-type: none"> ● NGC staff and administration will continue to utilize GoTo and Parent Square to communicate in a format which will have the greatest chance to connect to families (ie. texting, etc.). ● The NGC principal will send out a monthly newsletter to inform parents and stakeholders of what is happening at the NGC. ● Parents will be given a voice in decision making through the use of a Parent Advisory Council. ● Students will be given a voice in decision making through the use of a Student Advisory Council. ● Students will lead the announcements daily at the NGC. ● The NGC principal and key communicator will ensure that the NGC has a social media presence (webpage, Twitter, Facebook) weekly. ● Each teacher will host a 5th period Advisory, in which they will use the time to connect with students. ● All NGC teachers will make individual contact with each of their student's families by contacting one section of their caseload every 6 Weeks.

³ 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.

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| | <ul style="list-style-type: none">• Using postcards, all NGC teachers will be expected to write two personal messages to two different students from their caseload at the conclusion of every faculty meeting. |
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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.”⁴

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.⁵

Growth area	At the NGC, we need to make more meaningful connections which promote and encourage parental engagement and volunteering.
Vision	All stakeholders take an active role in this proactive approach. Key personnel from HMS, FMS, the NGC, and HHS meet to discuss the needs of each high needs student. The goal is to learn the story behind the data, to work collectively with ISD personnel and parents/guardians to create plans to help the student be successful at HHS and beyond.
S.M.A.R.T. Goal (CIP connection)	The NGC will experience an 75% increase in volunteering at the NGC by the end of the school year.
Roles & Responsibilities	Principal, Leadership, PFE Design Team, & Teachers
Policies & standard operating procedures	<ul style="list-style-type: none"> ● HISD Employee Handbook ● Communication Log ● BOY, MOY, & EOY Surveys
Strategies	<ul style="list-style-type: none"> ● Open House night facilitating family interactions, networking, community/school support ● Hold teacher and parent meetings of our students who are receiving special education services (ex. 504, SPED, BASE, EB, Dyslexic) and/or who are expressing behavioral concerns. ● Create parent organizations (ex. PTSA). ● MS to NGC transition procedures created ● NGC to HHS transition procedures created (Sophomore Camp) ● Have a Black History Month Program ● Hispanic Heritage Month ● How to get your kid on the right path, Academics, Drivers Lic, Credits, Skyward, How to get involved ● Translate as much information as possible for families that speak a

⁴ 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.

⁵ Mapp, K. and Kuttner, P. (2013). Partners in Education: A Dual Capacity-Building Framework for Family-School Partnerships. Austin, TX: SEDL.

	<p>language other than English at home.</p> <ul style="list-style-type: none">● Follow up with families after referrals to find out if services were received and if the families were satisfied.● Campus Site-Based Decision-Making Committee composed of campus staff, community partners, and parents focusing on planning, curriculum, budgeting, staff development, overall school organization, all with the intent of improving the achievement of all learners at the campus● Create a Family Directory to encourage families to connect with the campus and each other as needed
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NGC Family Engagement Traditions

1. Summer “FISH Camp” for students and parents.
2. Honors/AP Camp/Orientation in September
3. Having a strong PTSA presence where the PTSA hosts events for our faculty and staff and for students, despite the fact that we must rebuild the PTSA each year.
4. Beginning of year event, Ice Cream Social.
5. Parents are welcomed on campus (ex. eating Lunch with their students, sitting in classes, volunteering on campus, etc.)
6. Celebrate Academic Excellence on a regular basis
7. Dances & Pep-Rallies

NGC Family Engagement Calendar

Month	Engagement Activities	Focus Area	Desired Outcome
June	N/A	N/A	N/A
July	Fish Camp	Orienting students to the NGC	Students are excited about their 9th grade year and learn NGC expectations
August	<p>PTSA Organizational Meeting, Aug. 3</p> <p>Student Advisory Council Mtg, Aug. 21</p> <p>Parent Advisory Council Mtg, Aug. 30 (Table at Open House-sign up parents who'd like to participate)</p> <p>NGC Open House, Aug. 30</p> <p>BOY Student/ Parent Survey, Aug. 31</p>	<p>Make plans to organize the new PTA.</p> <p>Giving students a voice.</p> <p>Parents have a voice at the NGC.</p> <p>Parents and students meet the NGC teachers</p> <p>Quality control</p>	<p>Lay a foundation to support a strong PTSA.</p> <p>Students feel valued.</p> <p>Parents feel heard.</p> <p>Parents and students feel welcomed by the NGC Family</p> <p>Improved PFE practices.</p>
September	<p>Hispanic Heritage Month lunch celebrations:</p> <ul style="list-style-type: none"> ● Mariachis at lunch ● Dance lessons at lunch <p>Campus Advisory Council Mtg, Sep. 6</p> <p>PTSA Membership Mtg, Sep. 11</p>	<p>Review the CIP w/stakeholders.</p> <p>PFE</p> <p>Giving students a voice.</p> <p>Students</p>	<p>Stakeholders feel heard.</p> <p>Build PTSA</p> <p>Students feel valued.</p> <p>Make the NGC the</p>

	<p>Student Advisory Council Mtg, Aug. 21</p> <p>NGC Homecoming Dance (PTSA sponsored), Sep. 23</p> <p>PTSA and Theater Arts Ice Cream Social (TBD)</p>	<p>Community engagement.</p>	<p>students' social center.</p> <p>Students learn how to socialize</p>
October	<p>Student Advisory Council Mtg, Oct. 10</p> <p>Table Talk #1, Oct. 25</p> <p>PTSA Lunch and Learn</p> <p>Parent Conferences: Oct. 30</p>	<p>Giving students a voice.</p> <p>PFE</p> <p>Parents come in and interact with the students</p>	<p>Students feel valued.</p> <p>Opportunity for parents to ask questions and express concerns.</p> <p>Increase parental presence on campus; students learn new skills</p>
November	<p>Dia De Los Muertos Celebration</p>	<p>Students and Families</p>	<p>Time for students to honor and remember departed loved ones, while also celebrating the lives they lived.</p>
December	<p>PTSA Membership Mtg, Dec. 11</p> <p>Orange Santa</p>	<p>PFE</p> <p>Food Collection</p>	<p>Grow PTSA</p> <p>Collectively participate with providing Winter food/celebrations for Hutto families</p>

January	<p>Student Advisory Council Mtg, Jan. 22</p> <p>MOY Student/ Parent Survey, Jan. 26</p>	<p>Giving students a voice.</p> <p>Quality control.</p>	<p>Students feel valued.</p> <p>Improved PFE practices.</p>
February	<p>Black History Month Poetry Night</p> <ul style="list-style-type: none"> • Poetry night for Black History Month • Involve parents to come share culture during lunches, etc. 	<p>Parents come in and interact with the students</p>	<p>Opportunity for Black Community to share positives parts of the culture with school community and stakeholders</p>
March	<p>*Potential Culture Fair</p>	<p>Students, Staff and Families</p>	<p>School wide community have the time to explore and learn about different cultures which represent our campus together</p>
April	<p>Student Advisory Council Mtg, Apr. 26</p> <p>Parent Advisory Council Mtg, Apr. 29</p>	<p>Giving students a voice.</p> <p>Parents have a voice at the NGC.</p>	<p>Students feel valued.</p> <p>Parents feel heard.</p>
May	<p>Teacher Appreciation Week (PTSA sponsored) May 6-10</p>	<p>Teachers</p>	<p>Relationships between teachers and parents are improved.</p>
June	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>