Family Engagement Plan Template

Section 1: Plan Overview

School Name: Mountain Shadows

Academic Year: 2026-2027

Primary Goal Statement
This year Mountain Shadows aims to build authentic, trusting partnerships with our families by removing barriers to participation and elevating parent voice across all aspects of school life. Guided by our core belief that strong family engagement directly drives student academic and social growth, our primary goal is to foster a campus culture where every family feels informed, valued, and empowered as active partners in their child's education.

To measure our success, we are focusing on three key targets:

- **Increasing Participation and Attendance:** Reaching a 10 percent increase in family turnout at structured school home communication and engagement events, alongside a 10 percent per semester boost in Leader In Me family activities.
- **Amplifying Parent Voice:** Expanding participation in our annual Parent and Community Survey by 20 percent to ensure our decision making directly reflects family feedback.
- **Strengthening Communication:** Providing clear, consistent outreach including weekly updates, monthly HOWLer newsletters, and monthly educational videos, while offering meaningful ways for parents to collaborate with our Guiding Coalition and campus leadership.

Section 2: SMART Goals

Ensure your goals are Specific, Measurable, Achievable, Relevant, and Time-bound.

SMART Goal 1: By May 2027, Mountain Shadows will increase family participation in the Parent and Community Survey by 20%, increasing participation from 53 respondents/participants to at least 63 respondents/participants.
SMART Goal 2: By May 2027, Mountain Shadows will achieve a 10% increase in family attendance across structured school-home communication and engagement events, as verified by participation records.

Section 3: Principles & Rationale

Explain the "Why" behind your focus for each of the five core principles.

Principle	Rationale / Focused Need
1. Culture that Engages Every Family	Strong family partnerships directly impact student success. Prioritizing parent engagement builds trust, supports learning at home, and ensures that our students have the consistent encouragement they need to thrive academically and socially.
2. Effective Communication & Relationships	Communication with families is essential to student success. Clear, consistent, and accessible communication builds trust, removes barriers, and fosters partnerships that support students' academic, social, and emotional growth.
3. Build Family Efficacy	Families should feel that their actions make a meaningful difference in their child's success and that they are valued partners in the school community. In a Title I elementary school, the most effective approaches reduce barriers, build trust, and create opportunities for families to experience success.
4. Family Decision Making	Every family has valuable knowledge, perspectives, and experiences that contribute to student success. Family engagement extends beyond participation in school events, it is about cultivating authentic partnerships where families feel informed, empowered, and confident that their voices influence decisions that impact their children and the school community.
5. Greater Community Engagement	Community engagement strengthens the school's capacity to address the academic, social, emotional, and basic needs of students by connecting families with services and opportunities that may otherwise be inaccessible. These partnerships help remove barriers to learning, expand enrichment opportunities, and provide students with meaningful experiences that prepare them for future success.

Section 4: Action Planning

Outline the specific steps required to implement your strategies for each principle.

Goal 1 Action Steps	Who is Responsible?	Resources Needed	Success Evidence	Status
Electronically deliver the Parent and Community Survey and generate a dedicated QR code for quick digital access	Principal & Office Staff	Google Forms or district survey platform, QR code generator software, printed QR code flyers	Active survey link, printed QR codes, and Guiding Coalition approval of survey questions	not started
Feature the survey link and QR code in weekly stakeholder communications, the monthly HOWLer newsletter, and across school social media, the website, and hard-copy fliers.	Principal & Office Staff	Website access, social media accounts, marquee, paper, toner, and addenda funding for the webmaster and social media lead	Published promotional materials across all media channels and initial surge in survey responses	not started
Utilize survey feedback to guide administrative decision-making, and directly communicate results and resulting actions back to families so they see how their input was used.	Principal & Office Staff	Guiding Coalition meeting agendas, data analysis tools, communication templates, and newsletter publication space	Guiding Coalition meeting minutes documenting data review, published survey summary, and target achievement of at least 63 total survey responses	not started

Goal 2 Action Steps	Who is Responsible?	Resources Needed	Success Evidence/Monitoring	Status
Publish a comprehensive master calendar each spring in collaboration with the Guiding Coalition, embedding all structured parent engagement dates ahead of time.	Assistant Principal & LIM Leadership Coordinators	School and district calendars, planning committee time, and calendar publication tools	Published master calendar distributed to parents and community members	in progress
Advertise upcoming school-home engagement events via weekly stakeholder communications, the monthly HOWLer newsletter, social media platforms, the school	Principal & Office Staff	School website, social media channels, marquee, paper, toner, and staff time for design and posting	Multi-channel publication logs and feedback survey responses indicating how families heard about events	in progress

website, marquee updates, and printed fliers.				
Execute targeted family events, including LIM/Title 1 Night, Leadership Night, Jammie Jam, and quarterly PTSA-sponsored events.	Principal, LIM Leadership Coordinators, Lighthouse Team & PTSA	School facilities, PTSA event budget, Leader in Me materials, sign-in sheets, and volunteer support	Completed events and documented attendance records showing baseline turnout growth	in progress
Publish short, monthly video series on key family engagement topics via the school website and HOWLer to maintain ongoing engagement between events.	Principal & Secretary	Recording equipment or smartphone, video editing software, web hosting, and newsletter integration	Monthly video view counts and positive family feedback on content usefulness	not started
Collect sign-in records at all structured events and utilize the Parent and Community Survey to gather feedback on how families heard about events and how to improve future turnout.	Principal & Office Staff	Event sign-in sheets, QR codes for quick feedback, and data tracking spreadsheets	Event participation records verifying a 10 percent increase in overall family attendance	not started

Section 5: Year-End Reflection

Review your progress at the end of the academic year to inform future planning.

Reflection Category	Details/Notes
Successes	[Insert Successes Here]
Evidence of Success	Data from End of Year Parent & Community Survey Sign in or way or collecting (tickets) of attendance at school engagement events
Areas for Improvement	[Insert Areas for Improvement Here]