



We applaud your decision to enhance family engagement initiatives within your school community! We have created a **toolkit for your educators**. This guide is designed with your teachers and staff in mind, providing best practices, tools, and structures for your school.

We encourage all of your teachers to utilize and adapt various documents within our toolkit site to meet the specific needs of their classrooms. The ultimate aim is for your educators to discover at least one piece of information or structure that helps them better engage with families.

It's important to note that this toolkit was created to enhance family engagement at the school level, so most suggestions, frameworks, and tools were developed with this focus in mind. Principals and staff are still encouraged to leverage the PTA/PTSO, their team of educators, and related resources to support family engagement further.

Thank you for working with us,
Kim, Jia, and the SchermCo Gang

Toolkit Guide

Beginning of Year	• Provide family intake form • Provide family and student compacts • Provide yearly calendar ○ With highlights of current/upcoming dates ■ Share School's event RSVPs as necessary • Every month parent phone calls with conversation starters ○ Fill out the communication tracker ○ Provide two-way communication graphic • Send out High School's monthly College Readiness Newsletter • Provide weekly or biweekly classroom newsletter
Before Winter Break	• Provide yearly calendar ○ With highlights of current/upcoming dates ■ Share School's event RSVPs as necessary • Every month parent phone calls with conversation starters ○ Fill out the communication tracker ○ Provide two-way communication graphic • High School's monthly College Readiness Newsletter • Provide "Open Suggestion Box" • Provide weekly or biweekly classroom newsletter
Start of Spring Semester	• Provide family intake form for new semester courses • Provide yearly calendar ○ With highlights of current/upcoming dates ■ Share School's event RSVPs as necessary • Every month parent phone calls with conversation starters ○ Fill out the communication tracker ○ Provide two-way communication graphic • High School's monthly College Readiness Newsletter • Provide weekly or biweekly classroom newsletter
Before Spring Break	• Provide yearly calendar ○ With highlights of current/upcoming dates ■ Share School's event RSVPs as necessary • Every month parent phone calls with conversation starters ○ Fill out the communication tracker ○ Provide two-way communication graphic • High School's monthly College Readiness Newsletter • "Open Suggestion Box" • Provide weekly or biweekly classroom newsletter
After Spring Break	• Provide yearly calendar ○ With highlights of current/upcoming dates ■ Share school's event RSVPs as necessary • Every month parent phone calls with conversation starters ○ Fill out the communication tracker ○ Provide two-way communication graphic • High School's monthly College Readiness Newsletter

	• Provide weekly or biweekly classroom newsletter
Exam Season	• Provide yearly calendar ○ With highlights of current/upcoming dates ■ Share School's event RSVPs as necessary • Every month parent phone calls with conversation starters ○ Fill out the communication tracker ○ Provide two-way communication graphic • High School's monthly College Readiness Newsletter • "Open Suggestion Box" • Provide weekly or biweekly classroom newsletter