



Family Engagement Planning Guide

Purpose:

To help administrators and leadership teams plan intentional, consistent family engagement throughout the year. When families are included beyond the launch, they reinforce Emozi® strategies at home and help sustain schoolwide enthusiasm.

Annual Calendar of Family Touchpoints

Month	Family Engagement Activity	Purpose	Sample Tools/Resources
August / September	Family Introduction Letter & Parent Night/Open House	Introduce Emozi®, build excitement, explain benefits.	Introductory Letter, Parent Night Slide Deck
October	Newsletter Update + Quick Strategy Share	Reinforce early lessons; share simple at-home practices.	STAR Poster, Home Connection Letter
November	Family Challenge (e.g., Gratitude Wall or Kindness Bingo)	Encourage family participation in Emozi® values.	Printable templates, social media posts
December	Seasonal Activity (all-grade PDF with quick reflection or kindness activity)	Provide a low-stress way to connect during holidays.	Holiday Quick Win PDF
January	Mid-Year Family Survey	Gather input on impact at home; invite feedback.	Google Form / survey template
February	Family Workshop or Video	Re-energize during “slump” months; spotlight strategies like SCOPE.	Short recorded video, workshop outline



March	Newsletter Highlight: Student Leaders	Showcase how students are applying Emози®.	Leadership Toolkit highlights, success stories
April	At-Home Strategy Practice Sheet	Share strategies that support testing season stress.	STAR/SCOPE strategy handouts
May	Family Celebration Event (or newsletter highlight)	Share success stories, celebrate growth, invite families to reflect.	Success Story Template, Celebration Toolkit
June	End-of-Year Reflection Letter	Summarize impact, preview next year, thank families.	Family Letter template

Family Engagement Planning Steps

1. Set Goals

- Decide 2–3 priorities (e.g., reinforce strategies at home, celebrate student growth, gather feedback).

2. Map Touchpoints

- Use the calendar above as a guide.
- Choose at least one family activity or communication each quarter.

3. Leverage Multiple Channels

- Paper (take-home letters)
- Digital (email, website, social media)
- Events (parent nights, workshops, celebrations)

4. Share Student Voice

- Include student reflections, artwork, or leadership spotlights to make Emози® real for families.



5. Collect & Use Feedback

- Use quick surveys or informal check-ins to learn what's working at home.
- Adjust engagement strategies to match family needs.

✨ **Tip for Administrators:** Families don't need to be overwhelmed with information. Small, consistent touchpoints (letters, quick activities, student stories) have more impact than large, one-time events.