The urgency to prepare for the upcoming start of school has begun! One key planning component for success is to include ways for stakeholders to become involved. Their voice will echo throughout the year. Almost all educators hold a start of school year meeting to introduce themselves, create a welcoming environment, and orient families and students to expectations and responsibilities for the coming year. However, many families report not having ample individual time to ask questions or share what they believe is pertinent information for educators to connect with their child and or specific needs. Be sure to offer a clear feedback loop to families during orientation that includes topics they may feel relevant to their child’s learning. Some basic questions to support year long dialogue are:

Q1. What are [name] hobbies / interests?
Q2. What does [name] do well?
Q3. What does [name] struggle doing?
Q4. What is the best way of contacting [name] family?
Q5. What ways can [name] family support the classroom? *Offer a checklist and/or specifics so that family support can be planned in advance.
Q6. What goals does [name] have for this year?  Provide a planning template.

Family Engagement includes LISTENING All Year Long
Include Family Support in Your Lesson Plans

One resource that may be in short supply during a school year is time. However, planning for the desired steps needed to reach a goal by a specific date is crucial. Just as prior planning and sequencing of classroom curriculum is necessary to make adjustments, so is the need for prior planning to support family engagement.

While creating weekly and monthly lesson plans, consider the steps needed for families to engage and then back map to allow for consideration and commitment to the plan. Send reminders virtually or in their student’s agenda.

Suggested Steps for Engagement

**Step 1:** Identify lessons/units that would benefit from additional home review.
- Choose and create a review activity with a limited number of times (1-3 nights max. with 3-5 min max).
- Utilize available household items (pennies, spoons, cereal pieces, pieces of paper) for learning review.

**Step 2:** Prepare future requests and materials
- Prepare for sending requests one week before and the week needed. Use a calendar request if possible as many families success involves a shared calendar.
- Send request on paper, via email, and post on your classroom website in a special section (families supporting learning). Give them a teaser regarding topic (Ways students learn multiplication).
- Offer a feedback option for families to ‘check-off’ completion or to celebrate their child’s learning. Be sure to follow up in class about the family feedback so that students integrate into classroom expectations.

**Step 3:** Use a calendar or classroom planner to schedule time (with your notes) on the days/weeks needed to complete.

Getting to Know Student Backgrounds

Student engagement is based on relationships and connecting with student interests. While not every lesson/unit will be exciting to all students, requesting demographic information at the beginning of the school year would be helpful when noting a specific student’s pattern of disinterest.

Ask families to volunteer some of the following to help you relate to students throughout the school year:
- What activities/sports will [name] be trying out for this year?
- Are there any major family changes over the summer that may impact [name]?
- Are there medical issues that need to be addressed by the classroom teacher?
- Are there specific religious observations that may impact [name] during school time?
- Will any vacations be planned during school time?
- What was [name]’s favorite subject last year?
- Which family members would most likely help [name] with home review?
- Are there any other languages spoken in the home?
- What before and after school plans are in place for [name]?
In order to make positive impact on student achievement and school improvement, family engagement systems, policies and practices must be linked to learning and healthy development.

Family Engagement Action Guides can be used by teachers, school administrators, or district teams to support parents in supporting their child(ren). Now available in English or Spanish.

Visit the above site to access these printable grade-band specific supports. Each grade band offers families supports around:

- What is your child learning?
- How do you and your school support your child as a whole?
- How do you know your child is learning?
- How can you engage with your child’s school?
- How can you support learning at home?
- What other information is available to connect your family and school?

These action guides can also be ordered in bulk from our online store at cost recovery pricing. Look for this icon at the bottom of our home page.

Contact content specialist Kevin McClure for additional information.

kmcclure@isbe.net
Comprehensive System for School Supports

Three Instructional Support Resources for Educators and Families:
These tools provide research based strategies to support both the educator and family members.

**ISBE Family Engagement Framework**
4 Principles for Supporting Family Engagement Based Upon Research, Legislation and Funding Requirements.


**What to Expect & When to Seek Help**
Descriptors of appropriate physical developmental and social emotional milestones provided by Bright Futures.

[https://brightfutures.org/tools](https://brightfutures.org/tools)

**Raising Caring, Confident, Capable Children**
The Illinois State Board of Education, in a joint effort with other child service agencies, created this brochure to provide support to families and caregivers.


For more information or to connect with a Learning Supports Specialist, please email:

Kevin McClure kmclure@isbe.net

Lisa Ward lward@isbe.net

For other topics and resources, visit
[www.ilclassroomsinaction.org](http://www.ilclassroomsinaction.org)