



**Office of Clinical/Field-Based Instruction,  
Licensure, and Outreach (OCFBI)**

**Family Involvement Assignment**

*“Benefiting students through partnerships with families”*

**Requirements**

The following items must be completed and uploaded in TaskStream:

- Introductory letter to all parents/guardians
- Documentation log of all family contacts
- Proof of two (minimum) ways you involved families in their child’s education from two different categories

Note: You must receive approval from the classroom mentor teacher prior to implementation of all family involvement activities.

**Levels/Categories of Family Involvement**

Level 1: Home/School Contact – paper, electronic, or verbal contact with family members

Examples:

- Newsletters
- Homework sneak preview that outlines homework for the week
- Take home activities – books (read to student or student read aloud), easy at-home science experiments, math activities for reinforcement, etc.
- Tips for how families can help foster student success – explicit examples of activities such as how to help with research, test preparation, etc.
- Positive notes/emails home (in addition to a daily behavior log if already used)
- Information on how families can encourage a healthy lifestyle – enroll student in physical activities, provide healthy snacks, cook with student, etc.
- Instructions for how families can prepare materials for future lessons – items to cut out, topics for research, experiment materials, etc.
- Parent signature on homework assignments and/or tests – include a note explaining that you want to involve parents/guardians in their student’s education by asking them to sign and return items sent home

Level 2: Classroom Involvement – family members are involved in the classroom

Examples:

- Assist during centers or work time
- Tutor students, listen to them read, assist with writing

- Assist with games/activities
- Work with students at computers
- Attend and/or assist with planning special classroom events – holiday parties, good behavior parties, etc.
- Make copies, file papers, sharpen pencils, laminate/cut out materials
- Put up bulletin board displays (with materials prepared by you)
- Assist students with make-up or remedial work
- Play educational board games with small groups
- Listen to groups play instruments
- Assist with school-wide walks, field day, etc.
- Chaperone a field trip
- Invite family members to share about their job/career
- Invite family members to be guest readers or to share something unique or an area of expertise – this could be related to curriculum or a class event

### Level 3: Special Events/Programs – plan an event for family members to attend

#### Examples:

- Invite families to attend/assist with activities such as Coffee Connection, Donuts with Dad, Muffins with Mom, Are you Smarter than a Fifth Grader, etc.
- Ask families to attend/assist with planning a fitness jamboree to encourage physical fitness.
- Invite families to attend a choral/band concert planned by you
- Attendance/assistance with programs such as science fair, math night, etc. planned by you
- Plan a poetry/story night and invite families to come listen to students read
- Ask families to come in to view creative technology projects created by students – power point presentations, videos, etc.
- Plan a family bingo, movie, or healthy heart night
- Plan an environmental community cleanup day
- Plan a State Testing Workshop for families

#### **Newsletter Ideas:**

- Upcoming topics/concepts being taught
- Birthdays/Student of the Week
- Thank you section for families – Family Praise
- Information concerning classroom events/special guests/field trips
- Activities to do with students at home
- School-wide programs or news
- Test taking skills
- Items Needed for the Classroom – request items to be sent from home for a special project/activity

It is easiest to create a template and keep the sections the same for each newsletter so that you do not have to create it from scratch each time.