

# Back-to-School Toolkit for Teachers

The beginning of the school year is an important and exciting time! It marks the beginning of your academic partnership with families. At the start of the school year, it is essential for teachers begin to establish relationships with students and families.

This Back to School Tool Kit will provide you with several documents to send home to families in either hard copy or electronic form. The purpose of this tool kit is to allow teachers to launch their communication with families, as well as collect valuable data on families' communication preferences.

## **This tool kit includes:**

- Beginning of the year family survey (English and Spanish)
- Family orientation/ Back to School Night scavenger hunt (English and Spanish)
- Welcome letter template (English)
- Home visit letter template (English)
- Quarterly newsletter template (English)

## **Teachers**

- Consider sending these items as hard copies as well as via email in order to maximize opportunities for submission.
- Consider incentivizing submission for each item.
- Consider sending out the welcome letter and home visit sign up letter over the summer before school begins to maximize opportunities for home visits.
- Follow up with phone calls to those families who do not submit the communication survey. Ask the questions via telephone and record the family member's responses.
- Note: Fill in your relevant information on the welcome letter and home visit letter (see underlined comments).

## **School Leaders: how can you help?**

- Provide teachers with professional development time for creating and prepping materials.
- Celebrate teachers who receive the highest number of responses from families for items such as parent surveys and home visits.

# Welcome!



Your Child's Name: \_\_\_\_\_

Your Name: \_\_\_\_\_

1. What are some of your child's interests?

\_\_\_\_\_

2. What are your child's strengths in school?

\_\_\_\_\_

3. Where might your child need additional support in school?

\_\_\_\_\_

4. What are 3-5 words that describe your child?

\_\_\_\_\_

5. What are some goals that you have for your child?

\_\_\_\_\_

\_\_\_\_\_

6. What else would you like for me to know about your child?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. Preferred method of contact: [Circle all that apply.]

Phone      Text      Email      Note      Other: \_\_\_\_\_

Contact info: \_\_\_\_\_

8. I prefer to receive parent-teacher communication:

Daily      Weekly      Bimonthly      Monthly      As needed

9. Comments: \_\_\_\_\_

# Bienvenido!



Nombre de su hijo/hija: \_\_\_\_\_

Nombre: \_\_\_\_\_

1. Que interesa su hijo/ hija?

\_\_\_\_\_

2. Que puede hacer bien su hijo/hija?

\_\_\_\_\_

3. En cuales sujetos necesita más ayuda?

\_\_\_\_\_

4. Palabras que describe su hijo/hija:

\_\_\_\_\_

5. Qué metes tiene Ud. para su hijo/hija?

\_\_\_\_\_

\_\_\_\_\_

6. Más sobre su hijo/hija:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. Comunicación preferido:

Phone      Text      Email      Nota      Otro: \_\_\_\_\_

Información: \_\_\_\_\_

Cuando?

Cada día      Cada semana      Cada dos semanas

Cada mes

Cuanda es necesario

# Scavenger Hunt

## We're Going Back To School



1. A book that your child might like to read in the library:

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2. Your child's name [let me know if you do not see your child's name on the door!]

Found It! \_\_\_\_\_ Can't find it \_\_\_\_\_

3. School/class expectations \_\_\_\_\_

Questions? \_\_\_\_\_

4. Guided reading table \_\_\_\_\_

Questions? \_\_\_\_\_

5. Class schedule: Which block do you think will be your child's favorite? \_\_\_\_\_

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# Scavenger Hunt

## We're Going Back To School



### Busca para:

1. Un libro en la biblioteca que su hijo/hija quiere leer: \_\_\_\_\_

\_\_\_\_\_

2. El nombre de su hijo en la puerta:

Está aquí \_\_\_\_\_

o No está aquí \_\_\_\_\_

3. Reglas de la clase y escuela \_\_\_\_\_

Preguntas? \_\_\_\_\_

4. La mesa para leyendo en grupos pequeños \_\_\_\_\_

Preguntas? \_\_\_\_\_

5. El horario: Cual parte del día es el favorite de tu hijo/ hija?\_

\_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

Dear Families,

Welcome to grade level/ class subject! For our returning families, welcome back! For our new families, welcome to the name of school community!

I am thrilled to be your child's teacher. This year marks my number of years at name of your school. I am a year of your graduation of the university that you graduated from. Education is my passion!

I look forward to working with you and your child this year to ensure that he/ she receives the best education possible.

Please feel free to contact me via email at your email here or via text or phone at your telephone information here. Thank you for all that you do!

Sincerely,

Your name



Dear Families,

Date \_\_\_\_\_

I am thrilled to be your child's grade level/ subject teacher this upcoming school year! This year marks my number of years at your school at name of your school and I am so excited to be your academic partner in the first grade. I look forward to working with you and your child this year to ensure that he/ she receives the best instruction possible.

Family engagement is of the utmost importance to me, and for this reason I would love to begin to partner with you by completing a home or community visit before the school year begins. This visit will allow me to learn more about you and your child, as well as your hopes for the upcoming school year.

Please feel free to contact me via email at your email here or via text or phone at your phone number here to set up your home visit. I look forward to hearing from you and starting our work together!

Sincerely, Your Name



# WELCOME FAMILIES

News and Notes from \_\_\_\_\_'s Classroom  
Quarter: \_\_\_\_\_

Here's what we are working on!

Reading:

Math:

Social Studies:

Science:

Dates to Remember

- ♦ Date 1
- ♦ Date 2
- ♦ Date 3



## Family Engagement

Include information about school and class events here, as well as upcoming opportunities to engage families.

## Help Wanted

Families love to be involved in the classroom!  
Provide ample opportunities!

*"Anything from sharing what you do," to  
"reading a story," "to donating stuff to the  
kids [including] school supplies."*

*- 1<sup>st</sup> grade parent, Center City Shaw*

Student and Parent of  
the Month



## Parent- Teacher Communication

Include any necessary reminders here!

*"I enjoy updates."*

*- 1<sup>st</sup> grade parent, Center City Shaw*



# Shoutouts!



Home Visit Data  
We have completed \_\_\_\_\_

We still need to complete \_\_\_\_\_  
\_\_\_\_\_ home visits



See you at APTT \_\_\_\_\_  
on (date) \_\_\_\_\_

## Parent Poll

Family Comments: \_\_\_\_\_

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## Questions? Comments?

Teacher's Contact Info  
here