



# 10

## Education Essentials for Families Workbook

Presented by the Leading Educational  
Attainment (LEA) for Families Initiative  
Orange County, California



## **ORANGE COUNTY EDUCATION AND RESEARCH INSTITUTE**

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## **ORDERING INFORMATION**

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Copies of the publication are available for sale to anyone outside of Orange County from Orange County Business Council. For prices and ordering information call Orange County Business Council at 949-476-2242.

# WELCOME TO LEA'S

## 10 Education Essentials for Families

**Dear Parent or Guardian,**

Congratulations on taking this valuable class! You are joining the tens of thousands of families who have already learned that education is key to your child's future success and that your involvement is critical to their academic achievement.

In this class, you will learn:

- The school structure and what is important at each level;
- How to track academic progress;
- When and how to prepare for college and career; and
- How to help your child achieve his or her dreams.

You are encouraged to come to each class ready to learn. Don't be afraid to ask questions. If you are wondering about something, then others in the class are probably wondering about the same thing. This is your workbook, so write notes in it. Keep it handy so that you can refer to it throughout the school years.

Thank you for giving your time to this critical class. Our goal is for you to be informed, encouraged, and inspired to help your child navigate the road to college. Enjoy the class!

**Sincerely,**

The Leading Educational Attainment (LEA) for Families Team

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# ESSENTIAL 1

**Commit as a family to be involved in my child's education**



Students whose families are involved in their education earn higher grades and receive higher scores on tests, attend school more regularly, complete more homework, demonstrate more positive attitudes and behaviors, graduate from high school at higher rates, are more likely to enroll in higher education, and are better prepared for the workforce than students with less involved families.

# HOW CAN FAMILIES GET INVOLVED WITH THEIR CHILDREN'S EDUCATION?

The first step is to make a family commitment to your child's education. Commitment means that each family member invests time and knows their specific role. For example, an older sibling can tutor his elementary-age sibling for 30 minutes each day.

The family can also provide space and time for their children to study and complete homework. All members of the family should work together to support one another and avoid burnout.

Building a family support structure will allow you to organize your time, visit the school, and communicate regularly with the teachers and/or the school liaison.

Ask for a school calendar, handbook, school map, the school directory, and any forms that are needed. To facilitate this process, complete the School Information form on the following page and keep it nearby so you have it for future reference.

**STAY UP-TO-DATE WITH YOUR STUDENT'S PROGRESS:** Your child's school may offer a Parent Portal, an online resource for families to access up-to-date information about their child's progress in school. Information can include attendance reports, homework assignments and due dates, report cards, transcripts, test history, and grades. If you are unaware of how to use a parent portal, contact your child's school district. Other important resources include the school and district websites, mobile apps, and social media accounts.

## TIPS FOR SUCCESS

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- 1** Know that everyone in the family has a role to play and something to contribute. Each person needs to identify their specific role and how to organize their time in supporting a child's education.
- 2** Strong two-way communication between families and schools is one of the most important keys to student success. Meet with school officials, such as the principal, teachers, liaisons, secretaries, and community representatives, to build positive relationships. You can request an interpreter. Once you've established those relationships, email is an effective way to continue communicating with them about your child's needs.
- 3** Keep track of what is happening at your child's school and district through their websites, phone applications, social media, emails, and other materials.
- 4** Attend key events such as Back-to-School Night, Open House, and Parent Conferences. You can request an interpreter if you need one.
- 5** Find and participate in support programs available to parents at the school site and in the community. Family resources can include parent education classes, parent informational nights, community services, and involvement in parent committees/groups such as the Parent Teacher Association (PTA), School Site Council (SSC), English Learner Advisory Committee (ELAC), and the District English Learner Advisory Committee (DELAC).

# SAMPLE - SCHOOL INFORMATION

## IMPORTANT NAMES AND PHONE NUMBERS

School District: \_\_\_\_\_ Phone: \_\_\_\_\_

Superintendent: \_\_\_\_\_ Phone: \_\_\_\_\_

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School: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

School Website: \_\_\_\_\_

Principal: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

School Secretary: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Teacher: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Room/Subject: \_\_\_\_\_

## OTHER NAMES AND PHONE NUMBERS

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School Community Liason: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Counselor: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Parent Portal on District Website: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

# FAMILY EDUCATION ACTION PLAN

AS A FAMILY WE CURRENTLY DO . . .

WHO	WHAT

AS A FAMILY WE WANT TO DO . . .

WHO	WHAT



# ESSENTIAL 2

## Support my child's studies at home



The home and the family are the first teachers, so supporting your child's education begins at home. The family is necessary to help the "whole child" physically, mentally, and emotionally. What are you doing at home to support learning at school?

# GIVE YOUR CHILD THE BEST GIFT OF ALL TIME TO STUDY

Some families ask their children to take on household chores and other responsibilities for the family, such as babysitting and working.

Although it is important for children and adolescents to learn the value of responsibility, adults and children need to keep in mind that education is the child's priority. Families should provide the time to keep a balance between study and other responsibilities.

## TIPS FOR SUCCESS

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- 1** Homework is intended to provide appropriate practice for concepts learned in school. If your child does not seem to understand the concepts in the homework, be sure to contact the teacher to let him/her know that your child is struggling.
- 2** Find out when, where, and what your child needs to study best. Some kids like to study in the morning, others in the afternoon or evening. Allow your child to study at school, in the library, or in another environment that is suitable. It is also common for students to meet with classmates in study groups. Make sure that your child has all of the tools they need to be successful. They should have access to a Chromebook or other device, the internet, and other supplies their school work may require. Provide adequate space and quiet time for your child to do their homework and study.
- 3** Help create and maintain a balanced routine at home by having schedules and goals for every family member. Everyone should know their schedule, including the times for homework, meals, free-time activities, chores, T.V., or other electronic devices.
- 4** Monitor your child's progress with homework. Homework can have an impact on your child's grades, so make a habit of checking the Parent Portal to help keep your child on track for completing and turning in assignments.
- 5** Take advantage of resources that can help you support your child with homework. Ask about homework clubs and tutoring opportunities at your local library or at your child's school. Ask for help when you have questions or concerns. It is a sign of strength and wisdom. Both you and your child will benefit when you have the answers you seek.

# SAMPLE - WEEKLY FAMILY SCHEDULE

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
6:00 AM	Wake up and eat breakfast						
7:00 AM		Get ready for school					
8:00 AM		School					Chores
9:00 AM							
10:00 AM							
11:00 AM	Free time						
12:00 PM							
1:00 PM							Fun family activity
2:00 PM							
3:00 PM		Home from school					
4:00 PM		Do homework					
5:00 PM		Eat dinner					
6:00 PM		Reading time					
7:00 PM		Family time - Board games, arts and crafts, family walks, etc.					
8:00 PM		Get ready for bed - brush and floss teeth					
9:00 PM		Bed time - Lights out!					
10:00 PM							

In addition to setting aside time as a family to plan out weekly schedules, it is important to get together to talk about everyone's weekly goals. This shows your child that each family member is involved in their education and proves to them that goals for self-improvement should not end once they are out of school.

# WORKSHEET - WEEKLY FAMILY SCHEDULE

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
6:00 AM							
7:00 AM							
8:00 AM							
9:00 AM							
10:00 AM							
11:00 AM							
12:00 PM							
1:00 PM							
2:00 PM							
3:00 PM							
4:00 PM							
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10:00 PM							