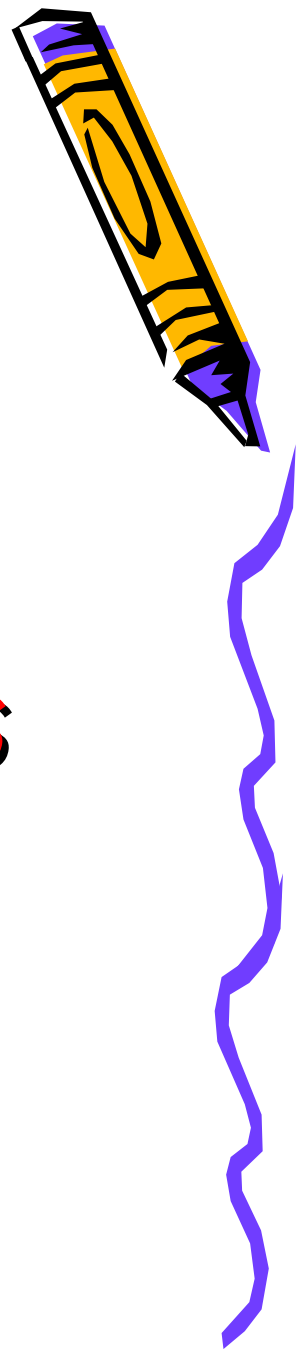


# *Communicating With Parents*

*Parent-Teacher Conferences*



# Organization=Less Stress



- The better organized you are for any interaction with parents, the less stress you will feel.
- The more organized and prepared you are, the more professional you appear.
- This also gives you more control over the situation.



# B egin at O pen H ouse



- B egin setting the stage for the year at orientation or open house.
- T his time must be managed by the teacher so that one or two parents do not monopolize the time.
- H ave a presentation to share so that you are in charge of the time.



# I involve the P arents



- I give the parents tasks to complete:
  - I ndex card for home information
  - Goal sheets 1. P arent goals 2. Student goals \*samples later
  - I ndex card or sheet to write questions that I can answer via email or on my website.



# Getting to Know Your Child!

**Parents/Guardians:** Please complete this form about your child and return it to school as soon as possible.

**Student's Name** \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

**Mother's Name** \_\_\_\_\_

Address \_\_\_\_\_

Home/Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Home E-mail \_\_\_\_\_ Work E-mail \_\_\_\_\_

Best time to be reached: \_\_\_\_\_

**Father's Name** \_\_\_\_\_

Address \_\_\_\_\_

Home/Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Home E-mail \_\_\_\_\_ Work E-mail \_\_\_\_\_

Best time to be reached: \_\_\_\_\_

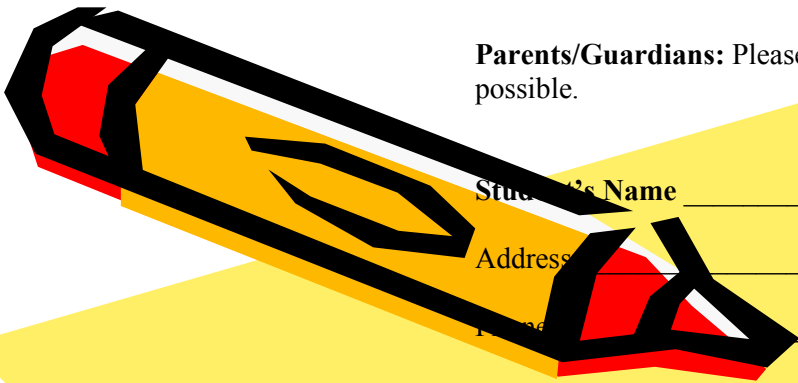
**Guardian's Name** \_\_\_\_\_

Address \_\_\_\_\_

Home/Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Home E-mail \_\_\_\_\_ Work E-mail \_\_\_\_\_

Best time to be reached: \_\_\_\_\_



# D uring the Semester



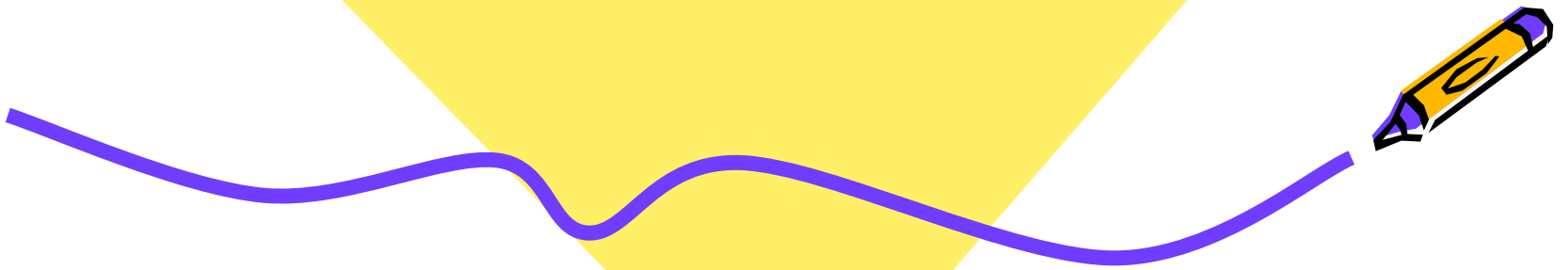
- U se newsletters, emails and web pages to communicate frequently.
- P re-K - grade 3 once a week
- Grades 4- 6 once a week or bi-weekly
- J unior- Senior H igh- post assignments weekly, general info as needed



*My Web Page*



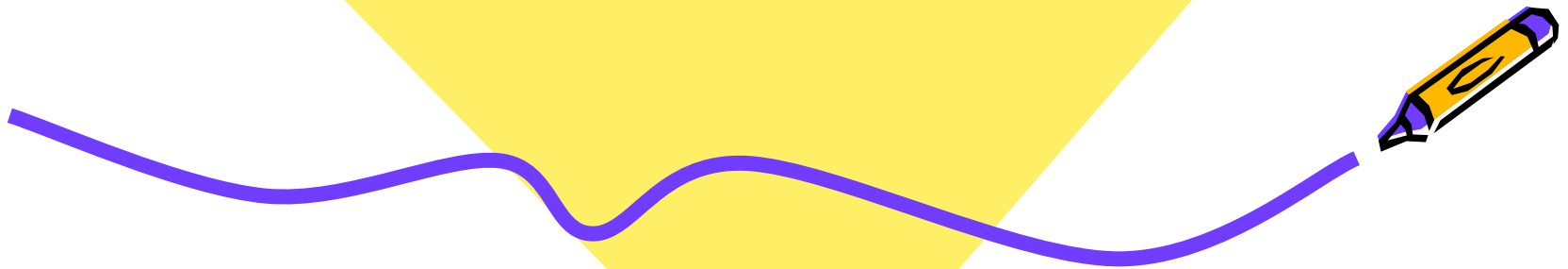
- *Mrs. Shaffer's Web Page*



# Organizing Students



- *Notebooks:*
- *Lots of M O O S E A acronyms!*

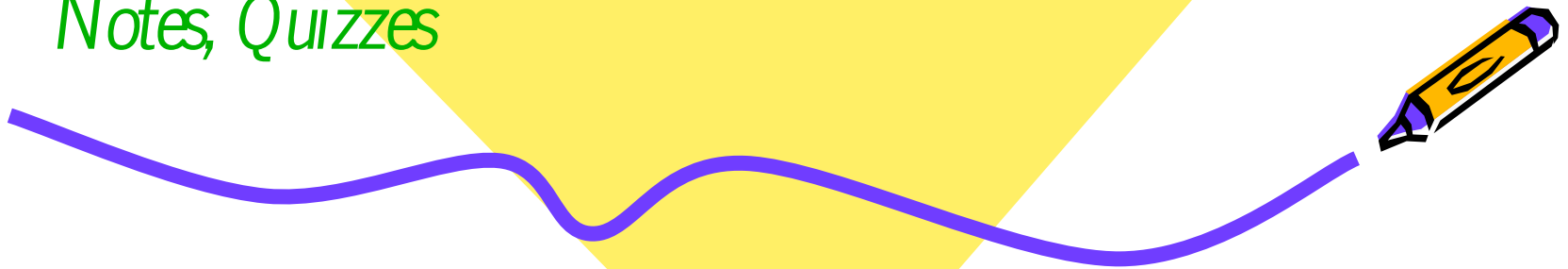




# Categories by Subject



- *M ath: homework, notes, quizzes, reference*
- *Science: U nit, Vocab, Lab, Notes, Quizzes*
- *Social Studies: W orksheets, Notes, P rojects, Quizzes*
- *R eading: R esponse J ournal, W orksheets, Vocab, Notes, Quizzes*



# Data Folders



- Even the youngest can keep track of their own progress.
- Bar Charts to color for lower grades
- Line Graphs or data sheets for upper



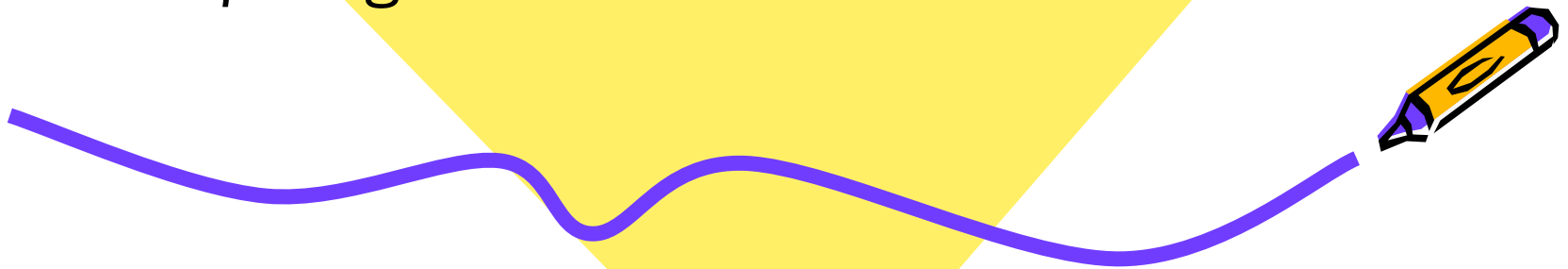
# My Data Sheet

<b>Date</b> assignment	11/8 math	11/10 reading			
S+					
S					
S-					

# Goal Setting



- GoalPOST – Goal-oriented Performance in Out of School Time
- Instructors will teach children how to set personal, achievable goals rather than goals that encourage them to compete against each other.



# Goal Setting

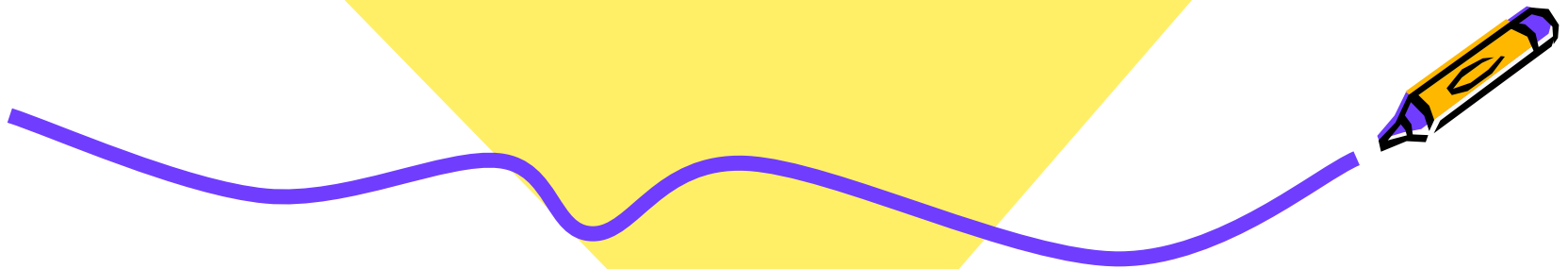
- “If we can guide kids into recognizing that they can accomplish things by setting goals, then they can improve many aspects of their life, not just academics,” said David Fleming, assistant professor and graduate coordinator in Clemson’s Eugene T. Moore School of Education. “The GoalPOST Program will provide academic and homework assistance, along with physical and recreational activities, to provide an engaging, positive environment for students outside of regular school hours.”



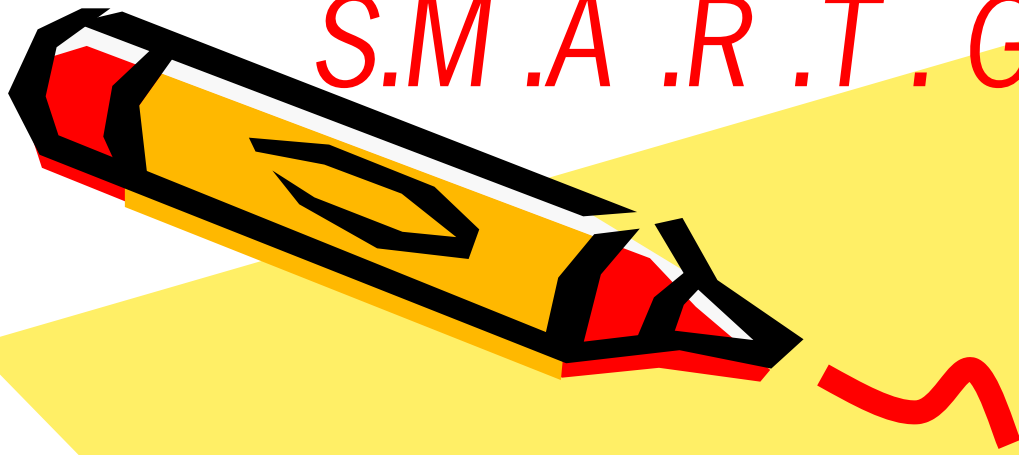
*Link to Article*



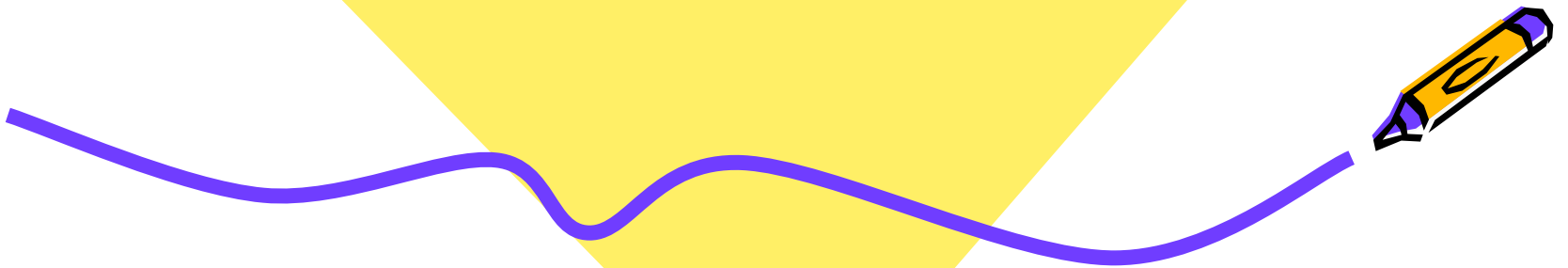
- *GoalPOST leads Anderson kids to set goals*



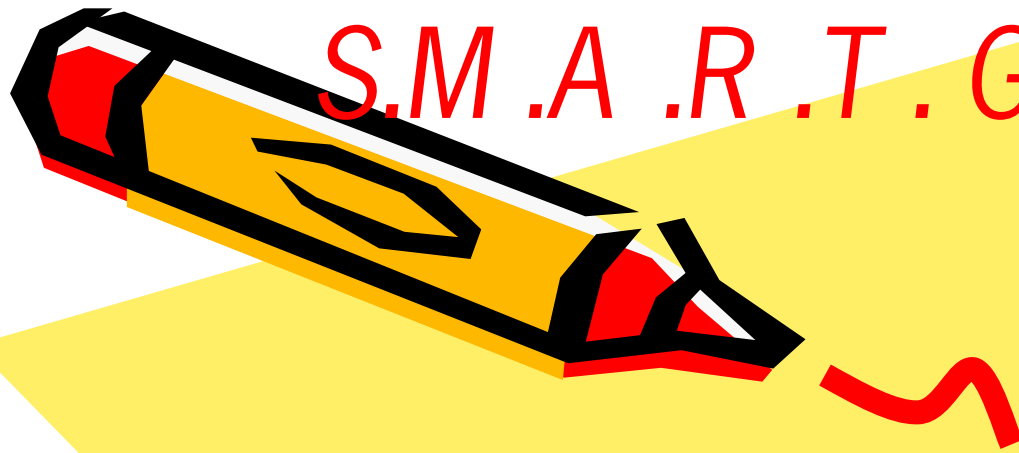
# S.M.A.R.T. GOALS



- *Quality in Education: How S.M.A.R.T. Are*



# S.M.A.R.T. GOALS



- S = specific: In detail, define exactly what it is you want to accomplish.
- M = measurable: Decide how you will measure your progress and most importantly, how will you know if you have achieved your goal.
- A = accountability: Make a full commitment to be personally responsible for achieving your goal.
- R = Realistic, Relevant, and Result Oriented: set goals that are ambitious, but achievable. Check to make sure your overall sense of purpose and value.
- T = Time Line: Create a clear timeline for achieving your goal
- ©2003 Randy Stepp - Using Quality Principles and Practices in Education Playbook





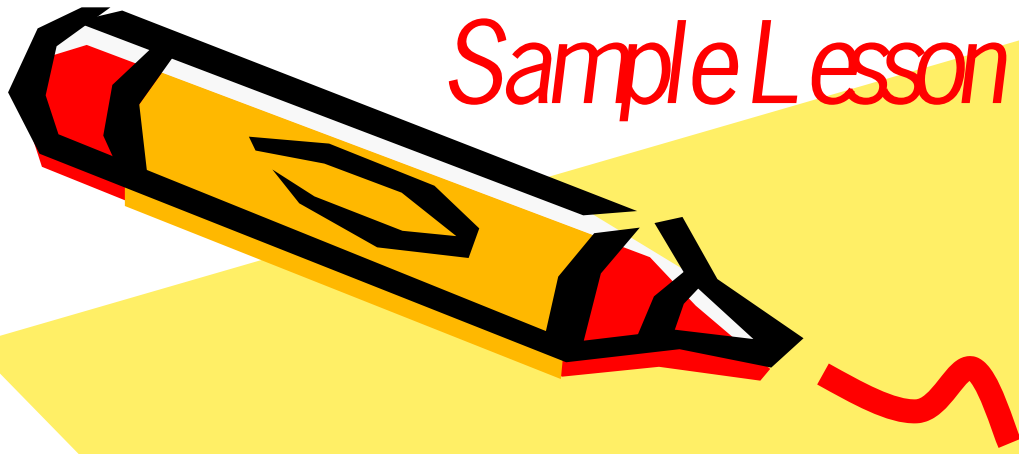
# More S.M.A.R.T. Goals



- S = specific- your goal is a detailed plan, not a general idea
- M = measurable- your goal needs to move you forward with each step
- A = action oriented- your goal calls you to action, to do it now
- R = realistic- you can reach your goal and it makes sense with what you want in life
- T = timely- you have dates of completion for each step you're taking
- Premier discoveragenda©



# Sample Lesson Plan



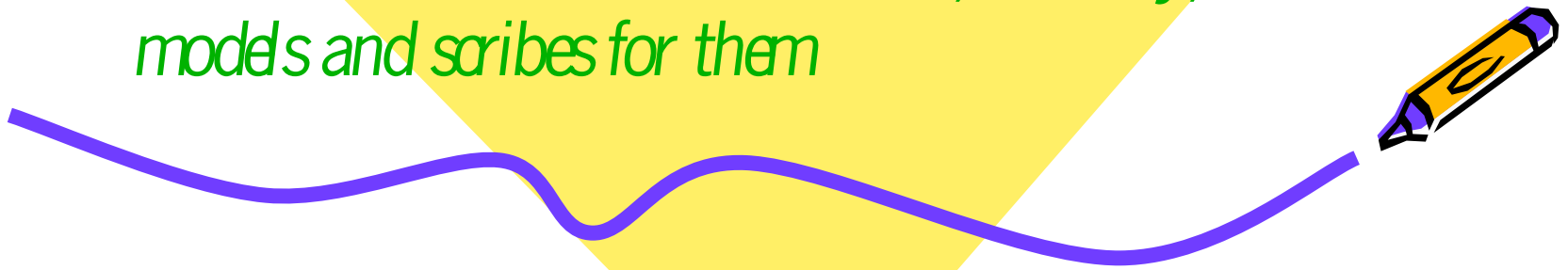
- Goal Setting - Achieving Goals - Lesson Plans
- <http://cod.me.edu/careerprep/CareerPrepCurriculum>
- EduHound Site Sets :: SMART Goals



# Pre k and Kindergarten



- *Students can:*
  - *Draw, use magazines, or stickers*
  - *Write them with a parent ( see sample)*
  - *Write them with an older student, a buddy, who models and scribes for them*



# Concept Map

My S.M.A.R.T. GOALS

Turn all homework in on time

Get at least a B on all quizzes and tests

Study for tests

Keep track in my planner

Keep my data folder up to date

Take my notebook and study guide home



Use my  
anner

Check the  
homework  
hotline

Turn homework and  
Projects in on time

Goals for first  
Quarter

Study for  
quizzes

Keep  
organ

Grades No Lower than


Quiz and Test Grades  
Must be at least C

Study before  
right before

Get a study  
buddy



# Elementary and Middle School

- Best to have a lesson or two about goal setting.
  - Model goal setting process and sample goals.
  - Use template or form.
  - Follow-up at mid-term or interim.
- 

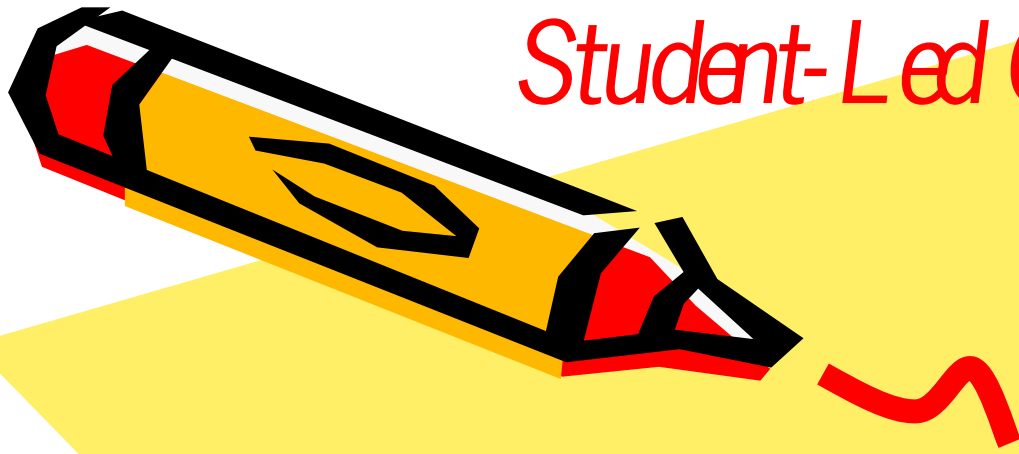
# High School



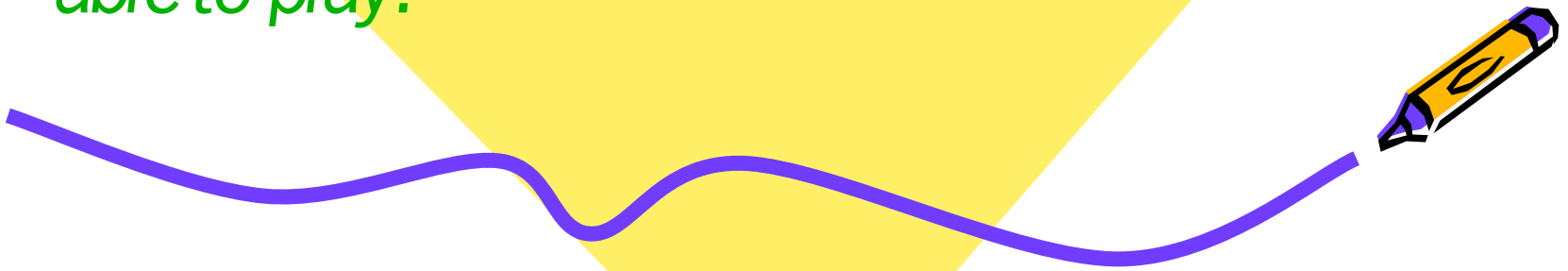
By this age one would hope they are familiar with goal setting so allow them to be creative. Let them write a rap song, a poem, make a podcast or video. These have a lot more personal significance and are a **H O O T !!!** to view later. View and compare to actual grades at interim and grade card time.



# *Student-Led Conferences*



- *Students should participate, at least be present.*
- *Student led can be done at any grade level*
- *The older the student, the more of a role they are able to play.*

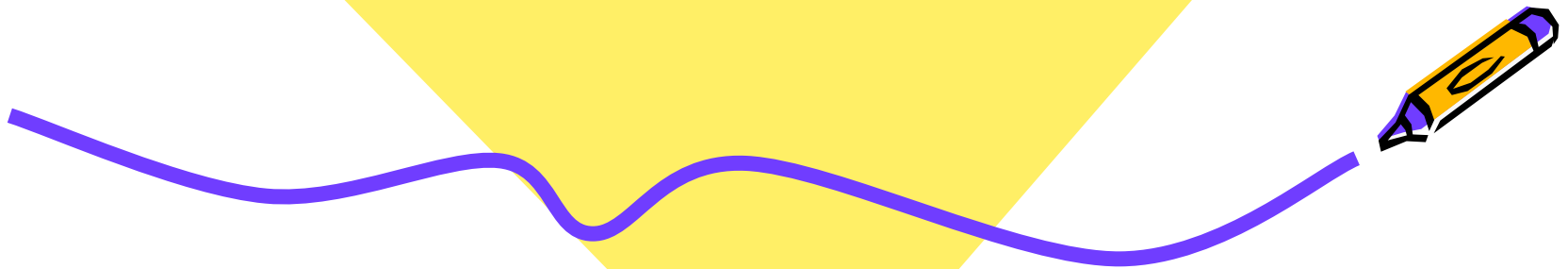




## *What to share:*



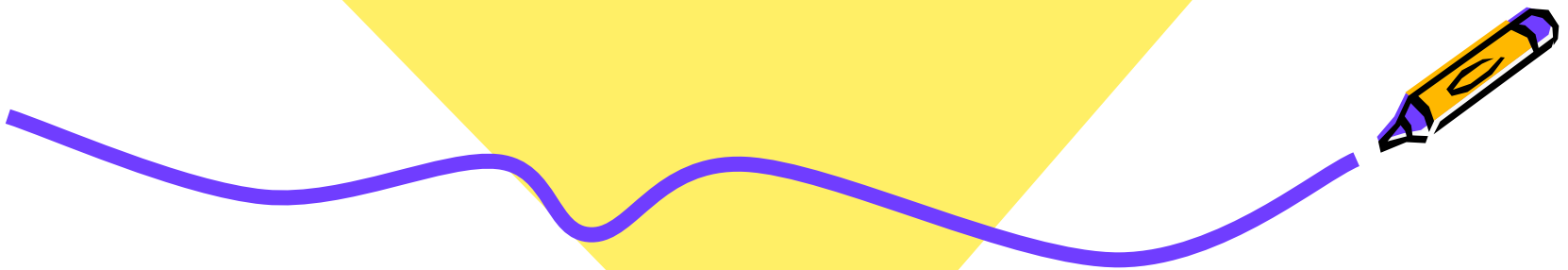
- *Grades/Progress Reports*
- *Samples of student work*
- *Goals and Reflections*



# Grades



- *Copy of grade card, print out from electronic grade book*
- *Data folder*



# Sample Work



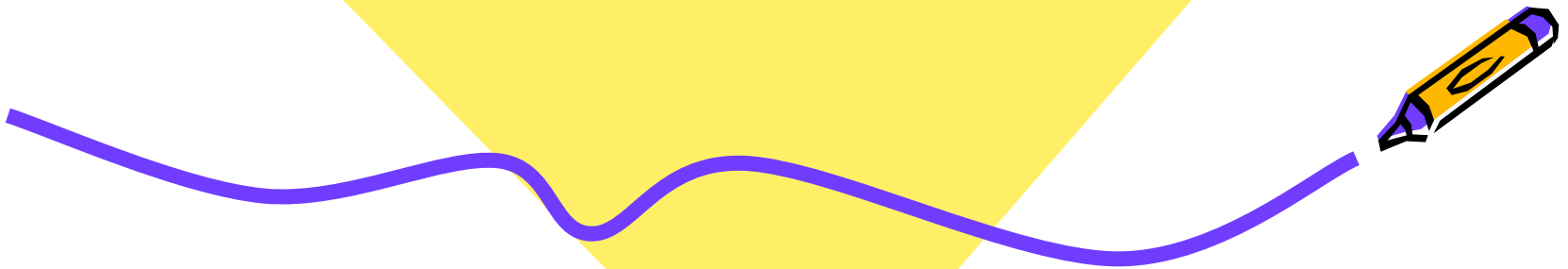
- I have the students select some and I select some
- Can be: best work, work that shows improvement, favorite pieces
- I try to put in one high and one low(er) grade or something that shows success and an area of weakness or struggle.



# Goal Sheet



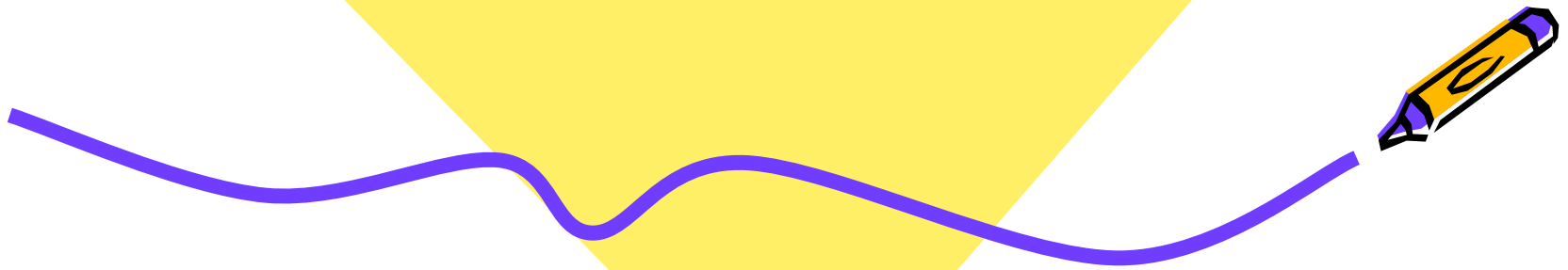
- *Goals from beginning of quarter, reflection at mid-term*
- *Goals for next quarter (period of choice)*



# *Students lead*



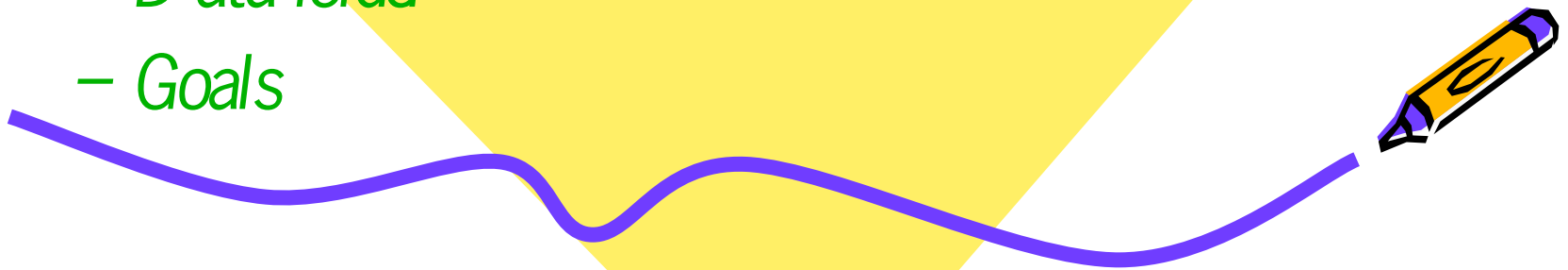
- *This must be modeled and practice at first, after students have been “trained” reminders and time to prepare in class are all that are needed.*



# *Practice*



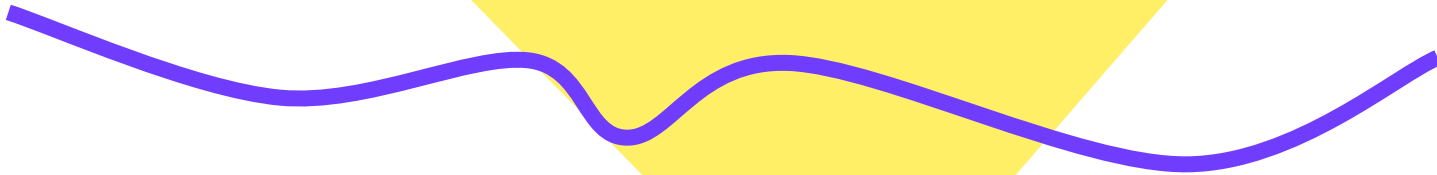
- *Introducing parents to teacher*
- *Explaining and showing:*
  - *Notebook*
  - *Data folder*
  - *Goals*



# What if...



- Keep the conversation geared towards “What can we do for Johnny?”
- If a parent is upset
  - Hear them out, within reason
  - Ask them to come back later
  - Invite the Principal, counselor, another teacher to sit in



# WEB SITES

Parent/Teacher Conferences

<http://www.nea.org/parents/ptconf.html>

<http://www.teachingheart.net/parentteacherconference.html>

<http://www.kimskorner4teachertalk.com/classmanagement/conferences.html>

Student Led Conferences:

[student lead conference ideas - Google Search](#)

<http://www.atozteacherstuff.com/pages/3991.shtml>

<http://printables.scholastic.com/printables/detail/?id=28499>

[http://www.proteacher.org/c/1076\\_Student\\_Led\\_Conferences.html](http://www.proteacher.org/c/1076_Student_Led_Conferences.html)

<http://www.wired-and-inspired.ca/resources/student-led/index.html>

Quality Tools:

<http://www.cpsb.org/resources/qualitycorner/tools.htm>

Notebooks and Data folders and other Baldrige Info

<http://www.montgomeryschoolsmd.org/info/baldrige/staff/datanotebooks.shtm>

Teacher Resources:

<http://www.edhelper.com/>

[http://www.smithsroom.com/MOOSE\\_Acronyms.htm](http://www.smithsroom.com/MOOSE_Acronyms.htm)

Goal Setting

[Goal Setting - Achieving Goals - Lesson Plans](#)

[http://ccd.me.edu/careerprep/CareerPrepCurriculum\\_LP-7.pdf](http://ccd.me.edu/careerprep/CareerPrepCurriculum_LP-7.pdf)

[EduHound Site Sets :: SMART Goals](#)

[GoalPOST leads Anderson kids to set goals](#)

[Quality in Education: How S.M.A.R.T. Are Your Goals?](#)

Sharon Shaffer's Web Page

<http://www.rossford.k12.oh.us/>

