

Parent - Teacher Conferences

For North Salem Parents

By North Salem Teachers

Communication between school and family increases the opportunity and probability of student success in achieving the Mission of the North Salem Schools. The parent-teacher conference -- the formal attempt for parents and teacher to communicate -- is based on the assumption that concerned adults are interested in the welfare of the child, and that the child will benefit from the cooperative efforts of these adults. In an effort to assist all colleagues in reaching this goal, this booklet offers a compilation of research-based as well as personal suggestions for conducting the parent-teacher conference.

The parent-teacher conference is a process comprised of:

- ☆ The Pre-Conference
- ☆ The Conference
- ☆ The Post-Conference

In each portion of the conference, specific responsibilities rest with the parent and with the teacher. Here, then, are the suggestions by North Salem teachers for North Salem parents regarding the parent-teacher conference.

THE PRE-CONFERENCE

WHAT PARENTS SHOULD DO TO PREPARE FOR THE CONFERENCE

1. Speak to your child about the classroom situation (homework, tests), his/her perceptions of his/her class, and of discipline.
2. Ask questions that are related to student's academic performance.
3. Make notes on pleasing and disturbing changes in child.
4. Be prepared to ask the following questions:
 - a. How much homework is given? How much time should be spent daily?
 - b. How should students prepare for tests?
 - c. How involved should I be at home regarding my child's homework and study?
 - d. What can I do to help student progress?
 - e. When is extra help available?
5. Be prepared to share results of outside testing or tutoring.
6. Read course information sheets to prepare for the structure of the class.
7. Understand the District Mission.
8. Be prepared to discuss medical problems that might affect student performance.
9. Ask your child for work that has been returned by the teacher.
10. Call ahead with specific concerns so the teacher can be prepared.

THE CONFERENCE

WHAT PARENTS SHOULD DO DURING THE CONFERENCE

1. ***Ask Questions***

- a. Can you give me an example of what you mean?
- b. What resources are available that can reinforce classroom setting?
- c. What do you suggest to overcome the problem?
- d. How is our child's performance / behavior in school?
- e. What are the strengths / weaknesses?
- f. What are the test scores? Can you help interpret this?
- g. What circumstances / behavior / performance would necessitate follow-up?
- h. What kinds of teaching strategies are used?
- i. What friends does my child have?
- j. What grade does the teacher realistically expect the student to earn?
- k. Does my child seem happy?
- l. How much should I involve myself with homework?

2. ***Consider the following:***

- a. Be on time - respect time limits.
- b. Call ahead for specific concerns so teacher can be ready.
- c. Be honest - don't cover up for your student.
- d. If possible, have both parents attend.
- e. Ask for additional information or explanation of anything you don't understand.
- f. Consider the use of support services.

THE POST CONFERENCE

WHAT PARENTS COULD DO FOLLOWING THE CONFERENCE

1. Talk with your child about the teacher's comments and suggestions.
2. Implement teacher suggestions.
3. Monitor study environment.
4. Provide feedback to teachers on progress.
5. Plan another conference if needed.
6. Help your child accept responsibility for school performance.
7. Keep a log of student behavior and study habits.
8. Share your child's reactions to the conference with teachers.
9. Communicate with teachers any changes in the home environment that may impact on school performance.
10. Check and return homework.
11. Check assignment pad and web page for assignment updates.
12. Praise your child for positive comments.
13. Check progress reports and report cards that are mailed home. Call with any questions.
14. Encourage your child to go for extra help and see teachers in SGA.
15. Make an appointment with the guidance counselor.