

**Communicating with parents** Here are some guidelines to follow:

- Build effective communication by contacting parents early in the year.
- Try not to be defensive.
- Be a good listener and listen without interruption.
- Maintain confidentiality by not talking about other students to any parent
- If a parent makes an unreasonable request, respond in a friendly, firm manner and try to work it out.
- Protect yourself by keeping a log of all parent contacts noting date, time, place, and what was discussed.

### Parent Conference Tips

- ✓ Prepare in advance to answer specific questions parents may have about their child's ability, skill levels, and achievements.
- ✓ Get organized before the conference. Assemble your grade book, test scores, or conference folder with student work and attendance records.
- ✓ Greet parents at the door
- ✓ Start with a positive statement about the child's abilities, schoolwork or interests.
- ✓ Allow enough time in the conference.
- ✓ Encourage students to attend the conference.
- ✓ Establish priorities. Pick one or two areas for growth and improvement so parents are not overwhelmed.
- ✓ If a parent becomes hostile or negative, offer the opportunity to reschedule the conference and have a teacher, administrator, or counselor present