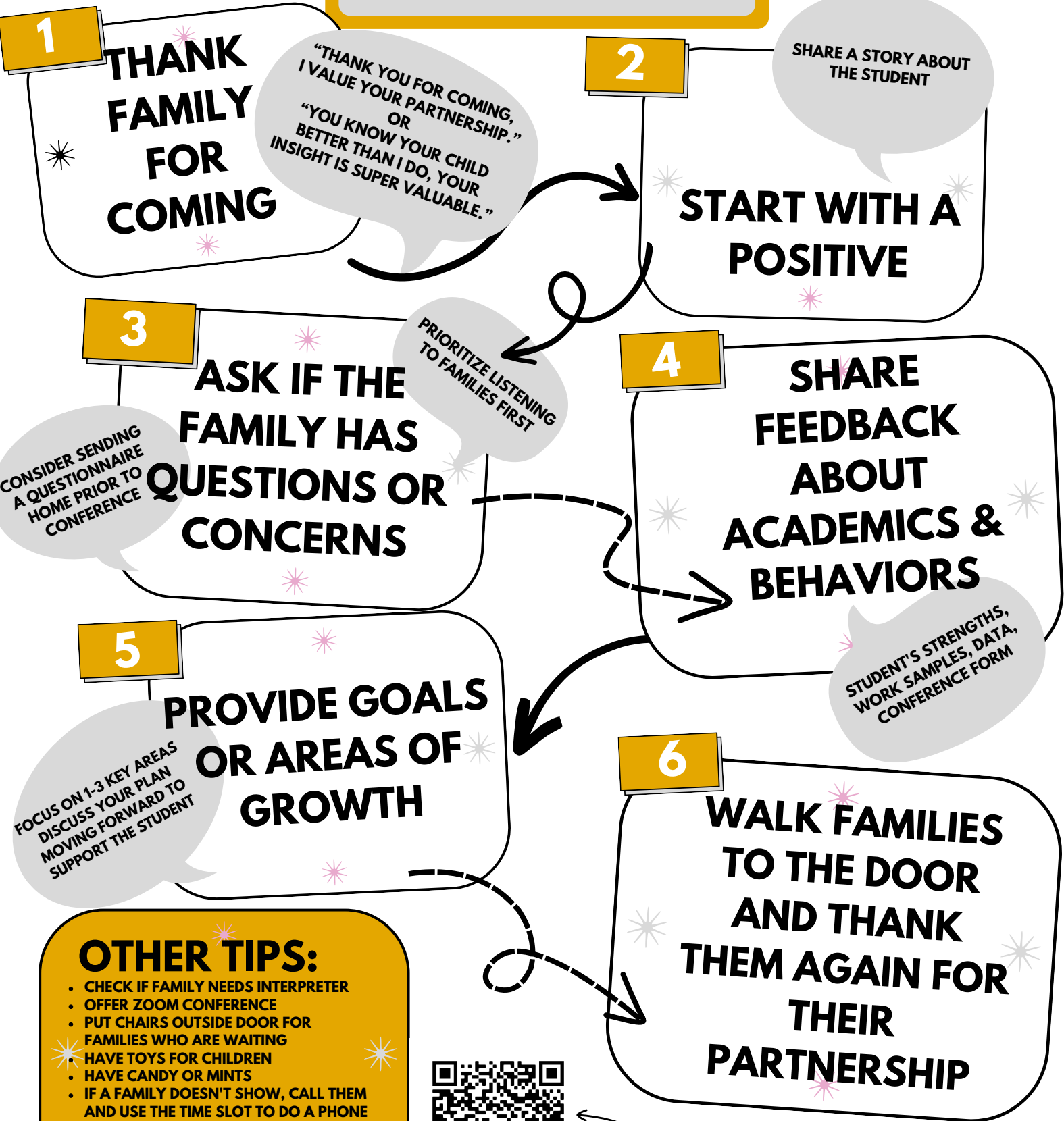


# STEPS FOR CONFERENCES



**1** **THANK FAMILY FOR COMING**

“THANK YOU FOR COMING, I VALUE YOUR PARTNERSHIP.”  
 OR  
 “YOU KNOW YOUR CHILD BETTER THAN I DO, YOUR INSIGHT IS SUPER VALUABLE.”

**2** **START WITH A POSITIVE**

SHARE A STORY ABOUT THE STUDENT

**3** **ASK IF THE FAMILY HAS QUESTIONS OR CONCERNS**

CONSIDER SENDING A QUESTIONNAIRE HOME PRIOR TO CONFERENCE

PRIORITIZE LISTENING TO FAMILIES FIRST

**4** **SHARE FEEDBACK ABOUT ACADEMICS & BEHAVIORS**

STUDENT'S STRENGTHS, WORK SAMPLES, DATA, CONFERENCE FORM

**5** **PROVIDE GOALS OR AREAS OF GROWTH**

FOCUS ON 1-3 KEY AREAS DISCUSS YOUR PLAN MOVING FORWARD TO SUPPORT THE STUDENT

**6** **WALK FAMILIES TO THE DOOR AND THANK THEM AGAIN FOR THEIR PARTNERSHIP**

- OTHER TIPS:**
- CHECK IF FAMILY NEEDS INTERPRETER
  - OFFER ZOOM CONFERENCE
  - PUT CHAIRS OUTSIDE DOOR FOR FAMILIES WHO ARE WAITING
  - HAVE TOYS FOR CHILDREN
  - HAVE CANDY OR MINTS
  - IF A FAMILY DOESN'T SHOW, CALL THEM AND USE THE TIME SLOT TO DO A PHONE CONFERENCE
  - DO EVERYTHING POSSIBLE TO HAVE A CONFERENCE WITH EVERY FAMILY



More conference tools

# WHAT WE BELIEVE ABOUT FAMILIES

The Family Engagement Task Force asked our community what a school/family partnership looks like. Here's what they said:

**FAMILY ENGAGEMENT IS THE PURPOSEFUL AND INTENTIONAL PARTNERSHIP BETWEEN FAMILIES AND SCHOOL THROUGHOUT A STUDENT'S EDUCATIONAL EXPERIENCE.**

**LISTEN FIRST TO BUILD TRUST**

PROACTIVELY CULTIVATE A CULTURE OF LISTENING

**BUILD TOGETHER**

MOVE BEYOND TRANSACTIONAL INTERACTIONS TO PARTNERSHIPS

**VALUE FAMILIES**

SEEK TO UNDERSTAND EACH FAMILY'S BACKGROUND, CULTURE, AND DIFFERENT EXPERIENCES

**COMMUNICATE IN SPITE OF BARRIERS**

COMMUNICATE IN A WAY THAT IS NON-THREATENING, UNDERSTANDABLE, AND ONGOING.

**COLLABORATE FOR LEARNING**

ACKNOWLEDGE AND ACT ON THE BELIEF THAT EVERYONE HAS AN IMPORTANT ROLE TO PLAY IN A CHILD'S SUCCESS

**FAMILY AND SCHOOL PARTNERSHIPS ARE LIKE A SPACE LAUNCH**

IT REQUIRES COLLABORATION

