

MAKING AN ACTION PLAN

The goal of the conference is for you, the teacher, and your child to create a plan that will increase achievement. An action plan should include:

- ◆ What your child will do.
- ◆ What the teacher will do at school.
- ◆ What you will do to follow up at home.
- ◆ When you should follow up with the teacher to see how the plan is working.

FOLLOWING UP ON THE ACTION PLAN

- ◆ Talk to your child.
- ◆ Continue to work on the plan.
- ◆ Observe your child.
- ◆ Follow up with the teacher and check on progress.
- ◆ Schedule a new conference if the plan needs to be modified.

Baltimore County Public Schools Department of Professional Development PARENT SUPPORT SERVICES

Parent Support Services 410-887-6395

BCPS Parentmobile 410-887-0365

Educational Resource Centers for Families and Schools

Campfield	410-887-1269
Dundalk Middle	410-887-7147
Maiden Choice	410-887-3646
Middlesex	410-887-0321
White Oak	410-887-5281

For more information about Parent Support Services, log on to www.bcps.org, select the “Parents/Families” tab, and click on “Parent Support Services.”

<http://www.bcps.org/offices/dpd/pss.html>

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A Parent's Guide to Parent/Teacher Conferences



THE
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“Parent, family, and community involvement positively impacts student success. It is essential to being an effective school and a quality school system.”

Dr. Joe A. Hairston
Superintendent

Baltimore County Public Schools

What Is a Parent/Teacher Conference?

Research shows that student achievement increases when parents, students, and teachers work as a team. A parent/teacher conference is an opportunity for you and your child's teachers to engage in conversations about student learning at home and at school.

Parent/Teacher Communication

You and your child's teacher have numerous opportunities to confer:

- ◆ Scheduled school conference dates
- ◆ Midterm and report card times
- ◆ Anytime you, the teacher, or your child has a subject for discussion

If you would like to schedule a conference, you may:

- ◆ Call the teacher at school.
- ◆ Write a quick note.
- ◆ E-mail the teacher.

The teacher will contact you to set a date and time to meet.

Types of Conferences

- ◆ A **group conference** provides an opportunity for you to meet with the teacher in a large-group setting. These meetings can provide information about curriculum, expectations, and school programs. *Back-to-School Night* is an example of this type of conference. Individual student progress is not discussed in group conferences.
- ◆ A **parent/teacher conference** is the time for you and the teacher to work together to develop a plan to ensure that your child is performing to the fullest extent.
- ◆ A **student-led conference** offers an opportunity for students to take the lead as they provide the teacher and their parents with examples of their academic progress. It encourages students to take responsibility for their learning and to share their work.



Preparing for the Conference

In order to promote effective communication, it is best to prepare for the conference.

Talk to your child. Ask about the following:

- ◆ Feelings/thoughts about school and learning
- ◆ Questions he or she may want you to discuss with the teacher

Gather student work. Keep a folder that could include:

- ◆ Samples of tests, homework, and classwork
- ◆ Progress reports

Think about what you can share with the teacher. Consider sharing your child's:

- ◆ Learning style
- ◆ Interests

Prepare questions to ask during the conference. Topics may include the following:

- ◆ Your child's strength and needs
- ◆ Procedures for grading
- ◆ Classroom performance
- ◆ Support you can provide at home
- ◆ Goals for improvement
- ◆ Services available in the school and community that would benefit your child