

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
Office of Family & Community Engagement
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For information about the Office of Family & Community Engagement and additional resources, log on to www.bcps.org, go to the “Parents” tab and click on “Office of Family & Community Engagement”

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*Creating a Culture of
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A Parent's Guide to Parent/Teacher Conferences

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“At the end of the day, the most overwhelming key to a child’s success is the positive involvement of parents.”

Jane Hull
*Former governor of Arizona
and educator*

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 both home and 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. This type of conference encourages students to take responsibility for their learning and 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 that 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 might include the following:

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