

# Module 4: **Preparing for Open House & Conferences**

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## **Principles when inviting families to school activities**

- \_\_\_est intentions assumed
- \_\_\_mphasis on learning
- \_\_\_ome–school collaboration
- \_\_\_xamples and evidence
- \_\_\_ctive listening
- \_\_\_espect for all
- \_\_\_education to follow-up

## **Open House**

- Open House is an opportunity for families:
  - to have a brief time to get \_\_\_\_\_ with the teacher(s)
  - to see the classroom
  - get a quick overview of class \_\_\_\_\_ and the \_\_\_\_\_ for the year
- Open House is typically held at the beginning of the year or each \_\_\_\_\_
- Length of Open House \_\_\_\_\_ from school to school

## **Tips for managing Open House**

- Give handouts, rather than verbal only
  - Deadlines
  - \_\_\_\_\_
  - Website, social media, etc.
  - Contact info
  - \_\_\_\_\_ information
- \_\_\_\_\_ Opportunities
- Obtain parent contact information/ \_\_\_\_\_ emergency contact sheets
- Give out the “How To’s” (refer to Module 8: What Families Want to Know)

## **Types of conferences**

- 1.
- 2.
- 3.

## **Parent teacher conferences**

- The purpose is to build a \_\_\_\_\_ between the parent and the school so that each stakeholder works together for the student to be \_\_\_\_\_
- A parent teacher conference helps to communicate to parents the areas that the student is \_\_\_\_\_ in and to give them specific ideas of how to \_\_\_\_\_ upon their child's performance in school

## **How is a parent teacher conference initiated?**

- Request can be made by:
  - \_\_\_\_\_
  - Family
  - \_\_\_\_\_
  - Student

## **When preparing for school conferences**

- Encourage \_\_\_\_\_ way conversation
- Opportunity to emphasize \_\_\_\_\_
- Prepare for \_\_\_\_\_

## **Student led conferences**

- Student led conferences are:
  - attended by the student, parent/family, teacher
  - facilitated by the \_\_\_\_\_
  - led by the \_\_\_\_\_
- During the conference, students:
  - share their progress toward and mastery of \_\_\_\_\_
  - show examples of their progress by leading their families through a \_\_\_\_\_ of assignments

## **What is the difference between traditional and student led conferences?**

### Traditional

- \_\_\_\_\_ Driven
- \_\_\_\_\_ time frame - little time for conversations
- Arena style or large group setting
- Focus tends to be on \_\_\_\_\_ and \_\_\_\_\_ rather than academic
- Fragmented

### Student Led

- \_\_\_\_\_ Driven
- \_\_\_\_\_ time - conversation based
- High Accountability
- Opportunities for goal setting
- Samples of work
- \_\_\_\_\_ Assessment

## **Benefits of student led conferences**

- Opens up \_\_\_\_\_ between school and home
- Practices real life-skills - communication, organization, leadership, etc.
- Teaches self-evaluation, self-reflection skills
- Focuses on \_\_\_\_\_
- Goal setting process has buy-in by all involved
- Easier scheduling - easily accommodates late arrivals, walk-ins
- Less stress on \_\_\_\_\_ during conference days
- Accommodates families who do not speak \_\_\_\_\_
- Students are the center of the conference

## **IEP Conferences**

### 3 Types of IEP Conferences

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**Reflection Questions:** After participating in Module 4, Preparing for Open House & Conferences, reflect personally on the following questions.

- A. Identify the events when families are invited into your classroom. How can you increase participation at these events?
  
  
  
  
  
  
  
  
  
  
- B. Identify a creative way to introduce yourself to your families when face-to-face, in written communication, and electronically.
  
  
  
  
  
  
  
  
  
  
- C. Identify at least 2 ways to make your open house time interactive and meaningful for the families.
  
  
  
  
  
  
  
  
  
  
- D. What strategies can you use to support and prepare your families for conferences?
  
  
  
  
  
  
  
  
  
  
- E. How can you evaluate family perspective (or get family feedback) after they have visited your classroom?

# Certificate of Completion

is hereby granted to

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Signature

to certify that he/she has completed

## Engaging All Families Module 4: Open Houses & Conferences

Date: \_\_\_\_\_

Professional Learning Hours: \_\_\_\_\_

*This certificate is not valid unless it is accompanied by the completed Module 4 Listening Guide and Take Five.*

