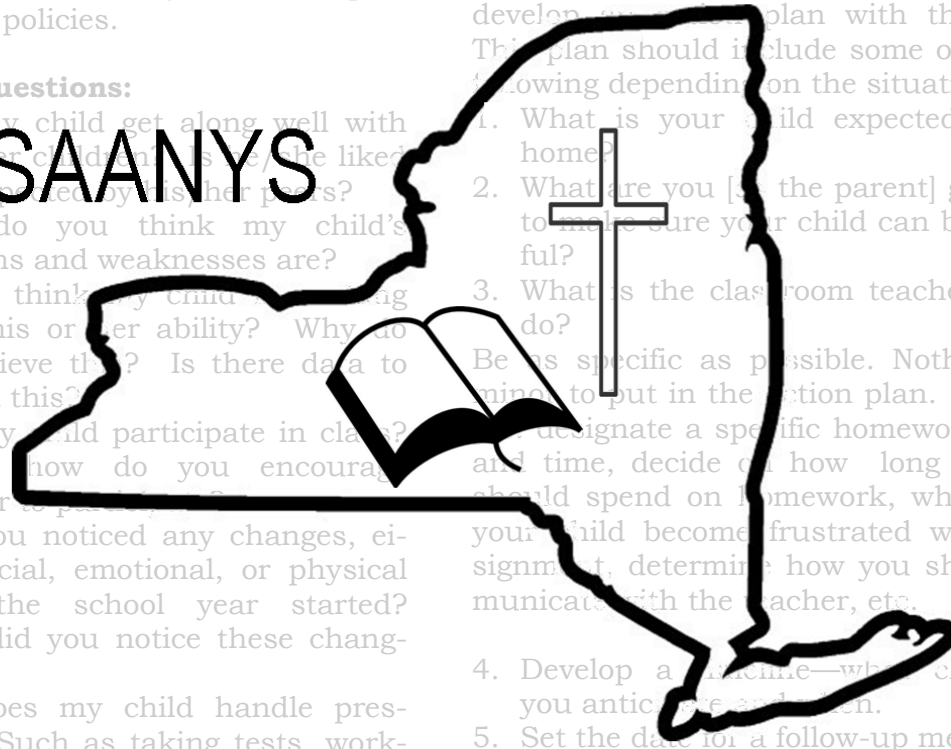


- Organize your questions and concerns about classroom and/or school programs and policies.

Conference questions:

- Does my child get along well with the other children in the class? Do they like and respect me by their peers?
- What do you think my child's strengths and weaknesses are?
- Do you think my child is living up to his or her ability? Why do you believe this? Is there data to support this?
- Does my child participate in class? If not, how do you encourage him/her to participate?
- Have you noticed any changes, either social, emotional, or physical since the school year started? When did you notice these changes?
- How does my child handle pressure? Such as taking tests, working with a deadline, or completing tasks in the allotted time?
- What data do you have that shows my child's progress to this point?
- What are your goals and expectations for my child in the coming months?
- What kind of action plan should we develop to meet those goals?

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The Action Plan:

If there are areas of concern take time to develop an action plan with the teacher. This plan should include some or all of the following depending on the situation:

1. What is your child expected to do at home?
2. What are you [or the parent] going to do to make sure your child can be successful?
3. What is the classroom teacher going to do?
Be as specific as possible. Nothing is too minor to put in the action plan. For example, designate a specific homework location and time, decide on how long your child should spend on homework, what to do if your child becomes frustrated with an assignment, determine how you should communicate with the teacher, etc.
4. Develop a timeline—what changes do you anticipate and when.
5. Set the date for a follow-up meeting.

Start immediately on the plan by discussing it with your child and implementing what was discussed at the conference. Stay in regular touch with the teacher to ensure that the plan is working. If something isn't working, discuss with the teacher and modify the plan so that your child can be successful.

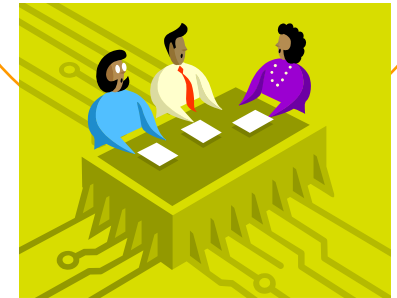
\$11.00 for 20— members, \$18.00 for 20—non-member price.

This brochure gives parents tips and tools to make their communication with the classroom teacher and school administrator positive and worthwhile.

To order copies, contact csaanysoffice@twc.com or call 518-280-9807.

Parent—Teacher Communication

A quick reference guide for every parent



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