

Parent Communication Guide

- 1 Introduce yourself.**
- 2 Highlight at least 2 positive things about their child.**
"A couple great things I wanted to share with you that _____ (student name) has been doing are: _____"
(the more details the better)
- 3 Provide a quick update about what the class has been working on.**
"I wanted to also share that our class has currently been doing a great job on _____!"
- 4 Begin the "tough" part of the conversation** by saying,
"One thing that I would love to problem solve WITH you is _____ (behavior needing help with), because _____ (talk about the impact on student's education first and how it has made others feel). Do you have any ideas that we could do to better support _____ (student's name)?"
- 5 End conversation with thanking them for their time.**
Then let them know how to reach you again if they want to problem solve any more in the future!



Wavy line icon: Tips:

Frame the conversation with the positives.

Use Affective Statements.

Use "with, we, and us" often. "what can we do?"

Focal point should be "I'm calling because I care."

The goal is not to get a 2nd disciplinarian but to find ways to best support the student.

If the conversation continues to escalate, set appropriate boundaries.

If conversation gets escalated, refocus the conversation back to the goals.