

FOR TEACHERS

1. Make the parent feel comfortable with a friendly greeting.
2. Indicate a desire to hear all views - mention that everyone's input will be sought.
3. Avoid the use of technical terms - professional "jargon."
4. Avoid appearing judgmental regarding lifestyle or parenting style.
5. If apprehensive, angry, feeling defensive or unsure of the best course of action before a conference consult your principal, psychologist, nurse or other professional colleague for advice or as a "sounding board." If necessary ask them to sit in as a resource.
6. Be sure to have some positive things to say regarding the child.

FOR PARENTS

1. Remember that teachers have many students and a very limited amount of time for conferences. Unless it is an emergency allow a broad time frame for setting up requested conferences.
2. Try very hard to see your child's teacher as a source of support and do not be embarrassed to pass along information regarding stress or trauma in your child's life which might better help the teacher understand your child.
3. If serious matters are to be discussed at a conference try to have both parents present.

RESOURCES

- * Your building school psychologist.
- * Enhancing Parent/School Communication by Debra Johnson, 1979.
- * Parent Conference in the Schools' Procedures for Developing Effective Partnerships, by Stuart Josen, 1978.
- * Parents and Teachers: A Resource Book for Home, School and Community, by Doreen Croft, 1979.
- * Effective Skills in Parent/Teacher Conferences: The Parents Perspective, by Joan Wolf, 1982.