Student-Parent-Teacher Conferences: Students Take Responsibility for Learning

Presenters:

Marilyn Jackson-Rahming, Principal
Harriet Issner Waas, Teacher
Abdullah Abu-Tineh, Parent

Pineview Elementary School, Tallahassee, Florida

Judy Jameson
Region XIV Comprehensive Center at ETS, Tampa, Florida

Presentation at The Parent Institute
National Association for Bilingual Education
Annual Conference 2002
Philadelphia

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ETS
Educational Testing Service

The work reported herein was supported under Cooperative Agreement No. S283A50007; CFDA No. 84.283A by the Office of Elementary and Secondary Education, U.S. Department of Education (USDOE). Federal funding for the project's total cost is being provided by the USDOE; however, the contents of this document do not necessarily represent the policy of the DOE, and you should not assume endorsement by the Federal Government.
Student-Parent-Teacher Conferences: Students Take Responsibility for Learning

Agenda

I. Introductions and Overview of Model Schools—Judy Jameson

II. Pineview Elementary School—Marilyn Jackson-Rahming

III. Student-Led Report Card Conferences—Harriet Waas

IV. The Parent’s Perspective—Abdullah Abu-Tineh

V. Audience Interaction regarding Language Minority Parent Involvement in Conferences—Judy Jameson

VI. Student-Parent-Teacher Conferences: Future Goals—Judy Jameson

VII. Closing—All

Pineview Elementary School
2230 Lake Bradford Road
Tallahassee, FL 32310
(850) 488-2819
www.pineview.leon.k12.fl.us

Region XIV Comprehensive Center at ETS
1000 North Ashley Drive, Suite 312
Tampa, FL 33602
(800) 756-9003
tfo@ets.org
www.ets.org/ccxiv
What are Student-Led Report Card Conferences?

Student-led report card conferences are mandatory conferences involving parents, students, and teachers. Students are trained to interpret our county’s report card and justify grades earned. Each student explains his/her report card to the parent(s). The teacher is available to answer questions. These conferences are structured to cooperatively develop goals for future success, identify strategies to enable the child to achieve those goals, and acquire signatures needed. A unique feature of this process is that the parent evaluates the child’s presentation through the use of a scoring rubric. This evaluation becomes a grade for the next reporting period in the language arts strand of listening, viewing, and speaking.

Why are Student-Led Report Card Conferences needed?

Student-Led Report Card Conferences are needed to increase and improve communication with parents concerning student progress. They encourage positive, productive dialogue that involves the parent, the student, and the teacher. Student-Led Conferences also involve parents in identifying goals for the student.

Do Student-Led Report Card Conferences make a difference?

- 99%+ of our parents participate in Student-Led Report Card Conferences
- Teacher-parent-student dialogue is productive and involves goal setting

Student-Led Conferences require students to take responsibility for their grades. They are held accountable for their progress, and learn to justify the grades earned. When students accept personal responsibility, learn to set goals and identify viable strategies, grades are then viewed as a reflection of progress. Progress, reflected in improved grades, is no longer a mystery. Students learn how to increase performance and take pride in their progress. Through Student-Led Conferences, face-to-face parent conferences take place at least three times each year. The report card becomes the basis for constructive, cooperative goal setting with goals and strategies identified by those most closely involved in the child’s education (the parent, the child, and the teacher). Teachers form strong bonds and create positive working relationships with parents through these conferences. Families become true partners with the school and teachers are able to gain insight into the family structure and the relationship a child has with his/her parent.

How are Student-Led Report Card Conferences conducted?

Student-Led Report Card Conferences are held on the day that county report cards are released. Teachers schedule conferences from 3:30 in the afternoon to 6:30 in the evening.

Tips for Success:

- Notify parents in advance
- Schedule conference times
- Send reminders of conference appointments
- Provide transportation
- Be flexible!
- Reschedule if parents miss a conference appointment
- Make home visits

Harriet Waas, Pineview Elementary School, Tallahassee, FL
Student-Led Report Card Conferences
Appointment Request

Parent(s)/Guardian ______________________________

Home Phone ________________________________

Work Phone ________________________________

Child ________________________________ Date ______________

Our Student-Led Report Card Conferences will be held on Wednesday, January 16, 2002 from 3:00 - 6:30 p.m. Please remember that students must come with their parents!

Please indicate the time you would like to bring your child in for a conference. Appointments will be granted on a first-come, first-served basis. I will make every effort to honor your request.

I look forward to seeing you on January 16th!

Conference Times

<table>
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I look forward to seeing you on January 16th!

Conference Confirmation

Your conference has been scheduled for ________________.
Student-Led Report Card Conferences
Parent Guide

Parent(s)/Guardian __________________________________________
Child __________________________________________ Date ________________

Thank you for coming to the Student-Led Conference!

Please...

- Listen to what your child says
- Be positive
- Ask questions
- Set goals for improvement
- Complete the Student-Led Conference Rubric

Conference Agenda

Student-Led Report Card Conference

Signatures Needed:
Report Card (Please let me know when you are ready to sign your child's report card.)
Academic Improvement Plan
Other forms in your child's conference folder.

Information Needed:

Emergency Contact Information:
Current Address __________________________________________
Current Home Phone _________________________________
Current Work Phone _________________________________

Student Health Concerns:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Pineview Elementary School ■ 2230 Lake Bradford Road ■ Tallahassee, FL 32310
Student-Led Report Card Conferences
Self-Assessment

Student __________________________________________________________

Reporting Period ___________ Date __________________________

I AM performing on grade level in:

☐ Reading ☐ Writing ☐ Mathematics ☐ Science

I AM NOT performing on grade level in:

☐ Reading ☐ Writing ☐ Mathematics ☐ Science

☐ I AM meeting the requirements for promotion.
  ▪ I am ON GRADE LEVEL in all subject areas.
  ▪ I have a grade of C or better in all subject areas.
  ▪ I have a + in all benchmark areas.

☐ I AM NOT meeting the requirements for promotion.

MY ACTION PLAN

To meet the requirements for promotion, I must:

_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

SIGNATURES:

_________________________________________________________________
STUDENT

_________________________________________________________________
PARENT

_________________________________________________________________
TEACHER
## Student-Led Report Card Conferences

### SCORING RUBRIC

<table>
<thead>
<tr>
<th>AREA ASSESSED</th>
<th>SCORE</th>
<th>WEIGHT</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>THOROUGHNESS</strong></td>
<td></td>
<td></td>
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<tr>
<td>Number of Subjects Discussed</td>
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<td>X 3</td>
<td></td>
</tr>
<tr>
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<td>X 3</td>
<td></td>
</tr>
<tr>
<td>Were grades for all subject areas explained?</td>
<td>0 1 2 3 4 5 6 7 8</td>
<td>X 1</td>
<td></td>
</tr>
<tr>
<td><strong>COMMUNICATION SKILLS</strong></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Did your child listen to you?</td>
<td>1 0</td>
<td>X 5</td>
<td></td>
</tr>
<tr>
<td>Did your child face you?</td>
<td>1 0</td>
<td>X 5</td>
<td></td>
</tr>
<tr>
<td>Did your child make eye contact with you?</td>
<td>1 0</td>
<td>X 5</td>
<td></td>
</tr>
<tr>
<td>Did your child speak clearly?</td>
<td>1 0</td>
<td>X 5</td>
<td></td>
</tr>
<tr>
<td>Did your child point to the report card when talking about it?</td>
<td>1 0</td>
<td>X 5</td>
<td></td>
</tr>
<tr>
<td>Did your child show you samples of his or her work?</td>
<td>1 0</td>
<td>X 5</td>
<td></td>
</tr>
<tr>
<td>Did your child answer your questions?</td>
<td>1 0</td>
<td>X 5</td>
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</table>

**FINAL SCORE**

Parent Signature ________________________________
### RÚBRICA PARA LA CONFERENCIA

#### AREAS EVALUADAS

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<thead>
<tr>
<th>AREAS EVALUADAS</th>
<th>PUNTUACIÓN</th>
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<th>TOTAL</th>
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<td>X 10</td>
<td></td>
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<tr>
<td>¿Su hijo/a le escuchó las destrezas de comunicación?</td>
<td>1 0</td>
<td>X 5</td>
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</table>

Firma del Padre ___________________________
Student-Led Report Card Conferences
Parent Survey

Parent ____________________________________________

Student ____________________________________________

Date ______________________

Please complete this survey to help us improve the Student-Led Conference process. Thank you for your assistance!

Pineview’s Student-Led Report Card Conferences are:
☐ Effective ☐ Not Effective

These conferences help my child develop personal responsibility for his/her grades:
☐ Yes ☐ No

COMMENTS...
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

You may use my comments in public media sources:
☐ Yes ☐ No

PARENT SIGNATURE
________________________________________________________________________________________
Benefits of Student-Parent-Teacher Conferences

1. Students take responsibility and are held accountable for their learning.
2. Students take additional pride in their work.
3. Encourages wider range of student/parent communication.
4. Encourages communication that focuses on student growth and development, rather than deficits.
5. Increases parent participation in school.
6. Builds students’ reflection and goal-setting for their own learning.
7. The conference preparation and the conducting of the conference becomes its own on-going learning experience.

Before the Conference:
The preparation for student-parent-teacher conferences goes on for the entire year. In the preparation phase, students need to learn to:

1. Set learning goals.
2. Use self-assessment processes, interpret their scores and continually assess their work and learning.
3. Confer regularly and explain their learning to the teacher or other students.
4. Practice and learn the procedures for leading more formal conferences with others.
5. Write invitational letters and confirm conference dates, times, procedures and materials.

During the Conference: (Conference Interview Guide)

Student’s Name: ___________________________ Date: ___________________________

Areas of Strength:  Areas to Work On:

Comments/Questions from Parents:

Comments/Questions from Students:

Action Plan

Goal:

Student will:

Teacher will:

Parent will:

Teacher Signature  Parent Signature  Student Signature
After the Conference:

Parents can give feedback to their children by writing a note to their student and sending it to school, or by verbally responding to their child, addressing some of the following:

- During our conference, I noticed….
- During our conference, I felt proud because….
- I am pleased to see your effort in….
- I know you sometimes have difficulty with… however,
- I am proud of your improvement in….
- I can help you by….

Students can dictate or fill out forms about the conference by answering questions like the following:

- Things went smoothly because….
- Things could have gone better if….
- One thing I wish I would have shared, but forgot was….
- One thing I chose not to share, but should have was….
- As I look back on the conference, I gained….
- Something I think my parents gained is….

It is important that the student-parent-teacher conference be debriefed, since additional learning will occur through this processing of the experience.

From Learning-Centered Assessment, by Carole Cooper, InnerActions in Education, Inc.  
514 Huron Hills Drive  
East Tawas, MI 48730  
(517) 362-2495  
carolecooper@voyager.net

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Overheads
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<th>Grade</th>
<th>Teacher</th>
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Parent Guide

Parent(s)/Guardian ____________________________________________

Child ___________________________ Date ________________

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- Be positive
- Ask questions
- Set goals for improvement
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Other forms in your child's conference folder.

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Current Home Phone ________________________________

Current Work Phone ________________________________

Student Health Concerns:

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_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

Pineview Elementary School  ■  2230 Lake Bradford Road  ■  Tallahassee, FL 32310
Student-Led Report Card Conferences
Self-Assessment

Student ________________________________________________________________

Reporting Period ___________ Date _________________________________

I AM performing on grade level in:

☐ Reading ☐ Writing ☐ Mathematics ☐ Science

I AM NOT performing on grade level in:

☐ Reading ☐ Writing ☐ Mathematics ☐ Science

☐ I AM meeting the requirements for promotion.
  ▪ I am ON GRADE LEVEL in all subject areas.
  ▪ I have a grade of C or better in all subject areas.
  ▪ I have a + in all benchmark areas.

☐ I AM NOT meeting the requirements for promotion.

MY ACTION PLAN
To meet the requirements for promotion, I must:

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

SIGNATURES:

____________________________________________________________________
STUDENT

____________________________________________________________________
PARENT

____________________________________________________________________
TEACHER
# Student-Led Report Card Conferences

## SCORING RUBRIC

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<td></td>
<td></td>
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<tr>
<td>Was behavior explained?</td>
<td>1 0</td>
<td>x 10</td>
<td></td>
</tr>
<tr>
<td>Was work/study skills explained?</td>
<td>1 0</td>
<td>x 10</td>
<td></td>
</tr>
<tr>
<td>Were attendance and tardies explained?</td>
<td>1 0</td>
<td>x 5</td>
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</tr>
<tr>
<td>Were positive points discussed?</td>
<td>1 0</td>
<td>x 10</td>
<td></td>
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<tr>
<td>Were goals for improvement discussed?</td>
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## FINAL SCORE

Parent Signature ________________________________
### RÚBRICA PARA LA CONFERENCIA

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<tr>
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<td>¿Su hijo/a le escuchó las destrezas de comunicación?</td>
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Student-Led Report Card Conferences
Parent Survey

Parent ____________________________________________

Student __________________________________________

Date ______________________

Please complete this survey to help us improve the Student-Led Conference process. Thank you for your assistance!

Pineview’s Student-Led Report Card Conferences are:

☐ Effective    ☐ Not Effective

These conferences help my child develop personal responsibility for his/her grades:

☐ Yes    ☐ No

COMMENTS...

________________________________________________________________________
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You may use my comments in public media sources:

☐ Yes    ☐ No

PARENT SIGNATURE