

## PARENT- VOLUNTEER PROCEDURE

If the teacher has procedures in place the parent-volunteers will better understand their place in the classroom. This will allow the teacher to effectively employ parent's time. This procedure provides:

1. Using parent-volunteers wisely.
2. Helping the volunteers to understand what their role in the classroom will be.

Research has proven that students whose parents are involved with the school have a better attitude and test scores are higher.

### Procedure:

1. Create a job list.

Helping with classroom projects

Assisting in writing workshops

Classroom library

Handling book orders

Copying materials

Working on data entry

Field trips

Being a homework helper

Tutoring

Organizing files

Room parents

Assisting in programs/plays-pianist

Donating materials

Making career presentations

Lunchroom duty

2. Survey the parents.

Create a survey for all parents to fill out and return, asking about their willingness to volunteer throughout the year. Also ask about their areas of expertise. Your parents have

valuable knowledge and skills that will enhance the classroom experience. Parents also tend to be much more supportive of the teacher and school when becoming involved.

3. Make a schedule.

After the parents have responded and returned the survey create a parent-volunteer schedule and be sure to include:

- dates,
- times,
- specific tasks, and
- detailed job descriptions

4. Schedule a parent-volunteer orientation meeting.

Cover parents roles as volunteers, classroom rules and procedures, school dress code and when and how to praise students.

Do not forget to show how much you appreciate your parent's help and stress they are welcome in the class at any time.

5. Make a To-Do list.

Prioritize the list, so the most important tasks are completed first. Include specific times and periods for the work to be completed.

6. Schedule an appreciation event.

Ask your students to write thank you letters to the parent-volunteers. A framed photo of the class is a great token of your appreciation, especially if it is from an event in which the parent shared their time with the class.

## CLASSROOM VISITORS

View classroom visitors as opportunities to model good teaching and organizational skills. You must be prepared for planned and unplanned visits from school administrators, parents and outside visitors. Keep your day structured yet flexible.

Using this classroom procedure will allow the class to remain smooth and that the class is ready for all visitors, announced or otherwise.

### **This procedure resolves these issues:**

1. Teaching under pressure.
2. Welcoming an unplanned visitor.

Let your students show visitors that the lesson is structured and well planned.

**Always remember, your students are your first priority, not visitors!**

### **Procedure steps:**

1. Introduce and welcome the visitors.

If the visit is planned have a chair/desk in a location that is not distracting to your students. Have any handouts/worksheets available for your visitor. Briefly introduce your visitor and his purpose if appropriate. Resume your lesson.

2. Follow the agenda.

Your posted agenda will serve as a guide or roadmap for your students. It will also show your visitor how the lesson is structured and how it should progress. The agenda will also help you to focus and transition smoothly. Remember, even experienced teachers may feel nervous with visitors present.

3. Reference the objective.

This will show clearly the purpose of the lesson to your visitor.

4. Distribute classroom procedures and rules.

5. Shine!

You are prepared, be confident! This is your time to be at your best. Don't make last minute changes to your lesson, stick to the objective and lesson plans.

Effective teachers do what they always do - teach!

Maintain eye contact with your students, and ignore the visitor while teaching the lesson.

Remember why you are there, your students!

## PARENT-TEACHER CONFERENCES

Parent-teacher conferences are productive meetings that focus on helping students be successful in the classroom. It is a time to work together with the parents to help their child be successful.

This procedure provides the following opportunities:

1. Using meeting time productively.
2. Providing the structure for the meeting.
3. Providing a picture of professionalism.

This is a procedure for the teacher only. Students are not involved in this process.

**It is important, vital, that you as the teacher be on top of this procedure and effective in communication with the parent. This is basically the second time to meet the parents in the year and you will come across as effective and caring, or ineffective. Just as effective teachers plan and prepare for class, the effective teacher preps and plans for each conference.**

### **Procedure:**

Your preparation will determine a successful meeting.

1. Plan and prepare.  
Share the course content that has been taught.  
What tests, quizzes, projects make up the grade.  
What will be taught in the next grade period.  
Upcoming major projects/activities.
2. Greet parents with a smile and firm handshake.  
Welcome parents in a warm and cordial way.
3. Prepare a sign-in card.  
Obtain contact information, as well as any pertinent family information the parent desires to share.

4. Keep a notepad handy.  
By taking notes that parent knows he has been heard and what he is saying is important to you.
  
5. Print grades – have report cards completed and ready to hand out.  
Every assignment made and when it was due.  
Average class grade on the assignment.  
Student’s grade on the assignment.  
Any reasons for poor grade.

It is a must to have an assessment report printed in advance to an efficient conference.

**If a parent is upset regarding a grade, respond, “I do not give grades, lets see what your child has earned.”** The report card provides the explanation for a student’s grades. This will also provide an explanation for a student’s classroom behavior.

Zeros for incomplete work.

Missed tests/quizzes.

Incomplete make-up work.

Excessive absences.

6. Set a timer.  
Setting a timer keeps conferences on schedule. Twenty minutes is a highly recommended time. When the timer rings, stand and continue talking, but slowly begin walking to the door, even if the conference is not finished. Thank the parent for coming and explain that other parents are in the hallway waiting. This gives you time to:  
Conclude the conference.  
Thank the parent,  
walk parent to the door, and  
greet next parent.

7. Follow-up.

If necessary, schedule a follow-up meeting either in the classroom or the home. Phone calls are also acceptable.