



MVP SPACES

A Holistic Learning Environment

STAPLE #M7 | Make Positive Contact with Parents

It is essential to communicate with parents throughout the year. **Making Positive Contact with Parents** keeps them aware of your desire to partner with them in their child's education.

SETUP

1. Set up a Contact log of all communications with stakeholders.
 - Email, Planners, Phone Apps, Parent Conferences, etc.
2. Set up a monthly calendar of pre-planned positive phone calls for parents.
3. Respond to all parent phone calls within 48 hours of the initial call.
4. Poll parents on how they would like to receive monthly and weekly communications.
 - Email, planner, Phone App (Class Dojo, Remind 101, etc.), text message.

ACTIVITY

1. Greet the parent/guardian with a positive/supportive tone.
 - Example – “Hello Mr./Ms. _____, how are you doing today?”
2. Write down what you would like to say to the parent. This will allow you to be objective in what areas the student is meeting or not meeting expectations.
3. Start with a positive note about the student.
 - Even if the student did something wrong, starting with a positive message will help the parent feel like you are not attacking them or their child.
 - Do not include negative statements such as:
 - “your child is bad.”
 - “they are getting on my nerves.”
 - Rearrange negative comments to corrective statements (see the 4:1 Feedback document).
4. Listen to the concerns of the parent/guardian.

CLOSING

1. Final Steps:
 - End the conversation by thanking the parent/guardian for their support.
 - Keep the focus on collaboration.
2. Follow-Up:
 - Keep administration informed of any meaningful conversations with parents/guardians.
 - Include a 3rd party (teacher/counselor/admin) for conversations that need an additional set of ears in case it becomes heated.