



The NYC Charter High School for Computer Engineering & Innovations



Irma Zardoya, Board Chairperson
Derick Spaulding, CEO

Santiago Taveras, Principal
Chris Mastrocola, Assistant Principal

Teacher Tips for Parent Teacher Conferences

Hello AECI 2 Staff,

Parent teacher conferences are a time for parents to meet teachers and learn about their child's academic and behavioral performance in your class. Here are just a few tips on how to have successful parent teacher conferences:

Flow of Day:

Normal classes from periods 1-5. After period 5, all students are dismissed from the building. Session 1 is from 1:00pm-3:00pm. Dinner is served for all staff at 3:15pm-4:45pm in the cafeteria. Session 2 is from 5:00pm-7:00pm. Building closes at 7:15pm for all staff.

Report Card:

-Every parent should receive a report card from their counselor. Before starting a conference, please make sure parents/guardians have their child's report cards. Report cards are given out by the counselors. If a parent does not have their child's report card, please ask them to obtain their report card before meeting with you.

Desk Setup:

-Please have at least four desks set up as a plus sign (+) with your business card and/or [teacher's sign](#). This arrangement should be enough room for parents and guardians to take a seat. Please have your computer open with PowerSchool, Google Classroom, Tutoring List, and any other materials that you can present, so parents have an understanding of their child's academic and behavioral performance.

Sign In Sheet: ([Link](#))

After you see a parent or guardian, please check their name off on the sign in sheet. This will ensure you are seeing parents according to the sign in sheet verses seeing parents as they arrive. Using the sign-in sheet will help prevent any confusion about which parent or guardian is here to see you. Please make sure the sign in sheet is placed outside on a desk, along with at least 4 chairs so parents/guardians can sit while waiting.

Greetings:

Please greet parents and guardians with a warm, friendly smile. For example: "Good evening, nice to meet you." Then, invite them to take a seat and ask for the report card.

Conferences: 5 minutes tops!

-Please stick to the facts! Stray away from opinions. Recommendation: Discuss child's academics and behavior. Highlight one aspect of each category and highlight one area for improvement. Conferences shouldn't be no longer than 5 minutes. If the conference exceeds 5 minutes, please offer parents and guardians time to schedule a longer meeting at a different time.

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Script Example for Parent/Guardian Conversation:

Academics:

“Sally has an 80 in Q3 so far. Sally hands in all of the work on time and completes the Do Now right away when entering class. However, Sally sometimes doesn’t take advantage of extra credit opportunities and doesn’t always complete the Exit Ticket, which is the work assigned at the end of the class. If extra time is needed, Sally can come to after school tutoring, which is held every Tuesday and Thursday from 3:15pm-5:00pm.”

Behavior:

“Sally participates at least three times during class by raising their hand. However, even though Sally does enter the class on time, I give three reminders to have the student assigned notebook out. I’m looking forward to working on a strategy to have Sally take the student assigned notebook out right away within the first 2 minutes of class.”

If a parent wants to continue the conversation longer than 5 minutes, please request a follow up meeting at a different time where they can visit with you and the counselor.

Translation:

-If a staff member is not available to translate, please feel free to use the Microsoft Translator app. Please see the video below on how to use this simple and easy feature.

<p><u>Option 1:</u> Microsoft Translate App Download Link How to Use Link (27 seconds to 1:10 seconds)</p>	<p><u>Option 2:</u> Linguistica International 800-889-5921 School DBN 84X611</p>
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Best,
AECI 2 Administration