



Student-Parent Conferences Participant Roles

In our student-led conferences, CORE Advisors assist as each student facilitates a conversation with his or her parent(s)/guardian(s) about his or her progress to date at the ECA. The following table offers descriptors of each participant’s role in the Conference.

Student	CORE Advisor	Parent
<ul style="list-style-type: none"> ● Brings materials, including syllabi for each EMU and ECA course ● Prepares for the conversation ● Presents current grades, attendance, and soft skills ● Provides evidence supporting grades, attendance, and soft skills ● Offers specific insight as to what is working ● Outlines detailed plans for improvement in those areas in which skills are still building (“Next Steps” plan of action) ● Demonstrates self-awareness as a student ● Asks for support from CORE Adviser and family members to help improve/maintain performance ● Contributes to EDP/EMU course discussion, if applicable 	<ul style="list-style-type: none"> ● Has access to PowerSchool ● Mediates and facilitates presentation of grades, attendance, and soft skills ● Maintains a non-judgmental stance ● Assists student in identifying specific plans for improvement (“Next Steps” plan of action) ● Offers support/helps to identify support resources that will help the student improve performance ● Supports other ECA faculty members in conversation with students and parents ● Indicates successful completion of Student-Parent Conferences on PowerSchool, and provides comments summarizing the conversation. ● Facilitates initial discussion of EDP/EMU courses, if applicable 	<ul style="list-style-type: none"> ● Listens to student presentation ● Asks questions at the appropriate times ● Maintains a non-judgmental stance ● Offers support/helps to identify support resources that will help the student improve performance ● Participates in discussion about and agrees to support the student in implementing “Next Steps” plan of action ● Contributes to EDP/EMU course discussion, if applicable

Student-Parent Conferences Preparation Checklist

Possible materials:

- Course materials that help describe progress (ie. syllabus for each EMU and ECA class, book/coursepack, notebook, example tests/quizzes, papers, etc.)
- Planner & soft skills materials
- Printed grade information for each class (from Powerschool, CANVAS, etc.)

For each class, each student must be able to:

- Explain the structure of the class: show syllabus and course materials (books, coursepacks, etc.), share with parents a typical day in the class, offer personal feelings about the class in general, etc.
- Show the grade and soft skill credential, and provide evidence that clearly shows *why* he/she is earning that grade and credential.
- Demonstrate his/her method of organization: ie. binder, notebook
- Show examples of class work: note-taking, talking to the text, assignments, group work, etc.
- Show examples of assessments: quizzes, tests, papers, projects, etc.
- Demonstrate his/her method of time management
- Explain the ways in which he or she is implementing the soft skills curriculum

Students may:

- Take complete charge of the meeting—leadership skills will be welcomed!
- Create a portfolio or other more polished presentation product
- Dress professionally

Recommended timing of the presentations: 20 minutes.

Intro: 2 mins.

Individual course/grade explanations: 2 mins. per course (6—10 mins)

Soft Skills and planner explanations: 2 mins.

“Next Steps” discussion: 6—10 mins.

Please note: Individual CORE Advisors may require or recommend variations on these suggestions.