

Parent Guidebook

Westlake High School

Guidance & Counseling Department

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Westlake High School
Parent Guidebook

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Dear Parents and Guardians,

During their high school years, your children need you to be interested and involved in their activities and in their academic progress. Here in the WHS School Counseling Department, we are fully committed to ensuring that your son/daughter is fully exposed to all that we offer. As counselors, we invest our time advocating for the student as an involved, well-rounded member of our school community. We strive to partner with teachers, parents, and administrators in helping your child to be a strong, self-advocate in their voyage to becoming an independent and successful young man or woman.

This booklet will give you the information you need to help your children not only succeed academically, but to also thrive and grow. With your guidance and support, your child is sure to have a great high school experience!

Nicholas P. DiPaolo
K-12 School Counseling Coordinator

Westlake High School
Mission Statement

To ensure that our students are fully prepared for their future endeavors after high school, we have created the following mission statement: ***We aim to support our students to become curious, knowledgeable and independent thinkers grounded in strong values and integrity. We promote our students to lead balanced lifestyles and be prepared for the real world, taking on new challenges and embracing responsible risks.***

CORE GOALS

It is our goal to ensure each student:

(1) is aware of all of the offerings available at Westlake High School.

(2) understands how to access all of the programs at Westlake High School.

(3) focuses on academics as a priority with an end-result in mind.

(4) understands the roles of the teacher as instructor and counselor as advocate; and that a parent or guardian's role is to be involved but to allow their child to become independent through self-advocacy.

(5) is aware of the opportunities after high school through college, employment and/or military and vocational programs.

(6) understands that it is important to treat everyone and be treated with respect and dignity at all times.

(7) understands the relationship with their counselor and that anything said to him or her is held in confidence unless it poses danger to anyone.

(8) understands that our role as counselors is versatile; we are here for course scheduling, issues with peers, teachers, family, etc., academic counseling, social/emotional counseling, career interests, college interests, post-high school planning, promotion of extra-curricular involvement including but not limited to sports, clubs, part-time employment, community service, etc., and also to hear about all of the good that goes on in a student's life. We truly do focus on the whole child and are eager to learn about each student's academic and personal lives.

(9) is fully aware that we have an open-door policy for students and invite them to stop in whenever is convenient for them, understanding they should try not to miss valuable class time. That being said, it should also be understood that due to the counselor's versatile role, they are sometimes involved in teacher meetings, supervisory duties, telephone conferences or other responsibilities and therefore may be unavailable at times. If this is the case, the student should see our Guidance secretary and arrange to set up an appointment with their counselor. Parents are also welcome to set up an appointment with the counselor.

The Transition to High School



Students need the support and guidance of their parents during this important transition period.

High school presents students with a variety of new opportunities and challenges. High schools are usually larger in size and the coursework is more difficult. High School students also find that they're expected to be more independent, more focused, and more responsible.

For the first time, students are taking courses that earn credits towards graduation. The grades they earn in their courses are also more important. High school grades help determine the kinds of jobs students can get and the college they will be able to get into.

Most students feel excited and a little apprehensive as they start high school. Students wonder if they will fit in, if they will like their teachers, and if they will be able to succeed in the courses they are taking. During this transition period, it is important to keep the lines of communication open. Let your child know that you are there to help make the transition to high school as smooth as possible.

Of course, this is not only a transition period for students. It's also a time of transition for parents. With each passing year, you see your child becoming more self-sufficient and independent. You also see your role as a parent changing.

During these high school years, it is very important that you continue to be involved in your child's life. You need to make sure that your child is doing well in school and that he/she is making good choices and decisions. You also need to make sure that your child understands that with increased independence comes increased responsibility. Remember, although parenting changes throughout the stages of your child's life, one constant is that you must oversee and approve of their decisions. Do not feel bad saying "no," do not feel bad being "nosey" and always, always know where they are. (Do not assume they will always be honest about their whereabouts.)

High School Basics

The topics in this section are covered in our Student Handbook and on our school website. Read through the Student Handbook carefully and keep it for reference. For news and updates, regularly visit our school's website, and read our monthly email newsletter. While the photos on social media are fun to see, the words in the newsletter carry much more value.

School Calendar



Our school has a calendar that shows when each grading period begins and ends, when report cards come out, and when their school will be closed for holidays and vacations. This calendar will also show test dates, open houses, and events. Be sure to take note of these in advance. Also, ***please do not plan vacations while school is in session. These are not excused absences and it is very difficult for students to catch up on missed high school work from extensive absences.***

Attendance Policies

Our school has an attendance policy that encourages regular attendance, while allowing students to be absent if they are ill. If your child is going to be absent for more than a couple of days, please reach out to the counselor to see what the best course of action is. Try to get some work that can be done at home so that your child doesn't get too far behind. If your child has an extended illness or chronic health problem, get documentation from your child's physician and give it to the counselor.

School Counselors



High school counselors monitor academic progress, help students choose their courses, and talk to students about their career goals and educational options. School counselors are also available to answer questions and help students figure out how to deal with difficult situations. Make sure that your child knows how to go about making an appointment with his/her counselor. Counselors are excellent resources for both students and parents. If you have a question, need information or if your child needs help, contact your child's counselor by phone or email.

Programs and Courses

Westlake High School students have a number of courses they are required to take in order to graduate (math, history, English, etc.) While freshman schedules are mostly filled with required courses, each year students have more room in their schedules for electives (courses they choose or "elect" to take). Electives give students the opportunity to develop skills and gain knowledge in their areas of interest.

Students who plan to go to a four-year college need to choose college prep courses (foreign language, advanced math, etc.) for many of their electives.



In order to meet the needs of our students, our high school has a variety of programs. These include AP courses, Honors courses, Ninth Grade mini courses, career and technology programs, special education programs, and programs that make it possible for students to take college courses while they are still in high school (dual-enrollment courses). Students who are in the right courses and programs are happier, and they are more successful. If your child does not enjoy school or is struggling academically, ask your child's counselor if there might be a more appropriate program or set of courses for your child.

Scheduling



Students generally choose their courses for the following year in the spring during a 1:1 conference with their counselor. Before choosing their courses, students need to investigate and carefully consider all of their course options. To help your child choose his/her courses for the following year, look over the list of available courses and read the course descriptions. Make sure that your child signs up for all the required courses, and help your child choose the best and most appropriate electives. If you have any questions, call your child's counselor. ***Do not just assume that you can change a class later. Once a student's schedule is set, it may be difficult to change a class.***

School Rules / Code of Conduct



In order to provide students with a safe environment that encourages learning, schools need to have rules regarding student conduct and behavior. Most students understand that rules are necessary and they follow them. For the students who do not follow the rules, there are consequences. Consequences can range anywhere from detention to expulsion. The severity of the consequence generally depends on the seriousness of the offense and the past history of the student(s) involved. While rules vary from school to school, no school will allow weapons, drugs, smoking, alcohol, intimidation, or harassment. Please consult our Code of Conduct or our administrators for further information.

Bullying can sometimes be a problem in high school. If your child ever complains that a student is bullying or harassing him/her at school or online, find out exactly what's happened. Then talk to your child's counselor or principal.

Extracurricular Activities

Studies show that students who are involved in extracurricular activities enjoy school more, and they do better academically. Fortunately our high school has a wide variety of clubs, teams and organizations that students can join. Encourage your child to get involved in at least two or three school-related activities. For a listing of all of our clubs, sports and activities, visit our website.













Eligibility Requirements

In addition to state eligibility requirements, our high school has their own requirements that students must meet before they can play a sport. Our policy is clearly stated in the Student Handbook. Academic eligibility for clubs and sports is evaluated every 5 weeks.

Summer School

Students who are short on credits, or who have failed a required course, should go to summer school whenever possible. This will help keep them on track for graduation. If you think summer school may be appropriate for your child, get information on the dates, costs, and the courses offered. For information and advice, talk to your child's counselor. Administrative approval is required prior to a student taking summer school courses for high school credit.



Information Parents Need to Have

- ✔ School Calendar
- ✔ Attendance Policies
- ✔ Graduation Requirements
- ✔ State Testing information
- ✔ Academic requirements for each grade level
- ✔ Required and elective courses by grade level
- ✔ Information on the scheduling process
- ✔ School rules / Code of conduct
- ✔ Information on extracurricular activities
- ✔ Eligibility requirements
- ✔ Summer school options
- ✔ How to contact your child's counselor

If you need information or have questions on any of the above, check our school's website, call the high school office, or contact your child's counselor.

School Website:
www.whs.mtplcsd.org

Guidance & Counseling Department
(914) 769-8440
Mr. Nicholas P. DiPaolo – Ext. 1610
Mrs. Lauren Cody – Ext. 1603
Mrs. Colette Magnan – Ext. 1604
Mr. Tim O'Dwyer – Ext. 1602

Main Office
(914) 769-8311

Attendance Office
(914) 773-7886

The Academic Record

Parents need to know and understand the information that is included in their child's academic record. Parents also need to understand the following terms: GPA, class rank, and transcript.

Grade Point Average (GPA)



A student's grade point average, or GPA, is an indicator of how well that student is performing in school. A GPA is simply the average of a student's semester (or end of term) grades, starting with the freshman year (and any middle school courses for high school credit). Because colleges use GPAs to help them decide who to accept, having a high GPA can be very important for college-bound students.

Although there are variations, our high school uses a numerical system out of 100 points. For information on how our system compares with other schools contact your counselor.

Many schools have "weighted grades" for honors, AP (Advanced Placement), and/or IB (International Baccalaureate) courses. If a school has weighted grades, then a grade in a weighted course is worth more than it is in a non-weighted course. Our school uses a 1.05 multiplier for honors and AP courses in the final average. For example, a 90 in an honors class appears as a 95 on the transcript.



Class Rank

Westlake High school does not disclose exact rank. In senior year, students are told of their decile rank. After 7 semesters, a Valedictorian and Salutatorian are chosen.




High School Transcript

A high school transcript is a document detailing a student's academic achievement in high school. A transcript is, quite simply, a copy of a student's high school record. Westlake High School transcripts contain the following information:

- Grades and credits for each course completed, beginning with grade 9 (in some cases grade 8)
- Community Service accomplishments
- Current cumulative GPA
- Anticipated graduation date

An official transcript has a signature, stamp or seal verifying its authenticity. An unofficial transcript is exactly the same as an official transcript, except that it has no signature, stamp or seal. Students can get an unofficial transcript (to check credits or to take on a college visit) by going to their guidance office.

Transcripts are used whenever a school, organization, or college needs an official copy of a student's academic record. For example, if a high school student transfers to a different school, the student's new high school will ask his/her previous school to send them an official transcript.

Colleges need to see an applicant's high school record in order to determine whether or not the student meets their admissions requirements. All colleges, therefore, require that a transcript be submitted with the student's application for admission. A transcript is also usually required when a student applies for a scholarship. The sample transcript on the following page will give you an idea of what a high school transcript might look like. (Due to space limitations, this transcript has been reduced).

STUDENT TRANSCRIPT

Student Name
Grade 12
Date Of Birth
Home Address

Parent/Guardian:

Counselor:

Graduation Date:

Diploma Type: Regents with Honors

District Name: Mt. Pleasant CSD
School Name/Address
Westlake High School
825 Westlake Drive
Thornwood, NY 10594

Tel: (914) 769-8311

Fax: (914) 769-0596

Contact: Mr. Daniel Brady, Principal

CEEB: 335-563

Accreditation: NYS Board of Regents

Course Name	Final Grade	Crdt Ernd
Westlake Middle School Grade 8 2020 - 2021		
Algebra	93	1.00
Italian 8	97	1.00
Living Environment Lab	94	1.00
Weighted Average	94.67	3.00
Cumulative Weighted Average	94.67	
Westlake High School Grade 9 2021 - 2022		
CONCERT BAND	100	1.00
CREATIVE INVESTIGATIONS	100	0.25
CRITICAL WRITING & RESEARCH	99	0.50
EARTH SCIENCE R	92	1.00
ENGLISH 9H	99	1.00
GEOMETRY H	100	1.00
GLOBAL HIST 1H	102	1.00
ITALIAN 2	99	1.00
PHYSICAL EDUC. 9/10	100	0.50
SPEECH & DEBATE	95	0.25
Weighted Average	98.61	7.50
Cumulative Weighted Average	97.48	

Course Name	Final Grade	Crdt Ernd
Westlake High School Grade 10 2022 - 2023		
ALGEBRA 2 & TRIG H	96	1.00
AP SEMINAR	101	1.00
AP WORLD HISTORY	100	1.00
CHEMISTRY H-LAB	96	1.00
COM. SVC. 136-210 HRS.	P	1.00
CONCERT BAND(3)	100	0.50
ENGLISH 10H	101	1.00
ITALIAN 3	98	1.00
PHYSICAL EDUC. 9/10	100	0.50
SCIENCE RESEARCH I	105	1.00
Weighted Average	99.43	9.00
Cumulative Weighted Average	98.32	
Westlake High School Grade 11 2023 - 2024		
AP BIOLOGY-LAB	98	1.00
AP LANGUAGE & COMP.	100	1.00
AP RESEARCH	105	1.00
AP STATISTICS	100	1.00
AP US HISTORY	98	1.00
CONCERT BAND(3)	100	0.50
IND. STUDY - ITALIAN 4	100	1.00
PHYSICAL EDUC. 11/12	100	0.50
PRE-CALCULUS H	103	1.00
SCIENCE RESEARCH II	105	1.00
Weighted Average	100.86	9.00
Cumulative Weighted Average	99.15	

Course Name	Final Grade	Crdt Ernd
Westlake High School Grade 12 2024 - 2025		
AP CALCULUS (BC)	92	1.00
AP GOVERNMENT	98	1.00
AP LITERATURE & COMP	102	1.00
AP MACRO ECONOMICS	93	1.00
AP PHYSICS - LAB	87	1.00
CONCERT BAND(3)	100	0.50
PROJECT ADV.	100	0.50
SCIENCE RESEARCH III	105	1.00
SENIOR INTERNSHIP	P	0.00
EDUCERE Grade 12 2024 - 2025		
HEALTH	94	0.50
Weighted Average	96.60	7.50
Cumulative Weighted Average	98.61	

Summary

Total Credits Earned: 36.00

Westlake High School Honors and AP Semester and Final Course Averages are weighted 5% on Transcripts. Physical Education grades are included in the Cumulative Average. Students are required to complete 1 NYS Regents exam in Math, Science, English & 1 in Social Studies + one additional pathway.

LP = Local Diploma Appeal, P = Traditional Regents Appeal, SA = Special Appeal (COVID era 6/2022 - 08/2023) and E = COVID era 6/2020 - 8/2021

Signature/School Counselor:_____ Date:_____

Help Your Child Succeed



High School students need their parents to be interested and involved in their academic progress. This section will go over several things that you can do to help your child succeed in school.



Provide a Good Place to Study

Students need a regular place to study that is quiet, well-lit, and comfortable. It should have a surface for writing and be equipped with paper, pencils, pens, calculator, dictionary, computer etc. ***It is wise that this be an area that can be easily observed by a parent.***

Help Your Child Set Academic Goals

At the beginning of each grading period, help your child determine what grade he/she should be able to earn in each course. Setting realistic goals will let your child know what your expectations are. Goals also give your child something positive to work towards.

Use Rewards and Consequences

Being offered a reward for a specific achievement can be very motivating for some students. Try using a reward when you want to encourage a change in attendance, effort, or behavior. Eventually, doing well will be its own reward. As for consequences, students need to understand that in school, and in life, there are consequences for poor performance and/or bad behavior. Consequences are most effective when they are reasonable and logical. For example, a reasonable and logical consequence for routinely being late to school might be a revised nighttime schedule (e.g., no TV, computer or phone calls after 9:30). For most students, a parent's approval is still very important. Make it a point to recognize extra effort and to acknowledge each academic success, even if it's just a good grade on a quiz.

Attend All Parent Programs



Our high school has an open house sometime during the start of the school year and evening programs throughout the year. These programs give parents the opportunity to see our school, meet their children's teachers and staff, and learn something about the courses their children are taking. When you attend an orientation, open house, or parent meeting, you learn valuable information about our school. You also show your child that education is important and that you are interested in his/her academic progress. Our school also has numerous, grade-specific parent programs throughout the year. Please consult the school calendar or the Guidance Services Calendar for details.

Insist on Daily Attendance



When students miss school, they miss lectures, notes, class discussions, assignments, quizzes, and tests. It doesn't matter how conscientious students are about making up their work, they can never make up all of what they miss, even if they are absent for only a day or two. Parents, who allow their children to miss school on days when they are not ill, send a message that school is not really that important. If your child does not want to go to school, or if you are seeing a pattern of excuses to miss school, talk to your child or to your child's counselor.

See All Progress Reports and Report Cards



In addition to report cards, our high school also provides students with progress reports. Expect to see a progress report halfway through the marking period, and expect to see a report card within 7-10 days after the grading period ends. Our progress reports and report cards are uploaded to our parent portal, an online account specific to each parent/guardian. Make sure you are registered. *Do not just assume that someone will call you if there's a problem.* You can also check the parent portal. Teachers are asked to update the portal every two weeks. ***Our advice to parents is that you should check the portal sometimes but not too often. Checking too often can be overbearing for your child and remove accountability from them.***

Help with Time Management



Our high school students have a significant amount of homework. Many also have extracurricular activities, part-time jobs, and responsibilities at home. In order for high school students to keep up with their schoolwork, activities and other responsibilities, they need to develop good time-management skills. Talk to your child about the importance of having good time management skills, and encourage your child to use any "free time" during the school day to start on homework. Also encourage your child to get in the habit of creating a daily study plan. This study plan will, of course, vary from day to day depending on the time available and the amount of homework that needs to be done.

Deal Effectively with Homework



High school students must be responsible for keeping track of their assignments, completing their assignments accurately, and turning them in on time. Of course, not all students take this responsibility as seriously as they should. When students routinely don't do their homework parents often become frustrated and upset. While parents do not want to argue about homework, most parents do not feel that they can just stand by and do nothing. In these situations, it is possible for parents to unintentionally turn the completion of homework into their problem. If your child is not doing his/her homework, you first need to talk to your child to make sure that the homework is not too difficult, or that there isn't some other problem with the class. You then need to come up with a plan in which the completion of homework becomes

your child's responsibility, and if it is not completed, your child's problem. Below is an example of how one parent made the completion of homework the student's responsibility.

Jenna is a high school freshman who received a low midterm grade in her English class. Her father contacted her teacher and found out that Jenna had not turned in several of her homework assignments. Instead of getting angry, Jenna's father calmly explained to his daughter that she would be expected to turn in all future homework assignments. He then told her what the consequences would be if she missed another assignment.

Jenna's father explained that he would check back with her English teacher in two weeks. If he got a good report, he would check with her teacher again in another four weeks. If he found out that Jenna had missed one or more assignments, then she would have to face the consequences they discussed, and begin another two week period.

In this scenario, the responsibility for doing homework has been given to the student, where it belongs. Of course, for this approach to work, the father must follow through with contacting the teacher and, if necessary, impose the consequences (restrictions on watching TV, phone calls, social activities, etc.).

Students and situations are different, and parents must find their own way to deal with the issue of homework. Parents must, however, make homework their child's responsibility.

Listen



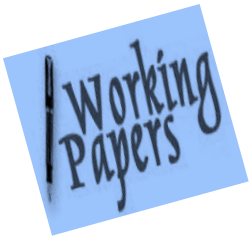
Talk to your child about what's happening in school and be a good listener. Pay attention not only to the words your child uses, but also to your child's body language, attitude, and mood. Parents who have a difficult time talking with their teenager often find that it is easier to talk when they are doing something they both enjoy. Make time for one-on-one activities like cooking, shopping, taking a walk, working on a car, or watching a game. These are great ways to spend quality time with your child, and they provide excellent opportunities for conversation.

Encourage Independent Problem Solving



Parents need to know what is going on at school, and they need to monitor their children's academic progress. ***It is, however, important for students to learn how to take care of their own affairs. Being able to get their own questions answered and their own problems resolved helps students gain confidence and become more independent.*** It also gives them a sense of empowerment. In high school, most problems can be resolved and most questions answered just by going to the right office or by talking to the right person. It is, of course, important for children to know that their parents are available if they ever need help.

Monitor Activities and Jobs



Make sure that your child isn't spending too much time watching TV, playing video games, using social media, instant messaging, and text messaging, or talking on the phone. If your child has a job, make sure that he/she is not working too many hours or working too late. While New York State has their own regulations, there are no federal regulations that limit the number of hours per day, or times of the day, that employees 16 years old and older can be required to work.



Encourage a Healthy Lifestyle

It is important for high school students to eat right, exercise, and get enough sleep. Have nutritious food at home and make sure that your child is physically active. Also, insist on a reasonable bedtime hour.

Encourage Positive Activities

High school students should take time to try new things, explore new interests, and find out what's important to them. Expose your child to different experiences, other cultures, and new activities. Most importantly, help your child find something to be excited and passionate about.

Be Aware and Be Informed



Many adolescents experiment with drinking and/or smoking. Unfortunately, drugs are also too easy for young people to obtain. Look for opportunities to discuss the dangers of drinking, smoking and using drugs. One conversation is not enough. While many parents do not completely understand the technology their children are using, all parents need to be aware of how, and for what purposes, their children are using their computers and cell phones. ***Monitor your child's Internet use and keep any computer with Internet access in a common space. Get to know your child's friends and know what your child is doing. If you have a feeling that your child is involved in an activity that's wrong or harmful, listen to your instincts and take action.*** Also, do not minimize the impacts and dangers of gambling, performance enhancing drugs/substance and excessive focus on diet. These are real issues for adolescents today.



Set Limits and Boundaries

Adolescents need their parents to make rules and set limits. High school students also need to know that they will be held accountable for their actions and their behaviors. Even though young people often complain about parental rules and restrictions, knowing that they have a parent who cares enough to make sure they "stay on track" gives adolescents a much needed sense of security.

Be a Good Role Model

In today's world, children are barraged with messages from a variety of sources. The messages that children listen to the most, however, are the messages they get from their parents. Know that your words and actions have a tremendous influence on the way your child views the world and interacts with people.

SUMMARY

Help Your Child Succeed

- ✔ Provide a good place to study
- ✔ Help your child set academic goals
- ✔ Use rewards and consequences
- ✔ Attend all parent programs
- ✔ Insist on daily attendance
- ✔ See all midterm reports and report cards
- ✔ Help with time management
- ✔ Deal effectively with homework
- ✔ Listen
- ✔ Encourage independent problem solving
- ✔ Monitor activities and jobs
- ✔ Encourage a healthy lifestyle
- ✔ Encourage positive activities
- ✔ Be aware and be informed
- ✔ Set limits and boundaries
- ✔ Be a good role model

Work with Your School



Support and work with the administrators, teachers, and counselors at Westlake High School. Like you, we want your child to have a great high school experience.

Support Your Child's School

Children's attitudes about education and school are, to a great extent, determined by what their parents say and do. Your child needs to know that you support the teachers and the administrators at your school. Your child also needs to know that you consider education to be a top priority. You can best convey your interest in education and your support of your child's school by doing the following:

- Insist that your child be in school, on time, every day.
- Expect your child to work up to his/her potential.
- Show an interest in what your child is studying.
- Talk about the importance of getting a good education.
- Expect your child to follow the school rules.
- Attend all parent programs and parent-teacher conferences.
- Show consistent interest in your child's academic progress.



Communicate with Your School



It is much easier today for parents to stay informed and to communicate with school personnel. Schools have their own websites, and parents can often communicate with teachers and counselors via email. Don't hesitate to ask for information or help when you need it. ***If there is ever a pressing situation (e.g., health problem, death in the family, divorce) that might affect your child's attitude or performance, tell your child's counselor or principal what's going on IMMEDIATELY. If the issue is less pressing and more a matter of discontent or dissatisfaction, allow yourself some wait time (maybe 24-48 hours) before contacting a teacher or counselor. This ensures you have properly given the issue enough thought and perspective. Remember, sometimes, it is best to allow your child to bring the matter up first.***

Work with the School to Resolve Problems

If your child complains about a class or teacher, ask your child to be specific about what the problem is. Listen closely, and try to objectively determine what is going on. While doing so, remember that part of your child's education is to learn how to succeed in subjects that he/she may not particularly enjoy. Also remember that it is important for high school students to learn how to adapt to different teachers, expectations, and teaching styles. If there is a problem with a specific class or teacher, first try to help your child figure out how to deal with the situation independently. If you feel that you need to intervene, contact the teacher and discuss your

concerns with that teacher. Again, consider some wait time.. If your child is having problems with several classes or problems adjusting to school, talk to your child's counselor.

Make the Most of Parent-Teacher Conferences



Parent-teacher conferences provide an excellent opportunity for parents to both give and receive information. Teachers are able to provide information on how a student is performing in a specific class, and parents can share information that will help teachers better understand their child. Before you go to a parent-teacher conference, make a list of the information you want to share, along with any questions or concerns you may have. Also, ask your child if there is anything you should talk to the teacher about. Sometimes it is helpful for students to also attend parent-teacher conferences. This gives students an opportunity to be a part of the discussion.

On the following page are ten parent-teacher discussion topics, along with questions to ask. Focusing on these discussion topics and questions will help ensure that your parent-teacher conferences are meaningful and productive.



Parent-Teacher Conference
Discussion Topics and Questions

- **Homework** – Is my child's homework completed thoroughly, accurately, and on time?
- **Class Participation – Does my child ask questions, volunteer answers, and participate in discussions?**
- **Organization** – Does my child seem organized? Does he/she come to class prepared?
- **Academic Success** – How is my child doing in this class? Is my child working up to his/her potential? Is this class appropriate for my child's ability level?
- **Classroom Time Management** – Does my child use class time wisely?
- **Attendance and Punctuality** – Is my child in class every day? Does he/she come to class on time?
- **Focus** – Does my child pay attention in class?
- **Social Adjustment** – Is my child respectful and courteous to teachers and classmates? Does my child appear to get along with the other students?
- **Strengths and Weaknesses** – What are my child's strengths? What does he/she need to work on?
- **Additional Comments** – do you have any advice or suggestions for me or my child? What is the best way for me to contact you if I have questions or a concern in the future?

