

# Connecting With Parents

## 10-Minute Building Meeting

### Trainer Agenda

#### Materials needed:

- Connect with parents one-pager
- Sign-in sheet

#### Welcome (1 minute)

Welcome your members to the meeting and have them sign in via the sign-in sheet. Provide quick snacks if possible.

#### Intro (1 minute)

Talk about why it is important to connect and build relationships with parents.

- When parents become involved in schools, the entire education system benefits.
- Establishing positive relationships early in the year will pay off in the long run.

#### Content (4 minutes)

Highlight the most important tips to keep in mind when thinking about building and maintaining relationships with parents.

- In establishing relationships with parents, be the one to take the initiative; provide information about class content and expectations at the beginning of the year.
- Consider a variety of communication methods; do not rely entirely on communicating via email.
- Share all types of feedback, both positive and constructive, about your students. If delivering challenging news, it is best to do so via telephone rather than via email.
- The classroom can be a great place for parents to share their talents and expertise; provide opportunities for parents to become a part of the class.
- Don't hesitate to seek advice from experienced colleagues, especially when dealing with challenging situations.
- All family settings are unique; work to understand the environments in which your students live.
- Assume positive intent and choose your words carefully.

**Note: Allow time for questions. If there are too many questions to address in the time provided, move to the next item on the agenda and offer to connect after the meeting.**



## Connect content with the local (2 minutes)

Share that (your local name) is sharing this information because you want all members to build healthy, productive relationships with parents. Additionally, this is an opportunity to highlight the work of the union in two distinct ways:

- **Professional development:** Highlight the work that the union does to offer guidance and support around student behavior. Education Minnesota has a wealth of professional development opportunities around restorative practices and student mental health.
- **Representation and advocacy:** Encourage members to document all contact with parents and share with them the work that the union does around representation in cases of parental complaints. Remind them that if their administrator asks them to apologize to a parent, they should contact their member rights advocate first.

## Wrap up (2 minutes)

Leave them with the reminder that positive relationships with parents are vital to the success of the building, and therefore, the success of the students. Emphasize that our union is an existing structure that provides guidance, advocacy and support for our members, and encourage members to come to their union with any support needed to build and maintain these relationships.

**Note: After the meeting, the meeting facilitator should send a copy of the list of participants to the local field office.**