Script Worksheet - Purely Positive

Use this worksheet to create your own scripts for contacting families.

1. Say “hi” to the parent: Introduce yourself and make sure they have five minutes to talk:

   _____

   _____

   _____

2. Tell them why you are calling: This should be something very specific (i.e. I wanted to let you know Maria did a great job during writer’s workshop, Tyrek got a 100% on his math minute, etc.):

   _____

   _____

   _____

3. Thank them: Tell the parent that you appreciate his/her role in contributing to the students’ accomplishment and how valuable the partnership is to you and the student:

   _____

   _____

   _____

4. Ask if the parent has any questions for you or if there is anything they think you should do more of or differently, etc. to make sure this behavior continues:

   _____

   _____

   _____

5. Say goodbye and restate your gratitude and congratulations to parent and the student:

   _____

   _____

   _____

Script Worksheet - Compliment Sandwich

When a student is struggling at school, it's important to call home immediately so a parent knows what is going on and can problem-solve with you. However, it's still important to start and end this call on a positive note. Use this worksheet to develop your own script for conversations that might feel challenging.

1. Say "hi" to the parent: Introduce yourself and make sure they have 10 minutes to talk:

   _____

   _____

2. Tell them something positive about the child. Make it specific and sincere:

   _____

   _____

   _____

3. State your challenge in an objective manner (i.e. Tyreek has missed three homework assignments this week, Maria has not upheld our value of "use kind words and actions" by hitting two students during lunch):

   _____

   _____

   _____

   _____

4. Ask for input and expertise (i.e. Have you noticed this at home? What has worked for you in the past?)

   _____

   _____

   _____

5. Decide on next steps: What can you as the teacher do in class to improve the situation? What might the parent do at home?

_____

_____

_____

6. Thank the parent for his/her time and partnership: Tell parents that you appreciate his/her time and expertise in helping to ensure the student is successful:

_____

_____

_____

7. Open the door for future communication: Make sure the parent can call you with clarifying questions or to follow-up on how the child is doing:

_____

_____