



Course Syllabus:

Conducting the Parent Conference

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15 Hours online work (+30 hours outside work)

1 Salary Points

Course Description:

This course provides teachers and administrators with a persuasive and effective strategy for conferencing with uncooperative or difficult parents. This 7-step interview will move parents from being part of the problem to being committed participants in the solution.

Course Objectives: By the end of the course, participants will:

- To investigate a technique designed to improve teacher/parent interaction.
- To perform the skill and develop mastery of the technique.
- To adopt Safety, Order, and Rights™, and utilize it as a fundamental tool for teacher/parent interaction.

Student Expectations:

This online course is experiential, interactive, and features many streaming video training modules. Participants will complete journal exercises and online assignments. In addition, participants will be expected to practice and use specific skills in their own setting and report the results to the online forum. Participation is necessary for passing the course.

All LAUSD participants are required to keep a log of their in class time as well as their outside time. A time log is provided and must be submitted at the end of the course in order to complete and receive your Salary Points.

Grading:

- **Forum Post Exercises/ Reflective Journals:** 70% of your final grade
- **Quizzes:** 10% of your final grade. Quizzes may be submitted up to 3 times each and the highest score of the 3 will be used.
- **Final Exam:** 20% of your final grade. **You must receive a score of 60% or greater on the final exam to pass this course.**
- You must have an 80% average to obtain university credit for any course. You must have an 80% average to pass the course unless your district has specified otherwise. If your district has specified a different percentage needed to pass, it will be posted in “Your District Information” in the District section of the site. If nothing is posted, you must pass with an overall average of 80%.

- Forum post exercises will not be approved until your entry has met the minimum approval score of 80%.

Credit:

- All participants who successfully complete will receive a Certificate of Completion.
- For those taking this course for LAUSD Salary Points, upon successful completion your NA Form will be submitted to the LAUSD Professional Development Unit.
- For those taking this course for credit, upon completion, the necessary paperwork will be submitted to the university that was selected. Please see [University Partners](#) on our homepage for more information.

Class Outline:

- Lesson 1
 - 1.a Conducting the Parent Conference Introduction
 - 1.b Parents as Allies
 - 1.c The Constructive Discipline Approach
 - 1.d The Safety, Order, And Rights® Value Set
 - 1.e Overview of the 7 Steps
- Lesson 2
 - 2.a Planning the Interview
 - 2.b Planning What You Need to Say
 - 2.c The Disruptive Student
 - 2.d Discipline Log for Disruptive Students
 - 2.e The Disruptive Student
 - 2.f The Behavioral Contract
 - 2.g Review
 - 2.h Plan How To Say It
 - 2.i Guiding the Interview
- Lesson 3
 - 3.a Step One: Establish the Goal
 - 3.b Plan How To Say It
 - 3.c Step Two: State the Behavior Problem
 - 3.d Step Three: Support Your Position
 - 3.e Step Four: Communicate Your Commitment
 - 3.f Step Five: Solicit a Commitment
 - 3.g Step Six: Develop or Propose an Effective Plan

- 3.h Student Behavior Contract
- 3.i Step Seven: Plan a Follow-Up
- 3.j Follow-up Plan Notes
- 3.k Review of the 7-Step Plan
- Lesson 4
 - 4.a Overcoming Resistance
 - 4.b Overcoming Resistance: Emphasizing the Goal
 - 4.c Overcoming Resistance: Resistance With Empathy
 - 4.d Overcoming Resistance: Paradox
 - 4.e Overcoming Resistance: Expand the Problem
- Lesson 5
 - 5.a Putting an End to an Unproductive Interview
- Lesson 6
 - 6.a Creating a Worksheet for the Parent Conference
 - 6.b The Worksheet
 - 6.c Your Final Thoughts
- Post Survey
- Evaluation
- Final Exam

Course Access:

Upon enrollment, you have 180 days to complete your online course in our [eClassroom](#). If you have any questions about course access, please email support@cecreditsonline.org, create a customer service ticket in the LMS, or call [425-788-7275 extension 104](tel:425-788-7275).

Compliance with and Commitment to the American Disabilities Act:

In compliance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, participants who have any condition, either permanent or temporary, which might affect their ability to complete this course, are encouraged to reach out to support@cecreditsonline.org at the beginning of the course. We will make reasonable academic and accessibility accommodations to the course.

Academic Integrity Policy:

Honesty is an essential aspect of academic integrity. Individual students are responsible for doing their own work and submitting original assignments as per the course directions.

Individual students are responsible for doing their own work. Plagiarism and cheating of any kind will not be tolerated. This includes using information from the Internet without citing the website. Avoid plagiarism by appropriately acknowledging the source of the author's words and ideas.