**Communication, Collaboration and Netiquette**

**Objectives:**

* Identify good communication between families and schools.
* Understand how technology can be used to communicate using smartphones, social media and other mediums for academic based conversations.
* Learn about digital footprints and terminology relating to technology and communication.

**Materials needed:**

* Computer
* Notebook/paper
* Pen/pencil

|  |  |
| --- | --- |
| **Teacher** | **Learner** |
| **Pre-Assessment:**   1. **What is good 2-way communication?** 2. **What should you do if there is a language barrier stopping you from having good communication?** 3. **How can you get into contact with your child's teacher?** 4. **What are some of the frontline people working with your children everyday that you should be communicating with?** | Learner: WIll complete Pre-Assessment |
| **Introduction:**  **Slide 2 :** explaining how Parents, Family and other Parents communication works.  Say:  If you are a parent, you should try to communicate with other parents just to be filled in about everything in the classroom.  **Slides 2**:Creating social groups composed of parents in the school, or from the school district can help with easing communication between parents who need to know certain information, but are unsure of how to find it.   * **Q**: What tools do you use to communicate? * **Q:** What are some ways that you communicate with other parents regarding school etc.   Some questions to ask the parents to get them thinking.  Teacher- Now, teachers, principals and administrative staff are people who work with your children every day. You can get in contact with them through text, phone or email. It is suggested that you ask how they’d prefer to be contacted, though. Everyone is not the same. Meet with them in person, first, before and try to build a relationship with them.  Teachers and other school-based staff primarily use emails, or CONNECTed recorded voicemail messages, to correspond with parents and other families. Every person working for the school will have a different preference for communication. Find out which way works best.  **Slides 9-10**: It is important to understand the culture and chain-of-command at your school. Is there more than one assistant principal? Contact information is public information and can be accessed, using the school’s website on the internet. Many schools have teacher leaders and or department chairs who can serve as intermediaries between teachers and higher administration. Counselors can also serve as support. Seek them out. Reach out early and do not wait until a problem festers. | Learner- take vocabulary notes  Learner- taking notes on and asking questions.    Learners take notes and engage in discussion. |
| **Activities (30 minutes): Good Two-Way Communication**  Teacher- Introduce opportunities for two-way communications includes: parent conferences (in-person, or FT/Skype)  PTA meetings, online support groups.  Phone calls: teachers may not be able to answer during the school day, but it is effective.  Email or school website  Teacher- Tips on communicating with teachers  **Slide 12**:  **(6 Key points on communicating with teachers**)   * Look for opportunities to help out at school. (Even if it’s for an occasional lunch duty. Special school events. Honor roll assemblies. Athletic events.) * If there is a language barrier, find peers to help support or reach out to the social workers. Google translate is a good resource to use to assist in email communication. * Explain your goals for your child and expectations you have for their learning. * See if they have a website, twitter account or something else of the sort to communicate. * Keep an open, honest communication line open. Inform teachers when your child is having difficulty. * Keep a record of all communication. | Learner- Writing down tips and engaging in communication. Sharing ways that they are involved. |
| **Post Assessment:**   1. **What is good 2-way communication?** 2. **What should you do if there is a language barrier stopping you from having good communication?** 3. **How can you get into contact with your child's teacher?** 4. **What are some of the frontline people working with your children everyday that you should be communicating with?** | Learner will complete Post Assessment |