**Sample Conferencing Timeline**

Currently being used by Steve Gray at Davie Jones Elementary (Committee Member)

**September**

A letter explaining a student inclusive conference and when they take place.

**Front load students;**

* running portfolio where all assignments are kept
* an explanation of the report card; competencies, literacy, numeracy
* after front loading, develop goals (3) with students for first term based on previous year thoughts

**2 weeks prior to dates;**

* send home sign-up letter for parents via email and paper
* provide SIC documents for students with explanation of process
* begin selection of assignments needed for viewing
* when students are up to date and have compiled their formal portfolio have them practice by role playing the conference samples of progress/things you’d do differently next time

**Prior to conference time (teacher)**

* have all bulletin boards filled with student work inside and outside class
* round table set for discussion - with lots of room
* files for each student being met with including samples of strengths/weakness

**Conference Time**

* permit 30 minute time slots for each student conference
* students keep track of conference from a menu
* student takes parents on a tour of their learning for the term
* at the end of this process student, parent, and teacher meet to discuss SIC documents and reporting documents
* notes taken regarding how to assist the student in next term
* discussion of goals being met for this term and the setting of goals for next term
* everything said within conference is confidential.

**Post Conference Time**

* build in a few minutes after each conference to collect your thoughts and notes and ready yourself for the next conference