Key Assignment: Student-Led Conference

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Conference Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_\_\_

With \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Teacher)

Goal: Reflect on your learning this year at QISS. Explain to your parents what you have learned, what your challenges have been, and what your goals are for the future

# Role: Yourself

Audience: Your parents or guardian

Situation: It is the end of April. You have done a lot of work this year. It is time to share your learning with your parents at the student-led conference. You are in charge.

Product or Performance:

1. Electronic portfolio with reflections on each assignment
2. Presentation for your parents

Standards for Success:

1. Your portfolio should include all Key Assignments and other major assignments from each class throughout this year as well as the reflections sheets for each assignment.
2. The presentation should a genuine reflection of your learning, your successes, and your challenges, and your goals. It should be approximately 20 minutes including time for questions and should include the items on the checklist (see rubric)

# Student-Led Conference Planning Guide

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_ Grade: \_\_\_\_\_\_\_ Conference Date:\_\_\_\_\_\_ Time:\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **Item** | **Notes** | **Check✓** |
| 1. Introduce parents to teacher. |  |  |
| 2. Explain purpose of conference. |  |  |
| 3. Describe something you learned and your challenges for each class: | Learning & Accomplishments | Challenges |  |
| Math |  |  |  |
| Science |  |  |  |
| Social Studies |  |  |  |
| Language Arts |  |  |  |
| Communication Skills |  |  |  |
| Chinese |  |  |  |
| Information Technology |  |  |  |
| Music or other Elective |  |  |  |
| Art or other Elective |  |  |  |
| Theatre or other Elective |  |  |  |
| Physical Education or other Elective |  |  |  |
| 4. Show one or more assignments in your portfolio that you are proud of doing. | Assignment Title | Why I am Proud: |  |
|  |  |  |
|  |  |
|  |  |
| 5. STAR Scores: Reflect on the growth you have demonstrated in reading and math. If no growth is evident explain why you think that is. | Reading | Math |  |
| 1. August Score: \_\_\_\_\_\_\_\_\_
2. November Score: \_\_\_\_\_\_
3. March Score: \_\_\_\_\_\_\_\_\_

Trend and reason:  | 1. August Score: \_\_\_\_\_\_\_\_\_
2. November Score: \_\_\_\_\_\_
3. March Score: \_\_\_\_\_\_\_\_\_\_\_

Trend and reason:  |
| 6. ESLRs: Reflect on each ESLR while addressing your work ethic, attitude toward learning, participation in class, groupwork, homework completion, etc. | 1. Vitality –
2. Courage –
3. Sensitivity –
4. Intelligence –
5. Compassion –
 |  |
| 6. Tell your parents what goals you have for next year. | Most important goals: |  |
| 7. Ask your parents if they have any questions |  |  |
| 8. If the conference was in a language other than English, briefly translate for your teacher. |  |  |
| 9. Thank your parents for coming to the conference. |  |  |

# *15 min. Student Conference Sample Script*

1. Introduce your teacher:

***Mom and Dad, this is Mr(s). \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Mr(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, these are my parents.***

1. Introduction

Thank you for attending my conference. I would like to tell you about what I have been learning in school so far this years.

1. Reflection—Portfolio Open

In \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ class, I have learned about …

I (wrote a paper, gave a speech, did an experiment…)

My greatest accomplishment was \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

My greatest challenge was \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For next year, two goals I have for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ class are \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Questions

Do you have any questions or comments?

Presenter (Student): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade Level: \_\_\_\_\_\_\_\_\_\_\_\_

Student Led Conference Rubric

QISS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **4** | **3** | **2** | **1** |
| **Preparedness** |  The student is completely prepared and obviously well-rehearsed. |  The student seems fairly well-prepared with limited rehearsals. |  The student is somewhat prepared, but unrehearsed. |  The student does not seem prepared to present. |
|  Portfolio has at least 10 artifacts. |  Portfolio has at least 6 artifacts. |  Portfolio has at least 4 artifacts. |  Portfolio has at least 3 or fewer artifacts. |
| **Time** |  The student addresses all content areas in the allotted time (20 min), allowing for parent questions.  |  The student addresses most content areas in the allotted time, or is finished a little too early (10 min). |  The student addresses only a few content areas in the allotted time, or is finished between 5 – 10 minutes. |  The student addresses only one or two content areas in the allotted time, or is finished in less than 5 minutes. |
| **Content** |  Chosen work reflects an extremely well- rounded sample of the student’s yearly work with multiple samples from a wide variety of classes. |  Chosen work accurately reflects a well- rounded sample of the student’s yearly work with samples from a variety of classes. |  Chosen work reflects a fairly well- rounded sample of the student’s yearly work. Some major assignments or performances are missing. |  Chosen work does not reflect a well- rounded sample of the student’s yearly work. Several major assignments or performances are missing. |
|  Student reflects on all 5 QISS ESLRs addressing their work ethic, attitude towrds learning, participation in class, groupwork, homework completion, etc. |  Student reflects on all 3 or 4 QISS ESLRs addressing their work ethic, attitude towrds learning,participation in class, groupwork, homework completion, etc. |  Student reflects on all 1 or 2 QISS ESLRs addressing their work ethic, attitude towrds learning,participation in class, groupwork, homework completion, etc. |  Student did not reflect any QISS ESLRs. |
|  Student commented on many areas of strength. |  Student commented on some areas of strength. |  Student commented on few areas of strength. |  Student did not commented on areas of strength. |
|  Student identifies many specific goals to improve. |  Student identifies some specific goals to improve. |  Student identifies a few specific goals to improve. |  Student does not identify specific goals to improve. |
| **Presentation** |  Student speaks in a relaxed and confident manner. |  Student is mostly relaxed but shows some signs of nervousness. |  Student appears nervous more often than not. |  Student appears nervous and tense throughout the presentation. |
|  Student speaks loud and clear enough to be heard and understood at all times. |  Student speaks loud and clear enough to be heard and understood most of the time. |  Student’s voice is difficult to hear or understand at times. |  Student’s voice is difficult to hear or understand throughout the presentation. |
|  Student makes good eye contact throughout the presentation. |  Student makes some eye contact throughout the presentation. |  Student makes little eye contact throughout the presentation. |  Student makes no eye contact throughout the presentation. |

Total Points: \_\_\_\_\_/ 40 = \_\_\_\_\_ x 100% = \_\_\_\_\_\_\_\_\_\_\_