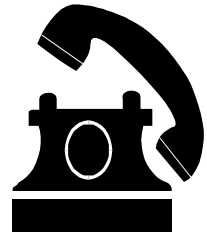


The Call

Guidelines For Making the Call For A Home Visit

- Introduce yourself.
- State the purpose of your call and the voluntary nature of the program.
- Offer a couple of dates and times you are available.
- Be sure to let the parent know how long you will need.
- Inform the parent if someone will accompany you. Ask if the student can be present during the visit.
- Find out if a translator is needed.
- If the parent is resistant to meeting at home, please offer an alternative location (i.e.: local library, restaurant, park or community center).
- Confirm the family's address.
- Call to remind family of your visit on the day of or the day before your planned visit.



Sample Phone Call Script

Hi, Mr./Ms _____.

I am _____'s teacher.
How are you today?



I'm calling because I want to get to know my parents and students and I want them to get to know me as well.

I know how much your son/daughter means to you
and I have no doubt that, together,
you and I will make this the best year for him/her.

I would like to set up a time when I can visit you and "student's name" in your home with my colleague _____.

It's a short visit that will not take more than 40 minutes.

The two dates I had in mind were _____ at ____:____
or _____ at ____:____.

Do either of these times work for you?

If not, when would be better?

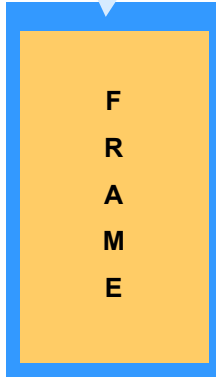
Okay, I'll call you that day to confirm.

Thanks, I'll see you then!



The First Home Visit

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Take a moment to check your assumptions before knocking at the door.

Re-introduce yourself and your colleague.

I am Ms. Fong, Ruby's teacher. This is Mr. Fisher, he is the other second grade teacher at our school and also teaches some subjects to Ruby.

Re-state purpose and expected length of visit.

Most of the teachers at our school are doing home visits. We want to get to know you better and let you know that we care about Ruby. I want to work together to insure that Ruby has a successful year.

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Ask getting to know you questions.

Do you have other children at our school or district?

What was your school experience like as a child?

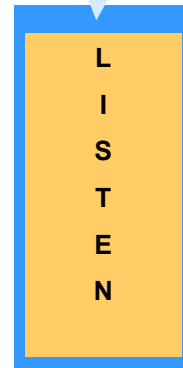
Find out what interests the child has when not in school.

What is Ruby's favorite thing to do on Saturday's?

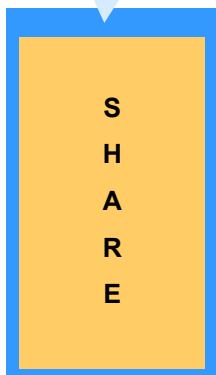
Share and ask about hopes and dreams.

My dream for each of my students is that they develop a love for learning. What are your hopes and dreams for Ruby?

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Teachers and parents each share one expectation.

I assign homework every night. It will come home in a blue folder.

I would like you to call me if Ruby misses school so we can be sure to get her homework to her. Will that work for you?

Is there anything you expect from me this year?

Invite the parent back to the classroom or to a school event.

Our school is having a multicultural festival next week. It would mean a lot to me if you could attend. Your whole family is invited- here is a flyer. Can I count on you to attend?

Listen and address possible barriers like transportation, childcare, etc. Other examples include: science celebration, community breakfast, tea with the principal, community block party, Parents on campus day, open house, other team building events, etc.