

ELL (English Language Learners) Parent Night

- Audience** Family/guardians of ELL school- aged children, including students
- Goal/Objective** Establish a goal that is pertinent to the school.
Example: To help ELL parents get to know teachers, local school and Department of Education policies and available resources.
- Time Needed** Depends on material to be covered and whether or not food and entertainment will be a part of the program.
- Things to think about:**
- Collaborators/partners
 - Budget/funding for event
 1. *Is their ELL or Title 1 funds for their project?*
 2. *Is there funding/donations to provide school supplies for each family that attends?*
 - What is the best way to get information out to families?
 - Publicity (How do we advertise?)
 - Translate flyers in the various languages of the families
 - Is it important to have a translator attend? If so, make arrangements
 - Reserve facilities & request use of special equipment (if needed)
 - Invite ELL resource staff and others
 - Create sign-in sheets for attendance
 - Provide name tags for presenters and other adults
 - Create evaluation for parents: Make it simple
 - *Have them rate the meeting overall (great, good, okay, poor, terrible).*
 - *Have them rate the usefulness of the meeting (same as above)*
 - *Ask “Did this meeting teach you information that you can use?” (yes, probably, maybe, no)*
 - *Ask them to: List two (2) things you learned in this meeting that you are going to use at home/church with your family(ies).*
 - *Ask, “Can we contact you at a later date to ask you more questions?” (yes, no and leave room for name and phone no. This also allows you to update your contact information).*

- ❑ Consider calling parents 2 days prior to event so parents have time to make arrangements w/ employer. Use a script so the message is consistent. Stress that the teacher/staff wants to meet them!
- ❑ Food & Beverages
 - *What, where, payment, pickup*
- ❑ Program plans/agenda
 - *Prepare an agenda to serve as a “road map” for the event*
 - *Example: Welcome*
 - Introductions*
 - Engaging Activity*
 - Power Point by adults*
 - Sharing by students*
 - Question and Answers*
 - Food/Fellowship/Entertainment*
 - Collect Evaluations!*
 - *Incorporate an engaging activity for parents/students ******(the activity should be reflective; e.g., pass out poster paper and markers and ask parents to draw or write how they help their children at home and then ask parents to share – some may draw a book, tv to help students learn English, etc.)*
 - **Remember, many ELL parents speak little English or understand very little and may be shy, so drawing is an appropriate way for them to express their ideas. Their children may help them, too.***
 - *Consider having a raffle for school supplies, books, etc.*
 - *Write up summary of event and meet with collaborators to discuss event's outcome*

Any questions?

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Kealakehe Parent-Community Center

Parent Night Evaluation

Title: _____ Presenter: _____
Date: _____ Time: _____ Place: _____

I am a (please circle): _____ Parent _____ School staff _____ Administrator
_____ Service Provider _____ Church leader _____ Other: FAMILY MEMBER

How would you rate: Please circle your answer

1. The meeting overall...

Great	Good	Okay	Poor	Terrible
5	4	3	2	1

2. The usefulness of the meeting...

5	4	3	2	1
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How would you rate: Please circle your answer

3. Did this meeting teach you information that you can use...

Yes	Probably	Maybe	No
4	3	2	1

4. List two (2) things you learned in this meeting that you are going to use at home/church with your family(ies).

1. _____

2. _____

5. Can we contact you at a later date to ask you more questions?

Please check one

Yes

No

Name _____ Phone# _____