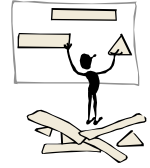


A Collaborative Parent-Teacher Plan of Action



Kevin M. Smith
55 Main Street, Las Vegas, NV 89222
(702) 555-5555 work (702) 444-4444 home

January 9, 1997

Ms. Watkins, Ms. Bixler, Ms. Gordon
Vegas High School

Dear Teachers,

John, his mother, Dr. Scott Sells, and I have had considerable discussions over break about what John needs to do to turn around his behavior and performance in school. **The purpose of today's meeting is to coordinate our actions and set-up guidelines for John.** During this trimester John's mother has been kind enough to allow John to live with me so I can concentrate my full attention on helping him improve at school.

I will not tolerate John being disruptive in any of your classes, nor will I tolerate him not turning in assignments like he did last trimester. I am therefore requesting your help as follows:

- 1) I am giving each of you two stamped postcards addressed to me. If you have any problems with John or if he misses any assignments, please drop of these cards in the mail describing it and I will respond immediately.
- 2) Place any comments about John's behavior, lack of attentiveness, or missed assignments in his daily planner. I will review this planner with him on a daily basis. This method will serve as a way for you and I to more easily communicate with one another.
- 3) Call me at any of the numbers listed above when necessary and I will immediately come to school. I work about 5 to 10 minutes away from the school. I will sit with John in class to ensure that he pays attention and does not disrupt your teaching.

John knows ahead of time that there will be consequences at home for receiving any negative comments in his planner or on the postcards. I have asked John to continue to have each teacher initial his planner every day to assure that he writes down the assignments correctly and allow you to make any comments to him or me about his behavior and performance in the classroom.

I thank you for your extra efforts. John knows that this will be an exceptionally important trimester for him and that he is beginning it with a fresh start. I want to work collaboratively with you to make this John's most productive trimester. I would like to meet again in a month to discuss his progress and review how this plan is working for us all.

Very truly yours,
Kevin M. Smith