

REDWOOD HIGH SCHOOL
Office of the Principal

To: Teachers
From: David Sondheim
Date: Sept. 6, 2019
Re: Back to School Night

Thursday, Sept. 12 is Back to School Night. The schedule is below and we will begin promptly at 6:15 pm in the gym. Please arrive a few minutes early and sit in the south bleachers that will be reserved for you. I will say a few words and dismiss you to your classrooms ahead of the parents who will hear information about the Foundation and PTSA. Thanks for your patience. I know you have to ready your room so I won't hold you long, I promise. **Please exit out the back doors of the gym.**

Our Leadership students will be available to give directions to parents when they are searching for classrooms. Bells will ring to recognize the beginning and end of each period. Periods will be 10 minutes. The schedule is listed below.

Parents want to walk away from Back to School Night knowing the following:

- My child's teacher loves working with young people.
- My child's teacher cares about my child.
- My child's teacher is passionate and knowledgeable in his/her subject matter.
- My child's teacher is an enjoyable, inspiring person for my child to be with for ~150 hours this year.
- How I can help my child be successful and happy this year.

As a review for the experienced teachers and new information for our new teachers, some presentation thoughts are below:

- Have a sign welcoming parents to your room.
- Include brief information about yourself – be personable. Why are you a teacher? Be positive about yourself, your instructional program, our school. **If you are enthusiastic about what you have planned for the year, that energy will be contagious.**
- How will you assess student progress? How will it be communicated to students and parents?
- Emphasize what is exciting and interesting in your classroom and school. **A brief description of course content, homework expectations, grading, behavior policies, how parents can reach you at school and about the RHS website can be covered in a handout giving you time to share more exciting information.**
- Show your commitment. If you know what you are saying, why you are saying it, and that you care about what you are saying, you will say it well.
- Plan your presentation by focusing on the needs and interests of your audience. This presentation is short and should be powerful. By talking about your beliefs, you know you have an interesting topic.
- Parents should experience your best instructional strategies. You want to ensure that parents leave with the feeling that this is their lucky year: their child has you as their teacher!
- Finally, your classroom is a statement to parents about you as a professional as well as the school culture. Please take a moment to look at your classroom through the eyes of a parent.

- Please point to and thank the Redwood Foundation for support in your classroom, if appropriate. When parents see their donations in action, they are more willing to give and give more.
- In light of our budget cutbacks, feel free to ask for donations for needed items (Kleenex, batteries, dry-erase markers, etc.) but please do not ask for money nor dwell on the budget challenges, increased class size, etc. We want to provide an opportunity for parents to help in a concrete way without fear that the sky is falling.
- Back to School Night is not the appropriate place to complain. If you have concerns, please see your department's administrator liaison.

ENJOY THE EVENING – You are an amazing team of teachers. Let the parents see the same enthusiasm and love for your students and your curriculum that I get to see every day. Stop by the Staff Lounge (Room 116) on Friday morning to enjoy some breakfast treats provided by our PTSA.

Back to School Night Program Schedule

Principal's Welcome in Gym - 6:15 – 6:30 p.m.

Period 1 6:37 - 6:47 p.m.

Period 2 6:54 - 7:04 p.m.

Period 3 7:11 - 7:21 p.m.

Period 4 7:28 - 7:38 p.m.

Period 5 7:45 - 7:55 p.m.

Period 6 8:02 - 8:12 p.m.

Period 7 8:19 - 8:29 p.m.

Zero Period & Evening Classes 8:36 - 8:46 p.m.

Advisory and SMART periods *do not meet* at Back To School Night