

EDCO PHONE CALL SCRIPT

- This is . . .
- Things have gone well until . . .
- I care about (student) and I am concerned . . .
- This is why I am calling . . .
- I have spoken to (student). The first time I speak to student; the second time I speak to the parent.
- Tell (student) I called and I want (behavior) stopped, and will you tell (student) that you want it stopped too.
- I will call you in two days and tell you how things are . . .

Follow-Up CALL (Two Days Later)

- The situation has improved (thank the parents)
- I will continue to monitor . . .

or

- Situation has continued
- Concern statement
- Describe behavior
- What you have done
- We need a face-to-face conference
- Set time and place
- I am confident that . . .

Problem Conference (Continued — Teacher to Parent)

- “Is this new information for you?”
 - If YES (Teacher Response is . . .)
 - If NO (Teacher response is . . .)
- What you will do — the PLAN
- What Parent will do — the PLAN
- Negative outcome if NO parent support.
- “How do you feel about this conference?”
- Orient parent to student presence.
- Use Discipline Card

Initial Phone Call

Within a Five Day Period

Student

Parent

Teacher

Greeting:

Situation:

1. _____
2. _____
3. _____

What I have done.

1. _____
2. _____
3. _____

Two things I want you to do for me:

- 1.
- 2.

I'll get back to you in TWO school days.

Thank you for your help.

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