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WORKSHOP AGENDAS

WORKSHOP 01

I. Welcome

Introductions

Review Today's Objectives

II. Build On Assets

Open-Ended Questions to Build on
Parent Knowledge

III. Learn New Information

Goals and Learning Objectives of School2Home

Basic Computer Skills (I)

Learning Effective Communication Strategies (I)

Technical Support

IV. Take Action!

Homework

V. Closing

Feedback and Wrap-Up

WORKSHOP 02

I. Welcome

Introductions

Review Today's Objectives

Review Homework

II. Build On Assets

Open-Ended Questions to Build on
Parent Knowledge

III. Learn New Information

Basic Computer Skills (II)

Computer Literacy: Importance of a Computer

Computer Literacy: College Information

Learning Effective Communication Strategies (II)

IV. Take Action!

Homework

V. Closing

Feedback and Wrap-Up

WORKSHOP 03

I. Welcome

Introduction

Review Today's Objectives

Review Homework

II. Build On Assets

Open-Ended Questions to Build on
Parent Knowledge

III. Learn New Information

Computer and Internet Safety

Learning Effective Communication Strategies (III)

Accessing Child and School Information

IV. Take Action!

Homework

V. Closing

Feedback and Wrap-Up



WORKSHOP 01

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I. Welcome

Introductions

II. Build On Assets

Open-Ended Questions to Build on
Parent Knowledge

III. Learn New Information

Goals and Learning Objectives of School2Home
Basic Computer Skills (I)
Learning Effective Communication Strategies (I)
Technical Support

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ICEBREAKER INSTRUCTIONS

Step 1 Turn to a partner and find out his or her name and the name of his or her child.

Step 2 Share with your partner what you each hope to gain from the program.



DESCRIPTION

The School2Home Program

The purpose of School2Home is to help students succeed and learn using 21st Century tools in the classroom and at home. School2Home helps schools provide each student with a laptop computer to use at school and at home with his or her family. The program provides teachers with technology-rich professional development. School2Home strengthens the connections between the home and school learning environments by providing affordable broadband at home and instructing parents in the use of digital technology to connect with schools and share learning opportunities with their child. Educational web-based resources, online learning communities and collaboration tools for students, teachers and parents complete the program round out the School2Home program.

BUILD ON ASSETS

WHAT DO YOU KNOW ABOUT COMPUTERS AND HOW THEY CONNECT TO YOUR CHILD'S SUCCESS?

THE THREE MAJOR GOALS OF SCHOOL2HOME

- 1 Increase digital literacy and educational performance among middle school students.
- 2 Improve students 21st century skills so they can succeed at college and get a job.
- 3 Strengthen the involvement of parents in the education for their child through the use of digital technologies and, in turn, help close the Digital Divide.

Parents Participating in the School2Home Parent Training will:

- 1 Know the goals and components of School2Home.
- 2 Learn effective communication strategies to build relationships with and access information from school staff.
- 3 Acquire basic computer literacy skills in word processing, accessing the World Wide Web and using email.
- 4 Understand the importance of computer literacy for successfully completing homework, passing classes and preparing for college.
- 5 Know how to access child and school academic status information online, if available.
- 6 Learn how to ensure online safety.
- 7 Know how to access technical support, order a high-speed Internet line and set up an email account.

Parent Commitments

- 1 Review the School2Home Student and Family Laptop/Netbook Handbook.
- 2 Discuss the School2Home Student/Parent Laptop/Netbook Agreement with your child.
- 3 Supervise your child's use of the laptop and Internet at home.
- 4 Monitor the academic performance of your child.
- 5 Communicate with your child's teachers and counselors.

Internet Connection Options

Dial-Up **Slow**

DSL (Digital Subscriber Line) **Fast**

CABLE **Fast**

WIRELESS **Fast**

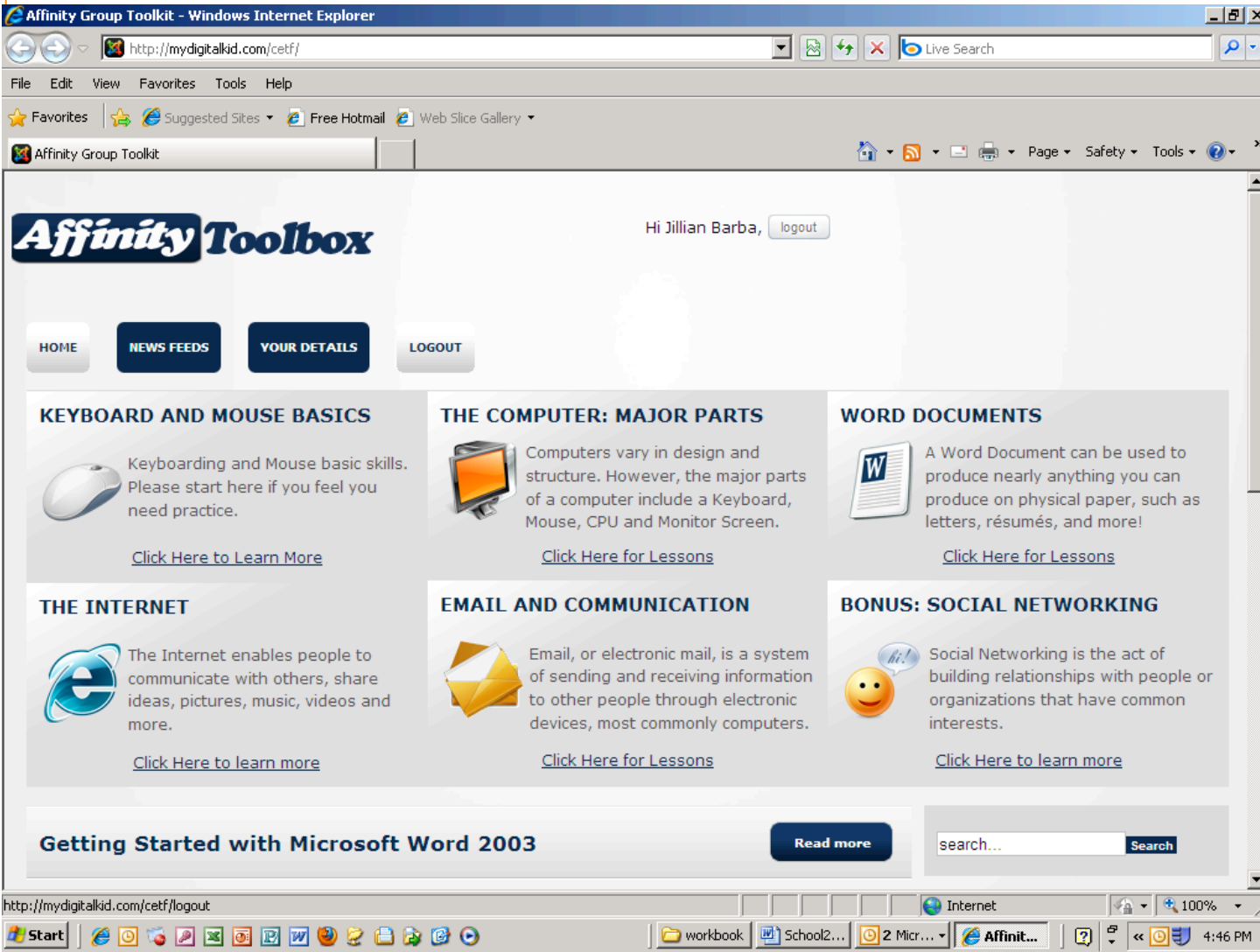




AFFINITY TOOLBOX

Great tool for new users. It be found at:

http://mycomputertoolkit.org/



MY SCHOOL'S WEBSITE

HOW TO ACCESS MY SCHOOL'S WEBSITE:

- 1 Open web browser.
- 2 Insert your school website's web address into the web address box and click on "search". If you do not have the address, use a search engine and put your school's name and town in the search line before clicking the search button.
- 3 Begin exploring your school's website (click "Espanol" if you need the page to be translated into Spanish, if this option is available).

SCHOOL CONTACT INFORMATION

Name of School: _____

Address: _____

Main Number: _____

Website Address: _____

INFORMATION COLLECTED

NOTES:

NOTES:

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MY CHILD’S SCHOOL CONTACTS

My Child’s Name: _____

My Child’s Email: _____

CLASS SCHEDULE AND TEACHER INFORMATION

PERIOD/ SUBJECT	TEACHER	EMAIL	PHONE NUMBER	BEST TIME TO CONTACT
0 Period:				
1st Period:				
2nd Period:				
3rd Period:				
4th Period:				
5th Period:				
6th Period:				
7th Period:				
8th Period:				

MY CHILD’S SCHOOL CONTACTS

Counselor’s Name: _____

Phone: _____

Email: _____

Best Time to Contact: _____

OTHER SCHOOL CONTACTS

Name: _____

Phone: _____

Email: _____

Best Time to Contact: _____

Name: _____

Phone: _____

Email: _____

Best Time to Contact: _____



HOW TO SET UP A GMAIL ACCOUNT

- 1 Go to gmail.com to open your new Gmail account.
- 2 Look for the "Create an Account" on the home page and start by filling in the following information: your first name, your last name, your desired "login name". (Be sure to click on the check availability box to ensure you get the login name you want). Write down your login name.
- 3 Select a password that is eight characters or longer. Characters include numbers, capital and lowercase letters and symbols. There is a password strength indicator that will let you know how strong your password is. This is an optional step that you can take, but it will ensure that your password will not be easy to "crack". Make sure to write down your password or commit it to memory.
- 4 Once you have decided on a password, you should uncheck the "remember me on this computer" so that Gmail does not remember and automatically insert your password. because this would allow other people who are using the computer to enter your email account. You can check the "Enable Web History" box if you want Google to keep track of the sites that you visit most often.
- 5 Enter a security question from the drop-down menu. Try to choose one that would not be easy for someone else to answer.
- 6 Type in the answer to your security questions. Make sure to write down your question and your answer.
- 7 Next, you can enter a secondary email address. This is an optional step and can be skipped if you do not have a secondary email or do not wish to enter it.
- 8 Select your Country location from the drop-down menu.
- 9 Type in the characters that you see for the word verification.
- 10 Review the Google Terms of Service. If you accept the terms, click on the "I accept. Create my account." button.

Source: Brighthouse.com, 2010

MY EMAIL ADDRESS INFORMATION

There are many different firms that provide email programs. School-2Home is using Gmail as a way to introduce parents to the benefits of communicating on line.

Email Home Page: Gmail.com

Login Name or Email Username: _____

Email Password: _____

Security Question and Answer: _____

EXTRA FEATURES OF EMAIL

Email has many user-friendly extras.

There are great spam filters (with no extra software needed to use them), and users can get instant mail search that takes the guesswork out of where a certain email is. You can also set an autoresponder for when you are out of town or on vacation.





TECHNICAL SUPPORT INFORMATION

WRITE DOWN YOUR SCHOOL'S TECHNICAL SUPPORT INFORMATION

Name Of Service: _____

Phone Number: _____

Hours Of Service: Mon - Fri _____ Sat - Sun _____

INSTRUCTIONS FOR ORDERING HIGH-SPEED INTERNET

See the handout for how to order low-cost, high-speed Internet in your school community.

HOMEWORK LIST

PARENT TRAINING WORKSHOP 01

- 1 Set up your email address.
- 2 Bring your email address, email homepage address and your user name and password to the next session (this information goes in your "My Gmail Information" handout).
- 3 Order a high-speed Internet line for the home.
- 4 Begin to fill in the "My Child's Contacts" handout.
- 5 If you are a new user, explore OpenOffice, Microsoft Office and/or the Affinity Toolkit on the World Wide Web.
- 6 Talk with your child about School2Home.



WORKSHOP 02

WORKSHOP 02

I. Welcome

- Introductions
- Review Today's Objectives
- Review Homework

II. Build On Assets

- Open-Ended Questions to Build on Parent Knowledge

III. Learn New Information

- Basic Computer Skills (II)
- Computer Literacy: Importance of a Computer
- Computer Literacy: College Information
- Learning Effective Communication Strategies (II)

IV. Take Action!

- Homework

V. Closing

- Feedbackack and Wrap-Up



BUILD ON ASSETS

1 What did you learn when you spoke with your child about School2Home?

2 How important is a computer to your child's educational success?

3 How do you think you might use email now that you have an email account?

TEACHER RESPONSES TO “WHY ARE COMPUTERS IMPORTANT TO STUDENT LEARNING?”

- 1 Having access to FREE digital libraries will enhance student learning.
- 2 Students will be able to communicate through blogs and email with other students when studying and working on school projects.
- 3 Students will be more motivated to do their homework online.
- 4 Students and their families will have access to FREE resource databases, the school library's website, Google Docs and other tools to enhance their learning.
- 5 Student engagement will be heightened when it comes to learning online because they will want to get online at home and continue their school learning.
- 6 Parents can find homework help websites for their child. Some of these websites have educational videos for students; this will help parents become more involved in their child's learning.
- 7 The computer will help families stay current with news and information, resources in their community and learning.
- 8 Parents will now have quick access to their child's academic performance. This will allow parents to help their child and become more involved in their schoolwork.
- 9 Teaching will now be more hands on; if there is a topic such as a natural disaster, we can look it up online and study it.
- 10 Students will become more computer literate, and as a result, I will use more technology in class.
- 11 Teachers will use more visuals (pictures online) and incorporate more computer activities into their planning/learning.
- 12 Parents and students can prepare for high school and college more easily, as they will now have a computer to look up information.





INTERNET RESOURCES

COLLEGE INFORMATION WEBSITES

FOLLOWING ARE WEBSITES FOR MORE INFORMATION ABOUT PREPARING FOR COLLEGE:

www.collegeboard.com
www.collegeispossible.org
<http://mapping-your-future.org/planning>
www.collegeforyou.org
www.knowhow2go.org
<http://www.hbcuconnect.com>

FINANCIAL AID WEBSITES

For information on where to apply for financial aid, go to these websites:

Free Application For Student Aid (FAFSA)
www.fafsa.ed.gov

Cal Grant Program
www.calgrants.org
 CSS Profile (for private colleges)

AB540 Information (AB 540 allows qualified undocumented students to be exempt from paying significantly higher out-of-state tuition at public colleges and universities in California.)

www.maldef.org
www.futuros-california.org
<https://profileonline.collegeboard.com/index.jsp>

SCHOLARSHIP ENGINES

Start your search for scholarships on the following websites:

FastWeb.com
www.fastweb.com
www.finaid.org
Scholarships.com
College Campaign
www.schoarlships.com
www.collegecampaign.org/contest

Scholarships for California Latino Students
www.latinocollegedollars.org

OTHER WEBSITES:

www.wiredscholar.com
www.college-scholarships.com
www.scholarships.com
www.chelafinancial.com

HOMEWORK LIST

PARENT TRAINING WORKSHOP 02

- 1 Email someone using your new Gmail account.
- 2 Finish filling out "My Child's School Contacts" and send an email to your child's counselor or one of the teachers. Be sure to look for a response.
- 3 Order a high-speed Internet line.
- 4 Explore www.collegeboard.com with your child.
- 5 Talk with your child about online safety. Find out what issues your child thinks are important.



WORKSHOP 03

WORKSHOP 03

I. Welcome

- Introduction
- Review Today's Objectives
- Review Homework

II. Build On Assets

- Open-Ended Questions to Build On Parent Knowledge

III. Learn New Information

- Computer and Internet Safety
- Learning Effective Communication Strategies (III)
- Accessing Child and School Information

IV. Take Action!

- Homework

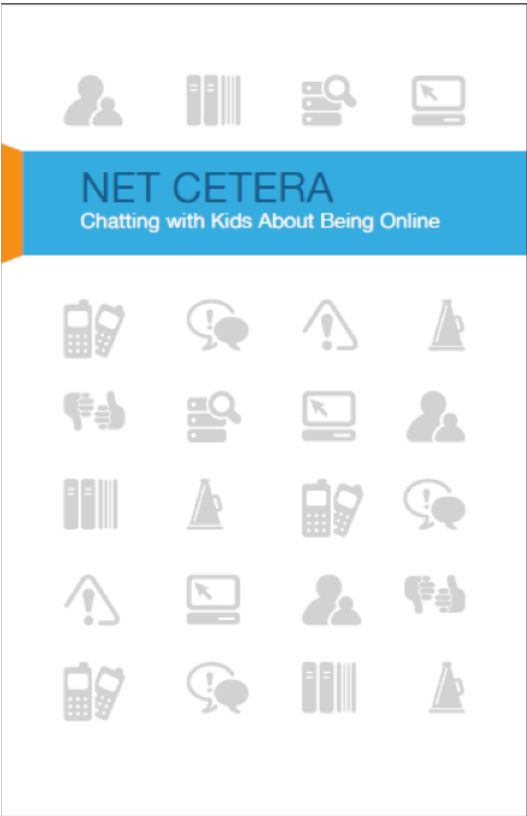
V. Closing

- Feedback and Wrap-Up

BUILD ON ASSETS

- 1 What do you know about online safety?
- 2 What do you think you need to learn about online safety?

NET CETERA: CHATTING WITH KIDS ABOUT BEING ONLINE



LIST OF QUESTIONS FOR SCHOOL COUNSELOR AND/OR SCHOOL STAFF:

1 _____

2 _____

3 _____

4 _____





THINGS PARENTS SHOULD DO FOR EFFECTIVE PARENT-TEACHER CONFERENCES

BEFORE THE CONFERENCE

- 1 Observe your child. What does he/she do well? Does he/she get along with siblings?
- 2 Talk with your child. What does he/she like or dislike about school? How does your child feel about his/her teacher?
- 3 Write down questions to ask the teacher. How is your child progressing? What is he/she learning and what is his/her academic level? How is he/she doing socially?
- 4 If Spanish translation is needed, find out if the school will provide a translator or make arrangements to bring your own translator.

DURING THE CONFERENCE

- 1 Go to the meeting prepared. Bring your list of questions and paper and pencil to take notes during the conference.
- 2 Find out from the teacher how you can support your child. What specific activities can you do at home to complement the learning done at school?
- 3 Feel comfortable and confident. Ask for explanations when you do not understand something being said by the teacher.

AFTER THE CONFERENCE

- 1 Share with your child what happened at the conference. Stress positive points covered by the teacher. Also discuss any activities suggested by the teacher.
- 2 Keep in touch with the teacher about your child's progress. Maintain contact with the teacher after the conference and throughout the school year.

DURING THE YEAR

- 1 Schedule an appointment to observe your child's classroom.
- 2 Request to meet with your child's teacher by making an appointment.

STUDENT ACADEMIC STATUS ON THE WORLD WIDE WEB

You can access your child's academic status information online.

For more information about this, talk with your child's Principal or teachers!

HOW TO ACCESS MY CHILD'S ACADEMIC STATUS INFORMATION AND ATTENDANCE RECORDS ONLINE



ACADEMIC PERFORMANCE ACTION PLAN

STUDENTS NAME:		GRADE:	
TODAYS DATE:		EXPECTED GRADUATION DATE:	
CALIFORNIA STANDARDS TESTS RESULTS			
CST/STAR Subject	Proficiency Level	District Writing Assessment Score:	
English Language Arts:		District Reading Assessment Score:	
Math:			
GRADES ON REPORT CARD		ENGLISH LANGUAGE INFORMATION	
Trimester 1: English Math		English Proficiency:	
Trimester 2: English Math		Language Program:	
Trimester 3: English Math		CELCT Score:	
ACTION PLAN			
Parent Action	Student Action	Teacher Action	
1			
2			
3			
4			

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QUESTIONS OR CONCERNS ABOUT SCHOOL2HOME

Do you have any questions or concerns about School2Home?

Do you have any questions or concerns about computer safety?

FOR FURTHER INFORMATION ON SCHOOL2HOME, PLEASE CONTACT:

Name: _____

Phone: _____

Email: _____

Best Time To Reach: _____



HOMEWORK LIST

PARENT TRAINING
WORKSHOP 03

- 1 Identify a computer class you will attend.
- 2 Sign up for and log into your school’s student information system to view your child’s academic status information.
- 3 Discuss online safety with your child.
- 4 Review your child’s academic status with him or her and visit counselors and teachers as needed.
- 5 Develop an Academic Performance Action Plan with your child.

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