

Tips and Suggestions for Parent Office Hours

Initiative #2: Team & School Site Collaboration		
Overall Goal	Outcome	Goals & Metrics
improving MHP role on a school site rather than establishing by being seen as the social-emotional and behavioral leader	MHP builds family collaboration in regards to Mental Health	MHP holds (at minimum) monthly office hours for families

Parent office hours can be structured in a variety of ways. It is encouraged that you adapt your time to best meet the needs of your specific campus and families, and here are a few suggestions of how that can look.

Format	Description
Topic Focused	Bring a specific topic to discuss with parents at office hours. Offer some psycho-education to parents to introduce the topic, and provide space for parents to ask questions, apply it to their lives and problem solve implementation at home.
Resource Sharing	Provide specific resources or tools parents can utilize at home. This may require some prep work ahead of time, and can be given in a similar format to Topic Focused.
Specific Parent Concerns	Hold open space for parents to “drop in” with a specific topic they need support with.
SEL at Home	Come with ideas on how to reinforce SEL lessons at home. Share the language utilized in community meetings and provide ideas/tips on what the messaging may look like within the home environment. Give opportunities for parents to role play messaging.

Things to Consider:

- What materials might you need to provide parents? (i.e. handouts, tools)
- What is your translation support?
- How will your office hours be advertised? (i.e. Parent Newsletter, flyer in front office, one-call to parents, note on homework packets, etc.)
 - Are there specific parents you want to connect with to notify about Office Hours? How will you connect with them to ensure they’re aware?
- What data could be utilized to identify the area of need? (i.e. parent requests, parent survey, SEB screener, teacher reports, BDF data, etc.)
- What space will you use for the office hour? (Remember to consider capacity).
- Be sure to frame the time as a community space, and that specific concerns can be addressed at a later time (what are your scheduling options?)

20.21 MHP Tier 1 Intervention
Planning Tool Parent Office Hours

Month	Scheduled	Plan	Prep
EXAMPLE: August	<i>August 19, 2020 4:00 - 5:00pm</i>	<i>MHP Meet & Greet- introduce self to families, share about role, how families might access your support, how they can get ahold of you, announce monthly office hours</i>	<i>-have business cards on hand -flyer posted in office and classrooms -announcement in parent newsletter -flyer given out at orientation -ask OM for translation support</i>
September			
October			
November			
December			
January			
February			
March			
April			
May			