Strategies for Successful Case Conferences

Set a regular day and time for the team to meet for case conferencing. Decision makers must be present.

Develop protocol and team norms for case conferencing. (Meetings must start on time.)

Select a case conferencing team manager and meeting facilitator. (May be the same person)

Develop a selection procedure/form for referring students for case conferences.

Determine what materials must be on hand for each case conference. (Permanent record, cumulative folder, student work, standardized test scores, discipline referrals, health records, progress reports, report cards, teacher reports etc.) Review with team.

Select the person who will be responsible for gathering all of the materials. (Guidance counselor, social worker, teacher advisor, SLC Director, school aide, secretary etc.)

Select a method for student and parent notification/invitation to the conference. Prepare a letter if needed. Guidance counselor or social worker may speak with parent before meeting.

Meet in an area which is comfortable and provides for confidentiality.

Allow all participants to share their perspectives. Draw out quiet team members.

Keep focused as a group...Avoid side discussions. Establish a climate of respect.

Use “I statements” and Reflective Listening. Avoid educational jargon. Check for understanding.

Give student and parent/guardian (if present) an opportunity to speak and share their perspectives. Value parental insights. Give student and parents a chance to express needs.

Focus on the student’s strength and positive efforts and successes. Avoid the “blame game.”

Maintain confidentiality of information revealed in the case conference.

Prioritize concerns. Develop an action plan including goals and actions to be taken to achieve goals. Designate responsible parties, timeline, follow up and review procedures in the plan. Monitor progress. Establish contingency plans.

Provide a mechanism for periodic follow up and review and change of action plan if strategies are not successful. Celebrate with successful students. Update parents/guardians of progress.

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