

## **PARENT-TEACHER-STUDENT CONFERENCE INFORMATION**

Conferences will be Wednesday evening, February 4 from 4:00-8:00 PM and on Thursday, February 5, from 2:00-4:00 PM and also from 5:00-8:00 PM. If these times do not work for you or your family, contact the teacher you would like to conference with to arrange another time. Wednesday, February 4 is a half-day of school, with dismissal at 11:30. There are no classes on Thursday due to conferences and there is no school on Friday.

The conference appointment slip is included with this newsletter and is available online. An appointment slip was also sent home with each family mail carrier today. Report cards will be sent home on Friday, January 30. Conference date/time appointment confirmation slips will be sent home Wednesday, January 28. All parents with students in grades K4 through 8th need to attend a conference. Fill out the accompanying form for a time that best suits your schedule. For middle school students, we recommend a conference with your child's homeroom teacher and with the teacher in any classes where your child receives a grade lower than a "C". Those teachers will be set up in their homerooms.

Please schedule your appointments with teachers to certainly discuss grades, but also to address your child's development, behavior, attitude, work habits and other traits that make your child unique. This kind of conference will provide you with a "whole picture" assessment of your child and not be solely a rationalization of his/her grade.

**PRIMARY (K4-K5-1-2)** - It is preferred that the students at this level NOT be present at the conference. Primary conferences will be scheduled for 15 minutes with your child's homeroom teacher.

**INTERMEDIATE (3-4-5)** - Attendance is required for both student and parent at this level. Parents/students will have a 15 minute conference with their homeroom teacher. If you feel the need to conference with a different teacher from this level, (other teacher or specials teacher) indicate your wishes on the sign-up form.

**MIDDLE SCHOOL (6-7-8)** - Attendance is required for both student and parent at this level. All middle school teachers will be in their homerooms and you may choose the teachers you would like to meet with. These conferences will be limited to 10 minutes each, but if additional time is needed, you may request a separate meeting. There is no limit to how many teachers you and your child conference with, but you must attend at least one.

**LEARNING CENTER** - For parents with students working in the Learning Center, the Learning Center teacher will try to join the regular classroom teacher conference as schedule permits.

**SPECIALS TEACHERS** - All parents from any grade level should feel free to conference with any specials teacher if they so desire. Sign up to conference on the attached form.

**PLEASE NOTE:** Because Friday, February 6 is a teacher inservice day, there are no classes for students. If you plan a vacation, we ask that you do not start until your conferences are completed. It is considered a school day of absence if the older children are not present with the parent (unless there is an exception which is pre-arranged with the teacher.) Please be prompt. If, during the conference, you feel the need of a longer time, please reschedule another conference at a later date with the teacher. It is very necessary that we keep to a strict schedule so that no parent will have to wait. Please be considerate of your time frame.

**Please complete the attached appointment sheet and return it to the office by 8:00 AM on Friday, January 16. If you do not return this sheet indicating your preferences, a conference time may be assigned for you.**

A confirmation of these appointments will be sent home on Wednesday, January 28, with the family mail carrier. Do not hesitate to call the office (453-5830) if you have any questions.

**Due Friday, January 16, 2015**

Family Last Name \_\_\_\_\_

**PRIMARY**

K4-K5-1-2

Please write the name of the student next to the appropriate homeroom teacher

K4 5 Mrs. Grant \_\_\_\_\_  
K5 111 Mrs. Behling \_\_\_\_\_  
K5 112 Mrs. Mrs. Conklin \_\_\_\_\_  
  
1-104 Ms. Thayer \_\_\_\_\_  
1-107 Mrs. Hentges \_\_\_\_\_  
2-105 Ms. Martens \_\_\_\_\_  
2-106 Mrs. Kozina \_\_\_\_\_

**INTERMEDIATE**

3-4-5

Please write the name of the student next to the appropriate homeroom teacher

3-102 Mrs. Saeger \_\_\_\_\_  
3-103 Mrs. Knapp \_\_\_\_\_  
4-204 Mrs. Runnoe \_\_\_\_\_  
4-203 Mrs. Sobczak \_\_\_\_\_  
5-201 Mrs. Luke \_\_\_\_\_  
5-202 Mrs. Lofy \_\_\_\_\_

**MIDDLE SCHOOL**

6-7-8

Please write the name of the student next to the teachers you wish to conference with

211 Ms. Tatsak Math (not available – sign up for phone conference) \_\_\_\_\_  
212 Mrs. Mrozinski Science \_\_\_\_\_  
210 Ms. Rick Religion \_\_\_\_\_  
207 Mr. McKeown Social Studies \_\_\_\_\_  
206 Mrs. Clementi Language Arts \_\_\_\_\_  
205 Mrs. Canapa Literature \_\_\_\_\_

**SPECIALS**

Please write the name of the student next to the appropriate teacher

Art Mrs. Lionberg (Wed. 4-8) \_\_\_\_\_  
Computer Mrs. Clermont (Th 2-4, 5-8) \_\_\_\_\_  
Music Mrs. Hartley (Wed 4-8, Th 2-4) \_\_\_\_\_  
Phy Ed Ms. Zimmerman (not available – sign up for phone conference) \_\_\_\_\_  
  
Learning Center Mrs. Warner (Reading- all times) \_\_\_\_\_  
Mrs. Kirkpatrick (Math, Th 5-8) \_\_\_\_\_  
Mrs. Shambarger (Sp. Ed Wed 4-8) \_\_\_\_\_  
Mrs. Ambrose (Speech Wed 5-8) \_\_\_\_\_  
Mrs. Golomski (Wed 4-8) \_\_\_\_\_  
Catapult Mrs. Miller (Wed 5-8, Th 5-8) \_\_\_\_\_

Please indicate with a 1, 2 and 3 your 1st, 2nd and 3rd choice.

\_\_\_\_\_ Schedule me anytime  
\_\_\_\_\_ Wednesday, Feb. 5 4:00-8:00 PM (K4-8)  
\_\_\_\_\_ Thursday, Feb. 6 2:00-4:00 PM (K4-8)  
\_\_\_\_\_ Thursday, Feb. 6 5:00-8:00 PM (K4-8)