

PARENT-TEACHER-STUDENT CONFERENCE INFORMATION

Conferences will be held on Wednesday evening, February 8 from 4:00-8:00 PM and Thursday, February 9 from 2:00-4:00 PM and also from 5:00-8:00 PM. If these times do not work for your family, contact the teachers you would like to conference with and arrange a different time. Wednesday, February 8 is a half-day of school, with dismissal at 11:30. There are no classes on Thursday and no school on Friday. **K4 Exception** – Due to the large number of K4 students, there will be no school for K4 on Wednesday, February 4. Instead, parent-teacher conferences will begin at 8:00 a.m. on Wednesday morning in order to fit all the K4 families in.

The conference appointment slips are attached. Report cards will be sent home on January 27. For the second semester, **ALL** parents with students in K4 through 8th need to schedule a conference, **middle school included**. Fill out the accompanying form for a time that best suits your schedule. For conferences with teachers in grades 6-8, parents **must** attend at least one conference, but no more than **two** with middle school teachers – choose wisely. In the fall, middle school families stand in line outside of the teacher's door. In the spring, middle school families make appointments – we hope that you can have a longer, more in-depth conference with a middle school teacher. Since these conferences are 10 minutes long, we are limiting you to 2 conferences per child. Good news- you do not wait in line in the hallway for the teacher.

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. These conferences will be limited to 10 minutes each, but if additional time is needed, you may request a separate meeting. There is a limit to 2 teachers you and your child conference with, but you must attend at least one.

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

LEARNING CENTER – For parents with students working in the Learning Center, the Learning Center teacher will have a separate conference or try to join the regular classroom teacher conference as the schedule permits.

PLEASE NOTE: Because Friday, February 10, is a teacher inservice day, there are no classes for students. If you plan a vacation, we ask that you do not leave on your trip 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 8:00AM on Monday, January 23. **If you do not return this sheet indicating your preferences, a conference time will be assigned for you.**

A confirmation of these appointments will be sent home on Wednesday, February 1, with the family mail carrier. Do not hesitate to call the office if you have any questions.

Due Monday, January 23, 2012

Family Last Name _____

PLEASE WRITE THE NAME OF THE STUDENT NEXT TO THE
APPROPRIATE TEACHER

PRIMARY

K4-K5-1-2

104 Mrs. Cira _____
111 Mrs. Behling _____
112 Mrs. Kunz/Mrs. Conklin (both will attend) _____

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

1-105 Ms. Thayer _____
1-103 Mrs. Hentges _____
2-106 Mrs. Kozina _____
2-107 Mrs. Goeden _____

INTERMEDIATE

3-4-5

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

3-102 Mrs. Saeger _____
4-211 Mrs. Knapp _____
4-212 Mrs. Runnoe _____
5-205 Mrs. Luke _____
5-206 Mrs. Lofy _____

MIDDLE SCHOOL

6-7-8

Must schedule with one teacher,
no more than **two**

203 Mrs. Canapa _____
207 Mrs. Skupien _____
204 Ms. Tatsak _____
201 Ms. Twiford _____
202 Mr. McKeown _____
210 Ms. Rick _____

SPECIALS

Computer Mrs. Clermont (Thur 2 – 4 & 5 – 8) _____
Music Mrs. Hartley _____
Art Mrs. Lionberg (Wed 4 – 8) _____
Phy Ed Ms. Zimmerman Not avail-Will call you _____
Learning Ctr Mrs. Warner _____
Learning Ctr Mrs. Kirkpatrick (Wed 4 – 8) _____
Catapult Mrs. Shiroda (Thur 5 – 8) _____

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

_____ Schedule me anytime
K4 only _____ Wednesday, February 8 8:00 – 11:00 AM (K4 only)
_____ Wednesday, February 8 4:00 – 8:00 PM (K4 – 8)
_____ Thursday, February 9 2:00 – 4:00 PM (K4 – 8)
_____ Thursday, February 9 5:00 – 8:00 PM (K4 – 8)