

Spring Parent-Teacher Conferences Expectations

Parent-teacher conferences are March 5 (in-person) and March 6 (virtual). On Thursday, all salary staff are expected to stay until 8:00 pm. On Friday, staff may do their virtual conferences from home, as long as you have enough time to make it there without blocking out more than 30 minutes. The earliest time that you may leave the building is 11:45.

In preparation, please read the following expectations:

1. **We strive for 100 percent participation.** It is our expectation that you have as many **in-person and/or Google Meet** conferences as possible. If a child's parent or guardian is unable to attend conferences, the information must be shared at least virtually (Google Meet) or on the phone after our in-person window has closed.
 - a. Please submit this [Conference Attendance Form](#) to Stacey Ramirez **by Friday, March 20**.
2. **Parents need to be informed of where their child is in relation to grade level** through standardized test scores and/or individual work samples. Even if retention is not being considered, parents deserve to know if a child is below grade level.
 - a. This [Conference Preparation Template](#) will assist you with providing families with valuable information.
 - b. I've provided a template for your reference, but feel free to use something different, if it includes all the required information in the Conference Preparation Template.
3. **Transparency** around the importance of **attendance** is expected and parents need to be informed of current attendance records. If you have a student that is chronically **tardy and/or has a lot of early dismissals**, please inform the parents about the academic impact.
 - a. **Please document this meeting by using a conference form.** We may need to use that form as a supporting document for retention and/or truancy notification.
4. **If you discussed a possible retention at the first conference** and are still concerned about a student, you must complete Stage 2 by March 20. Please remember, the retention conversation is informing the parents that their child could **possibly** be retained. It's **NOT** saying that their child will be retained. We will continue to support their child through the remainder of the school year to see if adequate academic growth is reached and retention is not needed.
 - a. Don't forget to complete the paperwork, get the parent signature, and keep the document.
 - b. If a student is no longer a retention candidate, please inform me immediately so they are no longer holding two seats which impacts our enrollment for the next school year.
5. Everyone will be using **School Connect** to schedule conferences.
 - a. Please reference the directions in the PowerPoints below.
 - i. Classroom teachers click [here](#) for your PowerPoint.
 - ii. Specials teachers and auxiliary staff click [here](#) for your PowerPoint.
 - b. All staff (teachers and auxiliary staff) are **required** to send out their sign-up communication at 8:00 AM on Monday, February 23. To ensure it goes out on time, you will need to **schedule** your sign-up.

- c. Parents will have the opportunity to sign up online from February 23–25. Any family that has not signed up by 7:00 AM on February 26 will be automatically assigned a conference date and time by the homeroom teacher by Friday, February 27.