Parent-Teacher Conferences Expectations

Parent-teacher conferences are March 6 (in-person) and 7 (virtual). 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/virtual** conferences as possible. If a child's parent or guardian is unable to attend conferences, the information must be shared at least by phone.
    a. Please submit this **Conference Attendance Form** to Stacey Ramirez **by Friday, March 14**

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.
    a. This **Conference Preparation Template** will assist you with providing families with valuable information.
    b. You are not required to use the provided template. 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 14. As a reminder--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. Use **School Connect** to schedule conferences this school year.
    a. Please reference the PowerPoint that pertains to your role as a reference guide.
        i. Classroom Teacher click here for your PowerPoint.
        ii. Auxiliary staff (specials, EL, SPED, Interventions, ABSS) click here for your PowerPoint.
    b. All staff (teachers and auxiliary staff) are required to send out their sign-up communication at 8 AM on **Monday, February 24**. To ensure it goes out on time, you will need to **schedule** your sign-up.
    c. Parents have the opportunity to sign up online February 24-28. Once the window is closed, any family that hasn't signed up will be automatically assigned a conference date and time by the homeroom teacher on Monday, March 3.

d. A follow up email to families confirming the conference time, location, date, and Google Meet Link (when applicable) needs to be sent by 4 PM on Tuesday, March 4.

Lastly, our PTO will be providing us with a pasta bar from Sopranos Catering for dinner on Thursday and Goodlyfe wraps and soups for lunch on Friday. Let your dean or me know prior to conferences if you have any questions about our expectations.