

**To:** Parents  
**From:** Dr. Mona Fadness  
**Re:** Parent & Student Conference Notification  
**Date:** October 20, 2008

**Please read this information packet and return the sign-up conference sheet to the office as soon as possible. You will be notified when your conference is scheduled.**

**The conference schedule is as follows:**

Monday, November 24

8:00 a.m. – 12:00 p.m.                      (Lunch Break: 12:00- 1:00 p.m.)                      1:00- 4:00 p.m.

Tuesday, November 25

12:00 – 5:00 p.m.                      (Dinner Break: 5:00- 6:00 p.m.)                      6:00- 8:00 p.m.

The teachers will have time to see you before and after the parent & student scheduled conferences. However, if you have a scheduled conference, the last hour, you may want to come earlier to visit with other teachers. The parent & student conferences will only be 5-8 minutes so there should be adequate time with the schedule for you to see your child's teachers. Please allow for the scheduled lunch/dinner breaks as stated above.

One purpose of the fall conference is to share information about each student's expected growth in reading and math on the NWEA tests this spring. Parents will receive informational handouts on the NWEA and MCAII tests. There are 3 homerooms that are going to be assigned to other staff members due to conflicts in schedules. Ms. Scott's homeroom will go to Mr. Persuitti, Mr. Neumann's homeroom will go to Ms. Danielson, and Ms. Weber's homeroom will go to Mr. Palke.

Any questions that your child's homeroom teacher cannot answer can be referred to the office. These conferences are important for us this year to meet our school improvement goal, which is based on raising the Percent of Normative Gain (PNG) on both reading and math scores on the NWEA tests. The NWEA tests are highly correlated with the MCAII tests, which all students at the middle level will need to pass in order to graduate.

Thank you for your support and cooperation!

## **STUDENT & PARENT CONFERENCES**

Due to the success experienced and good attendance in the fall and spring last year, we will ask that students attend both conferences' with their parents. Experience has shown that this gives students ownership of their work and enables children to be a part of the communication process. Student/ Parent conferencing also allows adaptation for your busy schedules; a 5-minute time block is all that is required of this conference. Scheduling a 5-minute time block to speak to homeroom teachers regarding all aspects of

your student's performance is the best way to ensure that all parents are able to attend conferences.

Conferences will be held arena style, most of the 6<sup>th</sup> & 7<sup>th</sup> grade teachers will be assembled in the traditional gym. The 8<sup>th</sup> grade teachers will be in the cafeteria, and special education will be in their rooms. This will enable you to see all of your student's teachers if you would like. **"Open Conference"** times are opportunities to see other teachers. Where **"Open Conference"** is listed, **DO NOT** schedule a choice on that line.

Please list your choices on the conference form. Conference times are given on a first received, first scheduled basis. Please submit your sheet to **the main office** as soon as possible. If you do not turn in a choice for your conference, a time will be given to you.

You will be notified via e-mail or a message will be sent home with your student, once your conference has been scheduled. Should you have questions or concerns regarding scheduling a conference, please contact Sandy Bona-Czech at 651-621-6737 or Karen Porath at 651-621-6725 or you may e-mail us at [sandy.bona-czech@moundsvIEWSchools.org](mailto:sandy.bona-czech@moundsvIEWSchools.org) or [karen.porath@moundsvIEWSchools.org](mailto:karen.porath@moundsvIEWSchools.org).

Student's name \_\_\_\_\_

Homeroom teacher \_\_\_\_\_

If you have another student attending Highview and you would like to schedule their conferences back-to-back, please list their name(s) and homeroom teacher's name:

\_\_\_\_\_  
\_\_\_\_\_

If you would like to be contacted regarding your scheduled time, via e-mail, list your e-mail address here: \_\_\_\_\_

If an e-mail address is not listed, a notice will be sent home with your student once your conference has been scheduled. Should you have questions or concerns regarding scheduling a conference, please contact us at the phone number or email listed above.

**Monday, November 24, 2008**  
**DO NOT SCHEDULE DURING OPEN**  
**CONFERENCE**

**Student Name:** \_\_\_\_\_ **Parent Name:**

<b>Times:</b>	<b>CONFERENCE SIGN-UP</b>	<b>Signify Choice</b>
<b>8:00-8:15</b>	<b>OPEN CONFERENCE *</b>	
<b>8:15-8:30</b>		
<b>8:30-8:45</b>	<b>OPEN CONFERENCE *</b>	
<b>8:45-9:00</b>		
<b>9:00-9:15</b>	<b>OPEN CONFERENCE *</b>	
<b>9:15-9:30</b>		
<b>9:30-9:45</b>	<b>OPEN CONFERENCE *</b>	
<b>9:45-10:00</b>		
<b>10:00-10:15</b>	<b>OPEN CONFERENCE *</b>	
<b>10:15-10:30</b>		
<b>10:30-10:45</b>	<b>OPEN CONFERENCE *</b>	
<b>10:45-11:00</b>		
<b>11:00-11:15</b>	<b>OPEN CONFERENCE *</b>	
<b>11:15-11:30</b>		
<b>11:30-11:45</b>		
<b>11:45-12:00</b>	<b>OPEN CONFERENCE *</b>	
<b>12:00-1:00</b>	<b>*TEACHER LUNCH BREAK*</b>	
<b>1:00-1:15</b>	<b>OPEN CONFERENCE *</b>	
<b>1:15-1:30</b>		

1:30-1:45	<b>OPEN CONFERENCE *</b>	
1:45-2:00		
2:00-2:15	<b>OPEN CONFERENCE *</b>	
2:15-2:30		
2:30-2:45	<b>OPEN CONFERENCE *</b>	
2:45-3:00		
3:00-3:15	<b>OPEN CONFERENCE *</b>	
3:15-3:30		
3:30-3:45		
3:45-4:00	<b>OPEN CONFERENCE *</b>	

- **OPEN CONFERENCE TIMES ARE A CHANCE FOR YOU TO VISIT WITH ANY OF YOUR CHILD'S TEACHERS.**

**\* DO NOT SCHEDULE A CHOICE DURING THIS TIME SLOT!**

- **Parents: Please pick your first, second and third choice. Return to the Highview Office. Conferences will be scheduled in the order they are received. Please contact Sandy Bona-Czech at the e-mail listed below if schedule difficulties emerge.**

**CONFERENCE SCHEDULER E-MAIL:  
sandy.bona-czech@moundviewschools.org**

**Tuesday, November 25, 2008**  
**DO NOT SCHEDULE DURING OPEN**  
**CONFERENCE**

**Student Name:** \_\_\_\_\_ **Parent Name:**  
 \_\_\_\_\_

<b>Times:</b>	<b>CONFERENCE SIGN-UP</b>	<b>Signify Choice</b>
12:00-12:15	<b>OPEN CONFERENCE *</b>	
12:15-12:30		
12:30-12:45	<b>OPEN CONFERENCE *</b>	
12:45-1:00		
1:00-1:15	<b>OPEN CONFERENCE *</b>	
1:15-1:30		
1:30-1:45	<b>OPEN CONFERENCE *</b>	
1:45-2:00		
2:00-2:15	<b>OPEN CONFERENCE *</b>	
2:15-2:30		
2:30-2:45	<b>OPEN CONFERENCE *</b>	
2:45-3:00		
3:00-3:15	<b>OPEN CONFERENCE *</b>	
3:15-3:30		
3:30-3:45	<b>OPEN CONFERENCE *</b>	
3:45-4:00		
4:00-4:15	<b>OPEN CONFERENCE *</b>	
4:15-4:30		

4:30-4:45		
4:45-5:00	<b>OPEN CONFERENCE *</b>	
5:00-6:00	<b>TEACHER DINNER BREAK *</b>	
6:00-6:15	<b>OPEN CONFERENCE *</b>	
6:15-6:30		
6:30-6:45	<b>OPEN CONFERENCE *</b>	
6:45-7:00		
7:00-7:15	<b>OPEN CONFERENCE *</b>	
7:15-7:30		
7:30-7:45		
7:45-8:00	<b>OPEN CONFERENCE *</b>	

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