



## ***Atlantic High School***

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February, 2019

Dear Parent/Guardian and Student,

As we approach the end of February, teachers are getting courses started for the semester and figuring grades on your student's progress in their courses. At this time we would like to extend a formal invitation to each parent/guardian to meet your student's teachers, see their classrooms and receive their mid-term grades at parent-teacher-student conferences. Atlantic High School asks all students to attend the conferences with their parents. Some of you signed the school compact, which was brought home during students' freshman year to emphasize the responsibilities of the teachers, students, and parents. In those responsibilities, the school committed to increase our communication with the parents and students and a very integral part of that communication is to have each student involved in parent-teacher conferences. With all three stakeholders present, there will be mutual understanding of what is happening in the student's classes and questions can be answered and clarified immediately. Please plan on having your student attend the conferences with you on Wednesday, March 13 or Thursday, March 14.

Conferences will be from 5:00-8:00 p.m. on Wednesday and 12:00-4:00 p.m. and 5:00-8:00 p.m. Thursday. **Prior to attending the conferences we would ask that you set a time to meet with your student's teachers. Detailed instructions on how this can be done is at this link: [ACSD Parent Teacher Conferences](#).** In an effort to help parents see all the teachers they need we thought it best to provide specific available times. These are in 15-minute intervals. If you need more time, please contact the teacher directly, either by phone or email, and he/she can arrange for more time to meet with you. Please know we will have designated appointment times from 5-8 PM Wednesday, 3/13 and from Noon-4 PM and 5-8 PM on Thursday, 3/14. Teachers are also available for walk-ins when they are not in a scheduled conference.

Upon arrival at conferences, please register and pick-up your student's schedule in the office. At the time of registration, you will be given a map of the rooms and teacher locations. With the teachers in the academic classrooms, you will be able to converse privately regarding your student's progress in that particular course. The time spent with each of the teachers should still be limited to your allotted time so everyone can have the opportunity to meet with all of their student's teachers in a timely fashion. The guidance counselors will also be available to talk with you, so if you have questions concerning course registration, colleges, or careers, stop in the guidance center, Room 208, for assistance.

Hopefully the questions and answers that follow will address any concerns you might have:

### **When are conferences?**

March 13 – 5:00-8:00 PM

March 14 – Noon-4:00 PM and 5:00-8:00 PM

### **Do I have an assigned time?**

If you did not make an appointment online or through the guidance secretary, you do not have an assigned time, and may attend at your convenience. However, there *may be* a wait time. Teachers will post their schedules outside their rooms for parents who walk in to know when they are available. If a teacher finishing with one conference early, a parent may be able to fit in before the next appointment. The evening sessions seem to be the busiest and take the greatest amount of time. If your schedule allows, I would encourage you to attend either the morning or afternoon sessions.

**What should I do first when I arrive?**

Check in the office to pick up your student's schedule.

**Should I see my student's counselor? If so, where would I find them?**

Yes, I would strongly encourage you to meet your student's counselor. They will be located in the Guidance Center (Room 208).

**Should I conference with the Seminar advisor?**

Yes! Their name can be found on the report card by the notation, Advisor. Please stop by their room, as they would like to meet you also!

**What if the appointment before mine goes long?**

If you have an appointment scheduled and someone is still with the teacher during your time, please don't hesitate to politely knock and inform the teacher you are there for your scheduled appointment. Making an appointment ahead of time should help alleviate some of this.

**Once I find the teacher, then what?**

Please introduce yourself and identify your student by name. By introducing yourself and identifying your student, it can help the teacher focus on your student and avoid any embarrassing misidentification.

**How long do I have to conference with each teacher?**

We would appreciate not spending any more than **10** minutes with each teacher. We have allowed 5 minutes to get to your next scheduled appointment. This will allow the evening to go fairly quickly for all parents and prevent missed appointments or long lines.

**What if I need to spend more time or need more information from the teacher?**

If you need more than 10 minutes with a specific teacher, please set up a more in-depth conference with the teacher or counselor at a mutually agreed upon time. Phone conferences can also be arranged with classroom teachers at a later date.

**What if the teacher is not in his/her room?**

The teacher may be taking a short break between appointments and will return shortly. Please wait patiently for the teacher to return or check the schedule that's posted and find an available time to conference.

Mark your calendars for March 13 and 14. We want to see all parents/guardians and students so all students can be 100% successful. **If you have any problems setting up your appointments, please call the guidance secretary, Gina Honke at 243-5368.** Please call my office (243-5358), if you have questions.

Sincerely,



Heather Joy McKay  
Principal