



## *Atlantic High School*

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January 2021

Dear Parent/Guardian and Student,

As we approach the middle of the third quarter, teachers are 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 via **Zoom video conference**. Phone call conferences are also an option. Atlantic High School asks all students to attend Zoom conference 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 increasing 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 a 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, February 17, or Thursday, February 18.

As with most things this year, we will conduct Parent-Teacher Conferences differently. 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 via a Zoom meeting or phone call. **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 are 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, Feb. 17, and from Noon-4 PM and 5-8 PM on Thursday, Feb. 18.

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 conversing 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 school counselors will also be available to talk with you, so if you have questions concerning course registration, colleges, or careers, please call or sign up for a time to also virtually meet with them for assistance.

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

### **When are conferences?**

February 17 – 5:00-8:00 PM

February 18 – Noon-4:00 PM and 5:00-8:00 PM

**Do I have an assigned time?**

Yes, with a virtual arrangement this will have a set schedule for each participant. If you did not make an appointment online or through the counseling office secretary, you do not have an assigned time and will need to call for an available time. If a teacher finished 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 virtually either the morning or afternoon sessions.

**Do I have to have my conference via Zoom?**

No, you may also conference with teachers over the phone. In the MyConferenceTime Option comment section, please state that you would like to speak over the phone instead.

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

If you need more time with a specific teacher, please set up a more in-depth conference with the teacher or counselor at a mutually agreed upon time.

Mark your calendars for February 17 and February 18. We want to conference with all parents/guardians and students so all students can be 100% successful. **If you have any problems setting up your appointments, please call the counseling office secretary, Gina Honke at 243-5368.** Please call my office (243-5358), if you have any questions.

Sincerely,



Heather Joy McKay  
Principal