

January 13, 2012

Dear Parents:

If you haven't visited our eBackpack page on our school's website lately, I encourage you to do so at <http://www.rockwood.k12.mo.us/crestview/announcements/Pages/default.aspx> and also check out a key message from our Superintendent and view the Rockwood Vision Scorecard at www.rockwood.k12.mo.us/aboutus/scorecard .

Our second semester Parent-Teacher Conferences are fast approaching and will be held on February 9th and 15th. As always, we look forward to an opportunity for parent involvement in our students' education. We are pleased to announce you will once again be asked to schedule times with your child's teachers using the same software program we used in the Fall. This program will be available beginning Wednesday evening, January 18th at 6:00 p.m. and allows you to click on and schedule conferences with the teachers you and your child feel you would like to see at this time. In order to choose the times you wish to meet with the teachers, please go to the website listed below.

<https://www.pickatime.com/client?ven=11601580>

All parents, even if you registered for Fall conferences, will need to register as a new user by clicking the "Login/Create Account" button. You will then be prompted to enter your child's 10 digit student number (the same number your child uses to login to the computers here at CMS) in the slot that says "student id" and your child's birthday in the slot that says "birth date". The birthday will be in 6 digit form with slashes between the month, day and year. For example, if your child's birthday is June 10, 1995, you will enter 06/10/95. If you do not know your child's 10 digit student number or do not have access to the internet, you may contact Ronni Meyers at 636.891.6952 and she will assist you.

If you have more than one child at Crestview, enter each additional child's information in the box titled "Enter values for an additional student and push add" when you are in the program. This will allow you to schedule conferences for each additional child in a user-friendly manner.

The purpose of parent-teacher conferences is for parents and teachers to share information and communicate ways to ensure students are thriving. If you feel your child is being successful and you do not wish to attend conferences, you are more than welcome to send emails or call teachers to let them know you are working to support your son or daughter at home. If you could not attend our conferences during the times allotted, you may also contact any of your child's teachers to set up an appointment to meet with them during their team/plan time anytime throughout the school year as well. For help or questions regarding any of the above information, please contact Ronni Meyers at Crestview Middle School. Please also refer to the Tips for Parents below. We welcome any additional feedback you may have after going through conferences this Spring as well.

Thank you.

Jill Scheulen, Ed.D., Principal
Crestview Middle School

Parent-Teacher Conferences

Tips for Parents (Brought to you by our CMS Parent Communication Liaison)

- 1) Beginning Wednesday evening at 6:00 p.m., access the link mentioned above and log in using your child's student number. Your child's schedule will appear with his/her teachers' names and the times of conferences available. Choose the 8-minute blocks you would like. Once you have chosen the times, a schedule will print for you and you will receive an email confirming that schedule.
- 2) If you have more than one child at Crestview, you may want to schedule one child's teachers one night and the other teachers the next night. If you want to meet with all teachers on one night, keep this in mind when picking times so you don't double book yourself. It may be helpful to have a Crestview map in front of you or pulled up on your computer so you can try to schedule teachers on the same hall in sequence. A copy of the map can be found on the Crestview website and is also attached to this email. You may want to have one parent take one child's teachers and the other take the other child's teachers.
- 3) Prior to conferences, discuss with your child any questions, concerns and compliments the child might have for their teacher. Having your questions written down will maximize your time, keep you focused and help you take notes so you can recall what to discuss with your child when you get home. You may want to ask the teacher if they 1) have a website; 2) have additional help/study sites they recommend; and 3) have a preferred time or way to be contacted outside of conferences.
- 4) When you arrive at conferences, have your schedule and a map marked with the rooms in the order you need to visit them. Bring reading material or work for any waiting time you might encounter. (This has been greatly minimized, if not eliminated, with the computer-scheduled conferences.)
- 5) Respect the time of the teachers and the parents waiting after you.
- 6) Conferences are not the only time you may communicate with teachers. Emails and phone calls are welcome when you have questions or concerns. Teachers have daily planning/team time when they are available to meet with you by appointment. This time might actually be preferable if you have something more in depth to discuss.
- 7) Remember, you and your child's teachers are partners in their education. Give them your input but also ask for theirs. Together you will get a more complete picture of your child's progress. Use the time to also get the teacher's input not just on your child's academic progress but also on how they are doing socially and behaviorally.
- 8) Don't forget about your child's elective teachers. They put just as much time into and have just as much insight into your child as their core subject teachers.
- 9) Discuss your conferences with your child. Let them know that you and their teachers care about their success. This is a great way to show your child you are involved in their education, which research shows improves a child's educational success.