

ALMA AREA SCHOOLS

SCHOOL DISTRICT OF ALMA

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October 16, 2020

Dear Parents/Guardians:

The following letter contains important information regarding parent/student/teacher conferences. We have made some important changes to how conferences will operate this fall and we have also made some scheduling changes that we hope will allow more families to attend. Please read this document carefully and let our offices know if you have any questions.

One of the first key changes is that our conferences will now be on **Thursday, November 5th and Monday, November 9th**. On both days, conferences will run from **3:30 – 7:30 PM**. All conferences will be scheduled ahead of time and will be held virtually. By virtually, conferences will be held via zoom. If the utilization of zoom does not work for you, just let our teacher(s) know and they will set up a conference via phone.

As mentioned above, all conferences will be scheduled in advance. Accompanying this letter is a document that contains a digital sign-up process called “Sign-Up Genius.” Sign-Up Genius is an online platform that all of our teachers will be using to schedule conferences. As parents, we simply ask that you go to this document and click on the link(s) for the teachers you would like to conference with and select a time that works for you. Once you select an available timeslot, you will click submit and sign up at the bottom of the page and then you will be directed to add your child’s name. The sign-up genius app will then automatically lock you into that time and allow teachers to see in real time who has signed up for what time slots. In addition, the sign-up genius app will send you a confirmation email of your scheduled conference(s).

All time slots will be 15 minutes in length and our teachers will keep conferences to about 12 minutes total to respect everyone’s time. This will also help ensure that teachers can get to their next scheduled conference and parents/guardians with multiple children can get to their next scheduled conference on time. If you find that you need more time to discuss things with a specific teacher, please let that teacher know and they will schedule an additional conference with you. Also, if for some reason all of the available timeslots are taken for a particular teacher, just let us know and we will schedule additional times. To recap, please open the sign-up document and schedule your timeslots for each child and teachers(s) by the end of this week (Friday, October 23rd). If you are having any issues with this process, please do not hesitate to contact our offices and we can schedule times for you.

Once all of our conferences have been scheduled, we will then send out a second document that will have a zoom meeting link for every one of our teachers. We will wait to send this document out as our two conference dates (Nov. 5th & 9th) get closer. On the day of your conference, we ask that you bring up the link about 5 minutes before your conference start time. You will immediately be placed in an online waiting room and the teacher will admit you into the virtual conference when they are ready and have completely finished the conference prior. We certainly highly encourage students to attend their conferences as well.

Through these zoom meetings, all of our teachers will have the ability to admit only designated individuals and to also remove previous participants to ensure that you are having a one-on-one confidential conference with the teacher. Again, we want to reiterate that if you are not comfortable using the zoom platform, we can certainly do a phone conference. All we ask is that you coordinate that phone conference with the teacher ahead of time.

Please note that we will be dismissing at our normal 2:30 PM time on both conference days. The original master schedule that was approved last winter prior to COVID-19 had a 1:00 PM dismissal on Thursday, November 5th with conferences going from 3:00 to 8:00 PM and then conferences from 8:00 to 11:00 AM on Friday, November 6th. Again, please note that conferences will now be held on **Thursday, November 5th and Monday, November 9th** from **3:30 – 7:30 PM** and on both days we will dismiss at our normal 2:30 PM time. Finally, there still will be **NO SCHOOL on Friday, November 6th**.

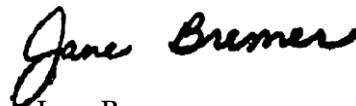
One of the most important components of your child's elementary and secondary education is consistent communication between students, parents and classroom teachers. Your participation in parent/student/teacher conferences provides an excellent opportunity to bring everyone together to review what is happening currently, along with planning for the future. By meeting with your children's teachers, you are able to find out first-hand what your children are learning in the classroom and how they are achieving individualized classroom goals. In addition to academic achievement, you have the opportunity to discuss social and citizenship aspects, all of which build a foundation for future success. We look forward to seeing you for the Fall Parent/Student/Teacher Conferences, which are now scheduled for **Thursday, November 5th and Monday, November 9th** from **3:30 – 7:30 PM**.

As always, if you have any questions, please do not hesitate to reach out to any of our staff. Thanks for all of your support and make it a great day!

Sincerely,



Rob Stewart
Superintendent



Jane Bremer
Elementary Principal