



# Unami Middle School Fall 2014 Parent Conferences

November 2014

Dear Parent/Guardian,

The Unami Middle School Staff is presently scheduling Parent-Teacher Conferences, which will be held on **Monday, November 24 from 12:00 to 5:00pm and 6:00 to 8:00 pm and Tuesday, November 25 from 7:30 to 3:00 pm.** Each conference will be 20 minutes in duration. We are encouraging teams to conduct group conferences so that you can meet with as many teachers as possible. Specials area teachers are scheduled for workshops and other responsibilities on these dates. Therefore, if you need to meet with your child's specials area teacher, please contact him/her to arrange a meeting at a mutually agreeable time.

***Some parents may receive a call or letter from a counselor or team leader to establish a conference.***

There is not sufficient time for all parents to have conferences on this day. ***It is not necessary for all parents/guardians to have a conference.*** However, should you have a specific concern or desire a conference at this time, we will make every effort to schedule one at a mutually convenient time. Also, telephone conferences can be scheduled where appropriate. If you feel this method is suitable to discuss your child's progress, then leave a voicemail or email message for the teacher(s) to contact you.

### Instructions for Scheduling Parent Requested Conferences

***We encourage you to bring your son or daughter along with you to the conference, so choose a time convenient for the family.***

1. If you wish to schedule a conference with your child's team of teachers, ***please use the contact information in the box at the bottom of the page.*** If you call, you may have to leave a voicemail message and you will be contacted to confirm your conference.
2. ***Team or Teacher Requests:*** Some conferences have been established already through contacts from the counselors or team leaders. ***If you have been contacted and a conference has been set, you have no need to take any further action. Your conference is confirmed.***
3. ***We will be scheduling all conferences on a first-come, first-served basis.*** If time slots are not available, we will set up a conference in the near future, on a day other than conference days.

**Preparing for conferences:** *When preparing for a conference with your child's teacher, please consider the following:*

- Make a list of things you want to tell the teacher so that he/she has a better understanding about your child. Include things like: health, attitudes toward school, family relationships, hobbies and interests, etc.
- Prior to the conference, discuss with your child his/her concerns and needs that could be met at this time.

We hope that you will be able to attend our conferences.

Sincerely,

Christina D. Lang, Principal

### Contact Information for Conferences in November

\*Please note that email is often the most efficient means of communication.

#### ***To schedule a conference with the entire academic team:***

Grade 7 Granite Team	Ms. Good	amgood@cbsd.org	267-893-3400, ext. 47494
Grade 7 Gneiss Team	Ms. Caldwell	scaldwell@cbsd.org	267-893-3400, ext. 47477
Grade 8 Legacy Team	Mr. Smola	jsmola@cbsd.org	267-893-3400, ext. 47521
Grade 8 Journey Team	Ms. Keller	kkeller@cbsd.org	267-893-3400, ext. 47499
Grade 8 Infinity Team	Dr. Massey	jmassey@cbsd.org	267-893-3400, ext. 47506
Grade 9	Ms. Siegel	dsiegel@cbsd.org	267-893-3400, ext. 47519