



NEWTOWN HIGH SCHOOL
12 BERKSHIRE ROAD
SANDY HOOK, CT 06482
(203) 426-7646
FAX (203) 426-6573

NEWTOWN SUCCESS-ORIENTED SCHOOL MODEL



March 11, 2009

Dear Parents:

On behalf of our faculty, I invite you to attend our Parent Teacher Conferences which will take place on March 25th from 4:00 to 7:00PM. Early dismissal time for March 25th will be at 11:52 a.m.

If you would like to have a conference, please have your son or daughter return the attached form to his or her appropriate subject area teacher(s) no later than March 19. Please note that each teacher will try to schedule your conference as close to your requested time as possible.

Each conference will be at least ten (10) minutes in length. Please be sure that you coordinate your schedule so that one conference does not conflict with another. If you do schedule a conference and find out later that you are unable to keep the appointment, please call us at 426-7646 so that we may schedule another parent for that time.

Below is a guide which will be helpful to you in planning conferences:

- I. Be aware of your options with regard to conferences:
 - a. You may choose the traditional ten minute conference.
 - b. If you are unable to attend during the conference times, you may request a telephone conference.
 - c. If you wish to bring up a problem or concern that cannot be dealt with in ten minutes, you may request a longer conference at a later date.
 - d. If at any time the need should arise, you are welcomed and encouraged to schedule a conference either in person or by phone.

- II. To make the best use of the ten minute conference time, please take a few minutes to decide which of the topics listed below you would like to focus on in the conference. If you are concerned about a particular situation in a class, you might want to send the teacher(s) a note specifying the topics you want to discuss at the conference.
 - a. curriculum and content of the course
 - b. classroom procedures and rules
 - c. grading and evaluation
 - d. your child's achievement and grades
 - e. your child's social interaction

- f. daily and long term assignments
- g. your child's performance within the group
- h. your child's personal concerns
- i. recommendations for future placement and electives

On the next page you may request a conference with as many of your child's teachers as you wish to see. It is best not to schedule back-to-back conferences which leave you no time to walk from one classroom to another, making you late for a conference. If possible, leave at least ten minutes between each conference.

In addition to visiting teachers, you may wish to see support personnel in a variety of areas:

- Principal, Assistant Principals
- Director of Guidance
- Guidance: course selection, career and college planning, counseling, etc.
- School Psychologist/School Social Worker
- Reading/Math Center
- Special Education
- Career Center
- Library/Media Center

Should you want to schedule a conference with people in any of these areas, please communicate with them or call the main office at 426-7646 or the Guidance Office at 426-7651.

We look forward to your visit to the high school and working with you to help in your son's and/or daughter's education.

Sincerely,

Charles S. Dumais
Principal

Enclosure

PARENT TEACHER CONFERENCES – SPRING 2010

Parent Fills Out

Teacher

Preferred Date _____
Preferred Time _____
Telephone Conference _____
Name of Student _____
Telephone Number _____

Teacher

Preferred Date _____
Preferred Time _____
Telephone Conference _____
Name of Student _____
Telephone Number _____

Teacher

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Name of Student _____
Telephone Number _____

Teacher

Preferred Date _____
Preferred Time _____
Telephone Conference _____
Name of Student _____
Telephone Number _____

Time _____
Conference Time Filled _____
I will contact you to set another time _____
Is the following time convenient? _____

Time _____
Conference Time Filled _____
I will contact you to set another time _____
Is the following time convenient? _____

Time _____
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