

Dear Parents,

Greetings from the High School at SIS. We are well into our year and as you know, things are going very well. Please continue to keep up with our HS calendars and HS bulletin to be informed as to all our events and activities.

This month we will be holding our first semester **Parent Teacher Conferences (PTCs)**. Conferences are scheduled to take place on October 25 & 26 between the hours of 8:00 AM and 3:00 PM. There is no school for students on conference days.

PTCs are short meetings that allow you to meet directly with your child's teachers. These conferences facilitate effective communication between home and school. We do hope to see you at PTCs as this is your chance to talk with some of the best teachers in the world and become more informed about your child's progress. You should log into and review your child's PowerSchool site prior to your visit.

Grade 9, 10 & 11 parents will also have the opportunity to attend an open meeting in the Auditorium with Dean of Students, Mr. Schneider, and high school counselors Ms. Santos & Dr. Wallace. During this meeting, parents will be introduced to the college application process and how it affects the high school experience at SIS. The same meeting will be on both days (you only need to attend one day) at the following times:

**Dean of Students and Counselors meeting:** Thursday & Friday 10:30 to 11:30 A.M. in the auditorium.

**Parents of grade 9, 10 & 11 students** can also make individual appointments with their child's counselors by signing up in Moodle under their counselor's name. **Parents of grade 12 students** can meet with Mr. Schneider about the college application process by also signing up in Moodle. Please discuss these sign-ups with your child.

Mid-semester PTCs are a chance to conference with your child's teacher for updates on their learning and progress thus far. As this is not a grading period, there are no report cards printed at this time. SIS encourages parents to attend PTC meetings if their schedule allows. *We also strongly discourage tutors or consultants from coming to SIS on this day as they do not replace the parent in the school-home communication process.*

High School parents can make appointments by having their child sign-up on Moodle following these steps.

1. HS students login to their SIS Moodle account.
2. Select "PTC Scheduler" located on the right hand side of the screen.
3. Note the list of teachers and time slots those teachers are available.
4. Select individual teachers and appointment times from available times listed.

The "PTC Scheduler" will be open from 8:00 AM on October 17<sup>th</sup> until 3:00 PM on October 22<sup>nd</sup>. Please speak with your child about the teachers you wish to conference with and the most convenient day and time for you to visit SIS. *Students are most welcome to attend these conferences along with their parents.*

Due to the large number of students in the school and the importance of planning for as many parents as possible parent conferences are only ten-minutes in length. Parents should feel free to use the "drop-in" times to continue a conference. These times are from 10:00 to 11:25 AM and from 2:00 to 3:00 PM on both days. Similarly, if you are late for or miss a conference, you can use the "drop-in" times to meet with the teacher. We ask that all parents please be diligent about signing up, keeping track of their conferences and times, and allowing for accurate time keeping and consideration with respect to keeping everyone on schedule.

We very much look forward to seeing parents at the conferences. If you have any questions or require additional information please contact us at the high school office.

Dr. Jim Gerhard  
High School Principal

Mr. Gray Macklin  
HS Assistant Principal

Ms. HJ Park  
HS Administrative Assistant