

CHARLESTON CATHOLIC HIGH SCHOOL PARENT TEACHER CONFERENCE DETAILS  
THURSDAY, NOVEMBER 1, 2018

Parent conferences for all grades are scheduled for Thursday, November 1, from 8 a.m. to noon; 1 to 5 p.m.; and 6 to 9 p.m. There will be no school for students on this day. Please call the office between **8:30 a.m. and 3:30 p.m., beginning Monday, October 22**, to schedule appointments for students in all grades. First quarter report cards will be mailed Friday, October 26, but please call before that time to ensure that you will be able to schedule conferences. **Please have your child's schedule available (located on RenWeb) when you call. Due to the volume of calls received, the office staff may take your name and call you back, but they will schedule appointments in the order the requests are received. Please write down your appointment schedule and bring it with you on November 1.**

Parents will meet with 7<sup>th</sup> and 8<sup>th</sup> grade teachers for 5 minutes and with 6<sup>th</sup> grade and high school teachers for 10 minutes. Please note the organizational details below.

1) 6th grade conferences are scheduled at 10 minute intervals with individual teachers (Mr. Baird, Mr. Buscher, and Mrs. Hayes) in the teachers' classrooms.

2) 7<sup>th</sup> and 8<sup>th</sup> grade parents will meet with each teacher (Ms. Dorsey, Mr. Meaige, Mrs. O'Leary, Ms. Phebus, Mrs. Pile, and Mr. Shindle) for 5 minutes. Parents will be scheduled on the half hour, e.g., 8:00, 8:30, 9:00, etc. Meetings will take place in the Commons where the six teachers will set up in separate locations in the room. On the half hour, six sets of parents having that time period as their appointment will enter the Commons. Each set of parents will begin with one of the six teachers. After 5 minutes, the parents will rotate to the next teacher, and so on. At the 30 minute mark, those parents must leave the area and the six new sets of parents will begin their rotation. Parents of seventh and eighth grade students who would like a conference with the foreign language or exploratory teachers must schedule an additional 10 minute conference (separate from their 30 minute period) with those teachers in their classrooms.

3) High school parent teacher conferences are scheduled at 10 minute intervals with individual teachers in the teachers' classrooms.

PLEASE BE ON TIME AND BE CONSIDERATE OF PARENTS WAITING FOR THEIR DESIGNATED APPOINTMENTS. Please feel free to call individual teachers at school and talk to them on the phone if you cannot meet with them on November 1 or if you need to talk with them at length.

**\*\*PARKING DETAILS:** Please do not park on the First Presbyterian side of Leon Sullivan on conference day. **\*\***