



400 South Highland Avenue | Arlington Heights, IL 60005 | (847) 398.4250
www.sd25.org/South | [@ahsd25South](https://twitter.com/ahsd25South) | facebook.com/ahsd25

September 23, 2019

Dear South Middle School Parents/Guardians,

Parent-teacher conferences are soon approaching. Similar to past school years, parents will have an opportunity to schedule individual time with teachers as they see or feel a need for a conference. **We will hold these individual parent-teacher conferences on Thursday, October 24th from 8:30 AM - 7:45 PM.** As in previous years, Friday, October 25th is reserved for team-recommended conferences only.

Through PowerSchool, midterms, email, phone, Schoology, etc., feedback and communication about your child's progress is ongoing. Some families may not feel it is necessary to speak or meet with their child's teachers at conference time. We are offering this conference format so that any parents who would like to meet in person with some or all of their child's teachers will have that opportunity.

Online conference scheduling will begin on Monday, September 30th at 7:00 AM, and will remain open through Wednesday, October 16th at 10:00 PM. You will receive directions for how to access this online conference scheduling program. Once users visit the online program, they can access all South Middle School teachers' conference schedules during the scheduling window. Each teacher will have six-minute conference time slots available to meet with individual families. Parents will have the opportunity to use the online program to schedule the conferences they would like to have on Thursday, October 24th. (This includes scheduling conferences for multiple children, across multiple grade levels and teams.) **Again, the online scheduler will open on Monday, September 30th at 7:00 AM, and time slots will be on a first-come, first-served basis.**

Time slots of six minutes may seem short to those new to this middle school conference format, but the majority of parents and teachers have found that it is enough time to have a quality interchange to focus on each specific class/subject area. We want to offer as many conference opportunities as possible per teacher. Unfortunately, with approximately 900 students there is literally only so much time in the day!

On Friday, September 20th is the mid-term point of first quarter. First quarter ends on Friday, October 25th and progress reports will be emailed on Friday, November 1st. We will share more information regarding scheduling October parent-teacher conferences, as we get closer to the online scheduler window opening on September 30th.

Sincerely,

Jim Morrison

Steve Perkins

Sheri Rosen

South Middle School – Parent Teacher Conferences - October 24, 2019

Directions to Schedule Conference Times for your Child(ren)

Prior to beginning the registration process, please make sure you know all of your child(ren)'s teachers and make a list of those teachers with whom you want to meet. Please reference the charts on the next few pages to see teacher locations, and plan your schedule accordingly. Parents will rotate from teacher to teacher every six minutes. In many cases, the teachers will be sitting in the same room at different tables. However, it is possible that you will need to switch locations for creative arts, PE, world language, and intervention teachers. Please build in a travel time slot if you need to move to a different room between conferences. You can follow the directions below or [watch this video](#) to learn how to use this online scheduler to create your conferences.

1. Open a web browser and go to www.sd25.org/south
2. Click on the link to schedule Parent Teacher Conferences (***The system will not go live until Monday, September 30th at 7:00 AM.***) www.myconferencetime.com/southmiddle
3. Click on **Register for Multiple Conferences.**
4. Select the number of children you are scheduling for conferences (1 or more).
5. Enter student and parent information. Click **Continue.**
6. Select all the teachers you want to schedule conferences with for all of your children. **There is no need to schedule with your child's homebase teacher.**
7. Click on the black box that says **Find Schedule with Common Dates**
8. Click on the black box that says **View Conferences for Thursday, October 24th.**
9. Available times should be listed for each teacher you selected.
10. Select the times you want for each teacher. If you have multiple children, indicate which child the conference is for. (Please note, the system will not allow you to schedule two conferences at the same time. Parents should only schedule one time with each teacher, unless you have multiple children with the same teacher i.e. world language, P.E., twins, etc.) Click **Sign Up for Selected Conferences** when finished.
11. The next screen will show confirmation for the conferences you scheduled. You will receive an email with this information. Please save/print this email for your reference.
12. If you need to make a change to your conference schedule, please view the email you received from My Conference Time. Follow the directions to cancel your registration and sign up for a different time.
13. If you have any questions, please email Kathy at chumbert@sd25.org.
14. If you cannot find the email with your conference schedule, please visit the website (www.myconferencetime.com/southmiddle). At the bottom of the page, click on the link that says, Help me find conferences that I already scheduled. Enter your email address and you will receive an email that will take you to your conference schedule.

South Middle School Parent Teacher Conferences – October 24, 2019
Teacher Categories and Teacher Conference Locations

Grade Level Teams	Locations	Departments	Locations	Support Staff	Locations
6 East <i>Mrs. Benton – ALA – Band Rm</i> <i>Ms. Bielawa – Resource</i> <i>Mrs. Branson – LA</i> <i>Mrs. Calderone – Science</i> <i>Mrs. Fontanetta – LA</i> <i>Mr. Forde – Spanish</i> <i>Miss Leiby – Social Studies</i> <i>Mrs. Thompson – Math</i>	1st Floor MP Room	Creative Arts <i>Mrs. Demeter--CMA</i> <i>Mrs. Garibaldi – Music</i> <i>Mr. Gnutek – Art</i> <i>Mr. Comiskey – STEM</i> <i>Mrs. Lange – Drama</i> <i>Mrs. Rosin – DAD</i>	1st Floor MP Room	<i>Mrs. Baughcum – Extended Resource</i>	<i>Room 215</i>
				<i>Mrs. Benton 6th/7th/8th ALA</i>	<i>Band Room</i>
				<i>Mr. Busse – Social Worker</i>	<i>School Office</i>
				<i>Ms. DiMaggio-Tech</i>	<i>Powerschool/ Schoology Help -Main Hallway</i>
6 West <i>Mrs. Benton – ALA Band Rm</i> <i>Mrs. Cronin – Social Studies</i> <i>Mr. Osmanski – Math</i> <i>Mr. Fischer – Science</i> <i>Mr. Forde – Spanish</i> <i>Mrs. Kopecky/Lipinski – LA</i> <i>Mrs. Meehan – LA</i> <i>Mrs. Nabar – Resource</i>	1st Floor MP Room				
		<i>Mrs. Dials-Reading Intervention</i>	<i>Large Gym</i>		
		<i>Mrs. Gipson – School Psychologist</i>	<i>School Office</i>		
7 East <i>Mrs. Benton ALA – Band Rm</i> <i>Mr. Bingaman – Science</i> <i>Mrs. Heston – LA</i> <i>Miss Sherwood- Spanish</i> <i>Mrs. Myers – LA</i> <i>Ms. Preissing – Resource</i> <i>Mr. Schultz – Math-Large Gym</i> <i>Mrs. Mowery – Math</i> <i>Mr. Watson – Social Studies</i>	Room: Music Room	Band <i>Mrs. Schneider – Band</i> <i>Mrs. Lukaszewskj – Band</i>	1st Floor- MP Room	<i>Mrs. Holbrook – Adaptive PE</i>	<i>Email to schedule</i>
				<i>Mrs. Joyce- Nurse</i>	<i>Phone Only</i>
				<i>Mrs. Hengels /Solus- Individual Learning Program</i>	<i>Room 219</i>
				<i>Mr. Steck – EL</i>	<i>Room 119</i>
7 West <i>Mrs. Benton – ALA Band Rm</i> <i>Mrs. Akins – LA</i> <i>Mr. Frintner – Social Studies</i> <i>Mrs. Marston– Math</i> <i>Mrs. Ostrowski – Science</i> <i>Mrs. Pizzolato – Resource</i> <i>Ms. Porto – ELA/ALA</i> <i>Mr. Slavicek–French–Band Rm</i>	Room 269 Band Room	World Languages <i>Mrs. Sasso – Italian-Gym</i> <i>Mr. Slavicek – French-Band Rm</i> <i>Mr. Forde – Spanish – MP Room</i> <i>Ms. Sherwood-Spanish -Music Room</i> <i>Mrs. Hackett – Spanish-Gym</i>	Room: Various		
				<i>Mrs. Taldone – Occupational Therapist</i>	<i>Email to schedule</i>
				<i>Ms. Moser- Speech</i>	<i>Room 123</i>
8 East <i>Mrs. Benton – ALA-Band Rm</i> <i>Ms. Iacovelli – LA</i> <i>Mrs. Marusek – Science</i> <i>Mrs. Palmer – LA</i> <i>Ms. Radzak – Resource</i> <i>Mrs. O’Neal– Social Studies</i> <i>Mrs. Sasso – Italian-Gym</i> <i>Mr. Schultz – Math -Large Gym</i> <i>Mr. Zimmerman – Math</i>	1st Floor Large Gym	PE and Health <i>Mr. Alper – PE/Health</i> <i>Mr. Conway – PE/Health</i> <i>Mrs. Drevline – PE</i> <i>Mr. McTague – PE/Health</i> <i>Mr. O’Grady – PE</i> <i>Ms. Vassos – PE/Health</i>	1st Floor Small Gym	<i>Mrs. McMains– Social Worker</i>	<i>Room 262</i>
				<i>Mrs. Ostergaard – Physical Therapist</i>	<i>Email to schedule</i>
				<i>Mrs. Paulson – Tech Instructional Specialist</i>	<i>Powerschool/ Schoology Help -Main Hallway</i>
				<i>Mr. Schultz – 8th Algebra & Math Intervention</i>	<i>Large Gym</i>
8 West <i>Mrs. Benton – ALA-Band Rm</i> <i>Mrs. Barbaric – ELA</i> <i>Mrs. Bornhorst – Resource</i> <i>Mrs. Dyer – Science</i> <i>Mrs. Hackett – Spanish</i> <i>Ms. Hajduk – Math</i> <i>Mr. Lendy – Social Studies</i> <i>Mrs. Colicchia-ELA</i>	1st Floor Large Gym			<i>Mrs. Kazecki</i>	<i>Room 261</i>
		<i>Mrs. Wano Advanced Learning Facilitator</i>	<i>Large Gym</i>		
		<i>Mrs. Woldman – Social Worker</i>	<i>School Office</i>		

South Middle School Parent Teacher Conferences

October 24, 2019

SMS Parent/Teacher Conference Schedule			
8:30	8:36	8:42	8:48
8:54	<i>9:00 Break</i>	9:06	9:12
9:18	9:24	9:30	9:36
<i>9:42 Break</i>	<i>9:48 Break</i>	<i>9:54 Break</i>	10:00
10:06	10:12	10:18	10:24
10:30	10:36	10:42	10:48
10:54			
11:00-12:18 PM LUNCH			
12:18	12:24	12:30	12:36
12:42	12:48	12:54	<i>1:00 Break</i>
1:06	1:12	1:18	1:24
1:30	1:36	1:42	<i>1:48 Break</i>
<i>1:54 Break</i>	<i>2:00 Break</i>	2:06	2:12
2:18	2:24	2:30	2:36
2:42	2:48	2:54	<i>3:00 Break</i>
3:06	3:12	3:18	3:24
3:30	3:36	3:42	3:48
3:54	4:00	4:06	4:12
4:18-5:30 PM DINNER			
5:30	5:36	5:42	5:48
<i>5:54 Break</i>	6:00	6:06	6:12
6:18	6:24	6:30	<i>6:36 Break</i>
<i>6:42 Break</i>	<i>6:48 Break</i>	6:54	7:00
7:06	7:12	7:18	7:24
7:30	7:36		

Conference Scheduling Notes for Parents:

- Each South teacher and staff member will start with the above time slots.
- Time slots that are grayed are unavailable.
- ***Families can only book ONE 6-minute time slot per teacher. The system will not allow double bookings.***
- Refer to the teacher categories and locations when creating your conference schedule and consider the following as you make reservations:
 - Teams of teachers will be in common locations, where conference appointments can easily run back to back.
- If you are scheduling various South support staff or teachers who teach students on multiple teams, it will be important to reference their locations and include a break time to travel to the conference location. These breaks only need to be 6 minutes in length.
- If you are creating a conference schedule for more than one child, definitely make reservations by teams/locations in order to minimize your “travel” time as much as possible.