



Mendham Township Middle School

16 Washington Valley Road, Brookside, N.J. 07926

Patrick J. Ciccone, Ed.D
Principal

Telephone 973-543-2505
Fax 973-543-0701



Re: Parent / Teacher Conferences Information – 2/27/07

Dear Mendham Township Middle School Families,

The Mendham Township Middle School Staff recognizes the essential role that communication between ‘home and school’ plays in providing an effective instructional environment for our children. We also recognize that it is not possible to meet individually with every parent during our official three-day parent/teacher conference sessions scheduled for March 20th, 21st, and 22nd. However, please note that our grade level teams of teachers meet daily and are available by appointment to discuss your child’s progress at any time throughout the year. **“Daily grade level team meeting periods” occur at the following times:**

- > 5th Grade at 12:45 pm
- > 6th Grade at 10:30 am
- > 7th Grade at 9:45 am
- > 8th Grade at 8:20 am

If you ever have questions, concerns, or just want to catch up on your child’s progress, I encourage you to take advantage of the aforementioned “daily grade level team meeting periods” at any time during the school year. Please send your child’s teacher an e-mail or call the main office to schedule an individual teacher or grade level team meeting at any time during the year. ****Eighth graders will participate in GEPA state testing during the week of March 12th; and fifth, sixth, and seventh graders will participate in NJASK state testing during the week of March 19th and as such, it may be difficult to schedule additional conferences during respective testing weeks.****

Our official March parent / teacher conferences are scheduled for:

- Tuesday, March 20, 2007 – 1:10 to 3:40 pm
- Wednesday, March 21, 2007 – 6:10 to 8:40 pm
- Thursday, March 22, 2007 – 1:10 to 3:40 pm

March 20th, 21st, and 22nd will all be half days of school for students: 12:15 pm Dismissal.

March Conference Procedures:

The primary purpose of our March ‘official conferences’ is to facilitate meetings with parents of students who are experiencing difficulties in any aspect of middle school life. Hopefully, these meetings will coordinate parent / teacher efforts to ensure that each and every child at MTMS reaches his / her greatest potential. Teachers and parents may include the student in the conference as well. **Teacher conference requests will be sent home in the mid-term progress reports during the week of March 5th and must be returned to school by no later than March 12th. On March 12th, a “parent request for conference” form will be sent home detailing grade level conference procedures, which is due back to school by March 15th.** Based on availability, parent requested conferences will then be scheduled during ‘official conference days’ and or during “daily grade level team meeting periods.” Remember, individual teacher or team conferences are available by appointment on a daily basis throughout the entire year.

If you have questions and or concerns, please contact me at your convenience.

Very truly yours,

cc: Dr. Christine Johnson, Superintendent of Schools

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