

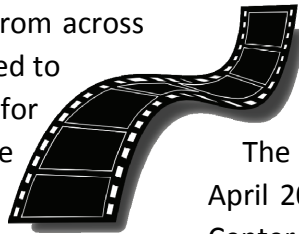
Allendale High School

January 2012



Allendale High School Regional Film Festival 2012

Allendale High School is hosting the **2012 Allendale Regional Film Festival**. Student film makers from across the OASID region are invited to produce and submit films for the festival. Films will be scored by a panel of judges selected from across the region. Two \$100 cash prizes will be awarded - "Judges Top

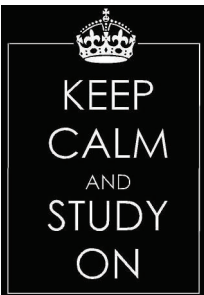


"Pick" and "Audience Favorite." Tickets will be sold at the door. There also will be a VIP Premier event to meet the filmmakers and mingle with the stars.

The festival will be held on Friday, April 20th, in the Ceglarek Fine Arts Center. Contact Mr. Sispera for more information.

Exam Week Survival Packages

Exam week will soon be here! Surprise your child with this offer! The CBVI Students are offering "Exam Survival Packages" for you to wish your child "Good Luck" and give them a "Healthy Boost" during exam week! Each package will contain healthy snacks, drinks, and a special message from you. Your child's package will be delivered to them the week of exams. You can order this "Exam Survival Package" for only \$5.00. Please fill out the attached order form. All orders must be in **no later than Friday, February 17, 2012.**



PARENT ADVISORY TEAM

Parents, if you are interested in serving on the Parent Advisory Team, please contact Mr. Remenap at:

remenapdan@allendale.k12.mi.us

Meetings are bi-monthly, and your input is valued and appreciated.

Important Dates:

Allendale's Got Talent 7:00 PM CFAC	Jan. 26th
Financial Aid Meeting 7:00 PM Round Room	Jan 26th
No School	Jan. 30th
Parent/Teacher Conferences 5:30 – 8:30 PM	Feb. 2nd
Ski Trip	Feb. 8th
Winterfest Dance	Feb. 11th
Deadline for "Exam Week Survival Packages"	Feb. 17th
No School - Midwinter Break	Feb. 17th & 20th
½ day for ALL STUDENTS	March 2nd

Follow us on Twitter:

@AllendaleHigh



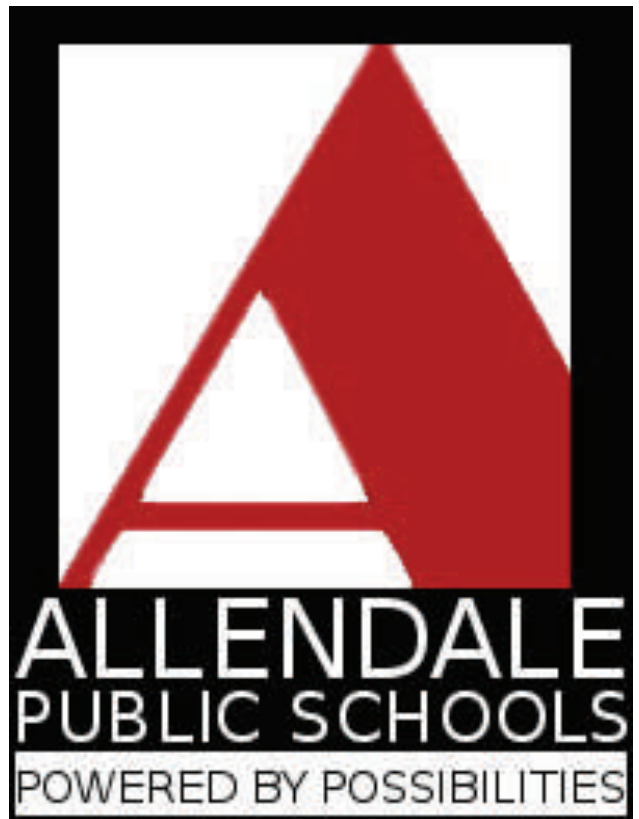
Follow us on Facebook:

Allendale High School



Did You Know...

Of the nearly 3,250 grades earned in the first trimester at Allendale High School, only 26 were F, or failing, grades? That is less than 1% of all grades earned! If your child is struggling to earn passing grades, contact Mr. Fogel to discuss options for extra help! The staff at AHS is committed to ensuring success for ALL!!



Boyne Mountain Blast

A ski trip to Boyne Mountain will take place Wednesday, February 8. It costs \$55, which includes a lift ticket,



equipment rental (optional), lesson (optional), motor coach transportation, and snacks. Permission slips are available in the

main office. If you have any questions, please call Mr. Sispera at 892-5585, extension 1206.



The Winterfest Dance...

is Saturday, February 11, in the High School cafeteria. Parent volunteers are needed to chaperone and help with dance preparation and activities. Please contact Mr. Sispera or Mr. Hadden if interested.

sisperamik@allendale.k12.mi.us
haddenbre@allendale.k12.mi.us

VERY IMPORTANT!!

There is a new process for Parent/Teacher Conferences!! **PLEASE see the enclosed document regarding Parent/Teacher Conferences.** These changes are being made to help shorten your wait time and make the night more efficient for you. Conferences will be held **Thursday, February 2nd, 5:30-8:30pm.**

Dear Parents,

In a continued effort to make communication more efficient and to improve customer service, we are introducing a new system for organizing Parent/Teacher Conferences, starting with the next PTC session this February 2nd. The goals of this system are to reduce your wait time, expedite meeting time, and improve attendance at conferences.

This requires some work at the outset. Enclosed is a sheet of instructions for creating an account, so you can schedule your Parent/Teacher Conference for a specific time that is convenient for you. Please follow these instructions closely to create your account and schedule your PTC. **The APS Master Password** was included in the paper mailing of the newsletter. If you didn't get a copy, please email or call for the information. We do not want the students to know the master password.

The link for the site can be found on our high school homepage (<http://www.allendale.k12.mi.us/schools/highschool/>) under the "Parents" heading. If you go there, click on "Parent/Teacher Conference Scheduler," and follow the instructions. **Please be aware, this will be activated on January 25th.**

We recognize the inconvenience of going through the process of creating an account, scheduling the conferences, etc., but we are sure that this initial start-up will lead to more efficient conferences in the future.

Please note that conference times are limited to 5 minutes per session. Allowing for travel time between teachers will help all stay on time and run conferences as scheduled (For instance, if you meet one teacher at 5:30, the conference will run until 5:35, the soonest time you could arrive at your next conference is 5:40). This also may result in some teachers' time slots being filled up before you are able to schedule an appointment. We are working on opening up extra time for those teachers who have full appointments. Our staff is always willing to meet with parents, so be assured we will do whatever is necessary to set up a meeting with any teacher with whom you wish to speak.

If you have any questions about the process, please call the technology office at 892.3483.

We appreciate your patience as we pilot the new system and will most certainly be improving it as we gain the needed experience to make Parent/Teacher Conferences efficient and beneficial to all parties.

Please call the high school office with questions or comments, or see the "Frequently Asked Questions" on the other side of this letter.

Thank you very much, and Go Falcons!

Dan Remenap
Principal
Allendale High School
remenapdan@allendale.k12.mi.us
616-892-5585 x 1142

INTRODUCTION TO THE PARENT/TEACHER CONFERENCE RESERVATION SYSTEM

Welcome to the online Parent/Teacher Conference Reservation System from Virtual Paragon. We hope that this system will make it easier and more convenient for you to sign up for conferences with your children's teachers.

Before you begin, please make sure you have a recent version of your browser. (We recommend Mozilla Firefox 7.0 or higher, or Microsoft Internet Explorer 8.0 or higher. Upgrades are available from <http://www.getfirefox.com/> and <http://www.microsoft.com/ie/>, respectively.)

Here is the information you should have ready:

- You need to have a list of all the teachers you would like to see. The System will not tell you the names of your children's teachers.
- You should think about what times you'd like to have conferences. The System will tell you the teachers' available slots, but it will help to think about your own availability ahead of time.

PARENT OVERVIEW

Here is what you will have to do, in a nutshell. More detailed instructions are available on-line or at the school.

- Go to the Parent/Teacher Conference Reservation System web site. You can get there from the school's web site. You will have to provide your school's master password.
- Create your own account if you don't already have one. This involves choosing a user name and password for yourself.
- Log in to the system. This involves typing in your user name and password, which will bring you to the Main Menu.
- Select the activity you want to do, such as making reservations.
- Select the teachers you want to sign up for by clicking in the box by each teacher's name.
- The schedules of teachers you have selected will be displayed, next to each other. You can scroll side to side to see the different teachers. You can scroll up and down to see the different time slots and days.
- Reserve the slots you need by clicking in the available time slots.
- Press SAVE to reserve the slots you have selected so far, or press SAVE/DONE when you have finished making all your reservations.
- Check the list of your reservations. If you are satisfied you can print your reservations, or you can go back and make changes.
- Don't forget to log out of the System when you are done.

Remember: Your selected conference time slots are not really yours until you press the SAVE or SAVE/DONE button and see that your requested slots have been reserved for you. If you have selected a conference time slot, but have not yet saved your reservation, someone else may be signing up for the same slot at the same time. Whoever saves first gets the slot.

VIRTUAL PARAGON

Parent/Teacher Sign Up

Frequently Asked Questions

Why is APS using an on-line sign-up system for Parent/Teacher Conferences?

In the past, parents have spent hours trying to see a handful, or even one, teacher. By signing up in advance, parents and teachers know when their appointment is scheduled, which will lead to better, more efficient conferences.

When are Parent/Teacher Conferences?

Thursday, February 2nd. You can see specific teacher availability when you log-on to the system, but ALL teachers will be available from 5:30 – 8:30pm.

How does the system work?

The system is very simple, even for a computer novice. Just follow the instructions on the enclosed document to create an account, and sign up for the conferences by time and teacher.

When can I begin scheduling my conference time?

The window for scheduling your conferences will open on January 25th.

What do I do if I do not have Internet access?

There are computers available in the high school office. Or, call the office for assistance.

What do I have to know, prior to scheduling conferences?

You must know the names of the teacher(s) you wish to see. It would be best to have your child give you his/her schedule so you are sure to schedule all teachers you wish to see.

How long are conferences with individual teachers scheduled to last?

Conferences with individual teachers should last no longer than 5 minutes, as the scheduling time is set for that. If one conference lasts longer, the rest of the schedule will be thrown off.

What do I do if I want more time with the teacher?

Simply request this by asking the teacher at the conference to schedule another time, or by sending the teacher an email, and a convenient time for each will be established.

Can I still “pop-in” during Parent/Teacher Conferences?

Sure, but there is no guarantee that the teacher(s) you wish to see will be available to meet with you. Teachers will be posting their schedules outside their doors, so if there is an open time slot, you may drop in.

What do I do if I want to see an individual teacher and his/her timeslots are all taken?

Contact the teacher directly, by phone or email, or call the high school office to arrange another time with the teacher.

Do other districts employ this type of system?

Yes, many other districts with pre-scheduled conferences are enjoying great success with this process.

Whom do I contact if I have more questions?

Please feel free to call Paul Mulder at 892.3483 for technological assistance, or Dan Remenap at 892.5585 for additional scheduling time, or other non-tech related questions.