

Gaithersburg Middle School

2 Teachers Way, Gaithersburg, MD 20877 Phone: 301-840-4554 Fax: 301-840-4570



October 30, 2009

Dear Parents/Guardians and Students,

Gaithersburg Middle School is pleased to announce a new system for conducting Parent/ Teacher Conferences. Based on stakeholder feedback, we have developed a system that affords all parents the opportunity to meet with their child's teacher(s).

Parent conferences will be held on Wednesday, November 11, 2009 from 1-7pm. We will observe the following schedule:

From 1-6pm, individual teacher conferences will be scheduled. Each individual conference will last ten minutes. Sign-up sheets will be posted on each teacher's door. Teachers will meet with parents on a first come first serve basis. Teacher will take a 30 minute dinner break. This time will be posted on their sign-up sheet.

From 6-7pm, team conferences will be scheduled. These conferences will include a meeting with all of the child's teachers. These conferences will be initiated by the grade level team leader.

Interpretation services will be available on an as needed basis.

We encourage you to bring your child with you to these conferences. This will help to ensure a consistent message and a shared partnership for success.

If you have any questions, please contact your child's grade level team leader.

Grade 6-Mr. Delisle

Grade 7-Mrs. Selig

Grade 8-Mr. Miehle

Sincerely,

Carol Goddard
Principal

CG:pl

Where Character Counts!