



## Huntington High School

*A Tradition of Excellence Since 1657"*

Dr. Carmela Leonardi  
*Principal*

November 4, 2012

Dear Parents,

Communication between parents and teachers is essential to the success of students. As you know, guidance counselors can facilitate this communication through phone conferences, face to face meetings with individual teachers, or team meetings. Parent / Teacher Conference Nights present an additional opportunity to meet with teachers. This year's second Parent/Teacher conference is scheduled for December 6<sup>th</sup> from 3:45 p.m. to 7:45 p.m. In order to allow as many parents as possible to schedule a meeting, conferences have been limited to 8 minutes. In this way a maximum of 26 conferences can be scheduled for each teacher. If you already met with teachers on November 6<sup>th</sup>, you should not schedule a second meeting. If, however, you need to speak to any of your child's teachers again, call them directly or through your guidance counselor to set up an appointment at a time and date that is mutually convenient.

Appointments for the evening of December 6<sup>th</sup> can only be made through the phone during the week of November 26<sup>th</sup>. Please see the reverse side of this letter for details. When scheduling a meeting with teachers of the four major subjects (English, Math, Social Studies, and Science) the secretaries will take your requests in a priority order. We will do our best to honor your top priorities for major subjects. We also recommend that you make these appointments first since other departments may have more flexibility in scheduling. Please use the attached schedule to record appointments you make and room numbers the teachers will be in for that night.

If, when you call, all appointments for the teacher(s) you wish to see are taken, feel free to contact them directly for an appointment or phone conference at your mutual convenience. You are always welcome to come in and sign up that night for possible open appointment times. On December 6<sup>th</sup> schedules will be posted by each teacher's room. Copies of the list of teachers and the room they will be using during Parent Teacher Conference Night can be picked up from the Security Guard at the main entrance.

Sincerely,

Carmela Leonardi, Ph.D.  
Principal

**(OVER)**

# HUNTINGTON HIGH SCHOOL

## Parent Teacher Registration Procedures

December 6, 2012 - 3:45 – 7:45 p.m.

### When can parents call to register for conferences?

November 26, 2012 through November 30, 2012

### How can parents schedule conferences?

By calling the Main Office number (673-2002) during evening hours (3:00-6:00 p.m.) for the four core subjects:

Social Studies  
English  
Math  
Science

By calling the phone numbers listed for each of the following department during day hours (8:00 -3:00 p.m.):

Art	673-2106
Business	673-2009
Reading	673-2003
Foreign Language/ESL	673-2104
Guidance	673-2011
Health/Physical Education	673-2017
Library	673-2073
Music	673-2106
Special Education (self contained)	673-2093
Technology	673-2009

**Reminders: Please remember to ask for appointments in priority order. You will need to consider travel time between appointments. We suggest that you do not schedule back to back appointments.**

### Can't schedule a conference?

Feel free to contact teachers directly for an appointment or phone conference at your mutual convenience.

HUNTINGTON HIGH SCHOOL

PARENT TEACHER CONFERENCES - DECEMBER 6, 2012 - 3:45 - 7:45 p.m.

Parent Name: \_\_\_\_\_

Student Name: \_\_\_\_\_

Grade Level: \_\_\_\_\_

Please use this schedule to keep track of all appointments.

**Reminders: Please remember to ask for appointments in priority order. You will need to consider travel time between appointments. We suggest that you do not schedule back to back appointments.**

3:45 Rm # \_\_\_\_\_

5:45 Rm # \_\_\_\_\_

3:53 \_\_\_\_\_

5:53 \_\_\_\_\_

4:01 \_\_\_\_\_

6:01 \_\_\_\_\_

4:09 \_\_\_\_\_

6:09 \_\_\_\_\_

4:17 \_\_\_\_\_

6:17 \_\_\_\_\_

4:25 \_\_\_\_\_

6:25 \_\_\_\_\_

4:33 \_\_\_\_\_

6:33 \_\_\_\_\_

4:41 \_\_\_\_\_

6:41 \_\_\_\_\_

4:49 \_\_\_\_\_

6:49 \_\_\_\_\_

4:57 \_\_\_\_\_

6:57 \_\_\_\_\_

5:05 \_\_\_\_\_

7:05 \_\_\_\_\_

5:13 \_\_\_\_\_

7:13 \_\_\_\_\_

5:21 \_\_\_\_\_

7:21 \_\_\_\_\_

5:29 \_\_\_\_\_

7:29 \_\_\_\_\_

5:37 \_\_\_\_\_

7:37 \_\_\_\_\_