

DODGE CITY MIDDLE SCHOOL

Preparing for Spring Student Led Conferencing MARCH 22 & 23

THURSDAY, FEBRUARY 16

- SIT DAY – [Summer School recommendations](#)

TUESDAY, FEBRUARY 21 – FRIDAY, FEBRUARY 24

- Summer School Recommendation List Created Indicating Options
- Option I Mandatory Required based on Level I Criteria and SIT Plan
 - Level I Criteria Based on GPA by Subject
- Option II Team Summer School Recommendation Based on Level II Criteria (No SIT PLAN)
- [Submit Copies of Recommendation Forms to Office by Friday, February 24](#)

THURSDAY, FEBRUARY 23

- Completion of LEP Forms During KID Day
- Preview Video in Team
- [Video Also Located Under Conference Schedules](#)
- Complete Forms by Advisory Teachers in FileMaker
- Printed LEP Signature Forms Delivered from Central Office Thursday, March 9

FRIDAY, FEBRUARY 24

- Team Time for Organizing Conferences
- [Spring Conference Schedule Available on Shared Drive](#)
- Start Scheduling Conferences with Students During Advisory
 - [See Advisory Teacher Conference Notification Letter](#)

MONDAY, FEBRUARY 27

- SIT Summer School Recommendation Letter (Mandatory) and Summer School Recommendation Form Mailed Home
 - [See SIT Summer School Recommendation Letter \(Mandatory\)](#)
 - See Summer School Recommendation Form
- (Please Note: Summer School Recommendation Form will be reviewed with parent and signed at conference. The original will be sent to the office and copy with team.

WEDNESDAY, MARCH 1

- [Team Scheduled Conferences on Shared Drive - Completed \(Posted for all Teams\)](#)
- **Due date for students' scheduled appointment forms to office for mail out on March 3.**
- **Reminder: Make copies of forms for students to take home on March 20.**
- Advisory teachers will make final preparations for student led Conferences and help students complete their portfolios.

WEDNESDAY, MARCH 9

- [Parent explanation letter of student-led conferences mailed home.](#)
 - See Explanation Letter
- Verification of Conferences on Shared Drive

MONDAY, MARCH 20

- **Second notice of students' scheduled appointment forms sent home with students.**

TUESDAY, MARCH 21

- **Report Cards:** Team Leaders will pickup report cards from records clerk in the office and distribute to advisory teachers.
- **LEP Plan:** Will be distributed by advisory.

WEDNESDAY, MARCH 22 CONFERENCE HOURS: (4:00 – 6:30 P.M.)

- **Conference Form Distributed in Advisory Classes:** Students will need to attend their scheduled advisory student led conference and get at least two additional teacher signatures.
 - [\(See Student Conference Attendance Form\)](#)
- **Conference Form Collected:** Students will return their conference form to the table in the front lobby or the school office. To be eligible for a non-uniform day, students must have three teacher signatures. Bracelets will be distributed at the time the form has been submitted. The non-uniform day will be on Monday, March 27.
- Summer School Recommendation SIT Form (Mandatory) and the Summer School Recommendation Form will be collected by teachers at the time of the student conference.

THURSDAY, MARCH 23 CONFERENCE HOURS: (12:30 – 7:00 P.M.)

- **Early Dismissal Schedule:** The length of the students' instructional day is to be 3 hours and 30 minutes. The calendar approved by the board of education allows up to one hour for teachers to have lunch following the student dismissal time.
 - [\(See Early Dismissal Schedule\) \(11:30 A.M.\)](#)
- **Conference Attendance Form Distributed in Advisory Classes:** Students will need to attend their scheduled advisory student led conference and get at least two additional teacher signatures.
 - [\(See Student Conference Attendance Form\)](#)
- **Conference Form Collected:** Students will return their conference form to the table in the front lobby or the school office. To be eligible for a non-uniform day, students must have three teacher signatures. Bracelets will be distributed at the time the form has been submitted. The non-uniform day will be on Monday, March 27.
- **End of Conference Returns:** Advisory teachers return all conference no show report cards and Lexile scores to the office for mailing. Remaining report cards and Lexile reports will be mailed on Monday, March 27. The original Summer School Recommendation forms need to be turned into the office. Please make sure the team has made copies.