



March 20, 2018

Re: LBHS Student Progress Conferences – April 5 and 6

Dear Parents and Guardians,

Report Cards will be released on HomeLogic on Thursday March 22nd, 2018. Until then, students, parents, guardians will not have access to report card marks or course grade information.

Student Progress Conferences are scheduled for April 5 and 6, 2018. Similar to conferences in the fall of 2017, we will offer both a drop in and booked conference schedule. Please review this information carefully.

When will Student Progress Conferences occur?

Student Progress Conferences are schedule as follows:

Thursday April 5

Student Progress Conferences will be held from **2:00 pm – 4:00 pm**, and from **5:00 pm – 8:00 pm**. No classes are scheduled on this day.

Thursday afternoon (**2:00 pm – 4:00 pm**), parents may meet with teachers on a **"drop in"** basis only.

Thursday evening (**5:00 pm – 8:00 pm**), parents will be required to **"book a conference"** using a booking system called *School Conferences*. Parents will be able to book 15 minute meetings with teachers between 5:00 pm - 8:00 pm. There will be no drop in conferences at this time.

How do I "book a conference"?

To book a Student Progress Conference using *School Conferences*, parents and guardians will need to log into their My CBE Account. It is strongly recommended that you either review the attached CBE School Conferences-Parent User Guide prior to booking or follow the guide through the process of booking a conference. The user guide will also be available for reference on our school web site.

When can I start to book a conference? When does the booking process end?

Beginning on Friday, March 23, at 9:00 a.m., parents, guardians can start to book a conference(s). On April 4, at 4:00 p.m. the opportunity to book a conference will end.

Friday April 6 - Student Progress Conferences (By Invitation only)

On Friday, April 6, Student Progress Conferences (By Invitation only) will be held between 9:00 a.m.-12:00 p.m. & 1:00 - 2:00 pm. No classes are scheduled on this day and there are no drop-in or booked conferences.

On March 23, the school will communicate through School Messenger with select students, and their parents/guardians inviting them to the school for a 30 minute meeting with all current teachers, Guidance Counsellor, Assistant Principal, and other school staff as required. The purpose of these meetings is to design a "success action plan" to support the student for the remainder of the semester. Further instructions for arranging a "By Invitation" conference will be included in the School Messenger communication.

Should you have any related questions, please contact either myself or your son/daughter's Assistant Principal.

Yours sincerely,

J. Simpson
Principal