

*Cowan Avenue Elementary School*

7615 Cowan Avenue • Los Angeles, CA 90045  
(310) 645-1973 FAX: (310) 645-6273

David Brewer III  
*Superintendent*

Omar Del Cueto  
*1 Design Executive Director*  
Richard Da Sylveira  
*Principal*

November 21, 2008

Dear Cowan Parent,

Cowan Avenue Elementary School is dedicating the week of **December 1-5** as **Parent Conference Week**. Parents will discuss their children's progress and reported grades. Monday, Wednesday and Thursday of that week will be **Minimum Days** for the entire school. This means that classes will be dismissed at **12:45 p.m. on those days**. Tuesday will remain a **Shortened Day (1:30 p.m. dismissal)**. Friday is a regular dismissal (2:30 p.m.) day. This conference time is an ideal opportunity for a meaningful exchange of information. Remember that your knowledge of your child and the teacher's professional viewpoint are equally important. Maximize the effectiveness of your communication through the following steps:

- ✓ **Never leave the conference without receiving your child's current report card.** Furthermore you shouldn't leave without having all of your questions answered. If you are confused about your child's grade, ask more questions.
- ✓ Set goals and expectations for the conference and write down your questions or concerns prior to the conference.
- ✓ Talk with your child to see how he or she feels about his or her progress and behavior before you go to the conference.
- ✓ Ask to see your child's Open Court and Math Assessments.
- ✓ Ask to see other samples of class work and homework and bring work samples with you that you have saved from this grading period.
- ✓ Make concrete connections from numerical grades to your child's performance. I.e. "What does a 3 or 2 mean in writing or math?" Or, "What is required to earn a 4?" (\*Remember, these marks do not directly correlate to the A-F scale with which many of us are familiar.)
- ✓ **Never miss a parent-teacher conference.** Be sure to **RESCHEDULE** or continue with a phone conference.
- ✓ Ask the teacher for specific ways to reinforce what he or she does in the classroom.

- ✓ Remember that your signature means you have read and received a copy of the report, **not that you necessarily agree** with the content of the report.
- ✓ Make sure that you update your contact information so that the teacher can reach you and make sure you have a way to contact your child's teacher (e.g. email or other written communication)
- ✓ After the conference, check periodically to monitor your child's progress.

**IMPORTANT NOTE:** If you received a notice of unsatisfactory progress in November, you should have already met with your child's teacher **before the scheduled December 1- 5 conferences.** Those informal meetings DO NOT take the place of the Parent Teacher Conferences during the 1<sup>st</sup> week of December.

Have a successful parent-teacher conference! We are all on the same team!

Sincerely,  
Richard Da Sylveira  
Principal, Cowan Avenue Elementary

PS. SSC Chairperson Terri Haywood will be conducting two more ENCORE presentations of:

### **"How To Be An Ambassador For Your Child"**

**Monday morning, November 24 -- 8:15am - 9:00am (in the auditorium)**

**AND**

**Tuesday afternoon, November 25 from 1:45pm - 2:30pm (in the library).**

Every parent is guaranteed to walk away with some valuable tips on preparing for the upcoming Parent/Teacher Conferences the week of December 1 as well as tangible ways to ensure their child succeeds in the classroom. Each 30-minute session will be exactly the same and will include a 15-minute window at the end for questions and answers. Don't miss out!