

Report cards will be distributed at 3:00 p.m. Friday November 16<sup>th</sup>. Parent-Teacher Interviews will take place on Thursday, November 22, 2018.

Afternoon interviews are in 10 minute timeslots between 1:30 – 4:00 pm and are booked ONLINE. Evening interviews will be held in the gym from 6:00 p.m.-8:00 p.m.; no appointment necessary. Please refer to your child’s report card for teacher names.

To book an afternoon interview, with your child’s teacher, please register with our online booking system. Instructions below. If you DO NOT have access to a computer, please call 604-939-6656 to book an afternoon appointment.

- 1.) Visit our school website, under School News, click on Parent-teacher interviews can be booked now.
- 2.) Click on "Register" and create a student profile for EACH child for whom you wish to book interviews.
- 3.) Once registration is complete, you will receive an email with an activation link.
- 4.) Open the activation email and click on the link to activate the account.
- 5.) Activation link will take you to the login page where you will use your email and password previously registered with.
- 6.) Choose teachers and timeslots for each student separately that you wish to make appointments for.
- 7.) Once teacher choices are made and submitted, their available schedule appears with checkboxes besides timeslots.
- 8.) Choose timeslots for desired times.
- 9.) Submit choices to confirm interview times.
- 10.) An interview confirmation screen will appear indicating that a confirmation email will be sent to you. Please note that this email may going to your junk mail. Therefore, if you see the *Interviews Confirmed* screen, interviews are confirmed.
- 11.) For your reference, Letter Grade and Work Habit Definitions are below.

LETTER GRADES AND DEFINITIONS		WORK HABITS
A	Excellent or Outstanding Performance in relation to learning outcomes.	<b>EXCELLENT (E)</b> Responsibility: demonstrates an industrious work ethic, ready to work and learn. Cooperation: a class leader exemplified by a high degree of positive and meaningful participation initiated by the student. Independence: a keen and enthusiastic learner actively seeking out personal growth and learning opportunities.
B	Very Good Performance in relation to learning outcomes.	
C+	Good Performance in relation to learning outcomes.	
C	Satisfactory Performance in relation to learning outcomes.	
C-	Minimally Acceptable Performance in relation to learning outcomes.	<b>GOOD (G)</b> Responsibility: all assignments turned in, ready to work and learn. Cooperation: works well with other students and teachers, participates in class in a meaningful way. Independence: a self-directed learner, takes appropriate initiative and responsibility for learning.
I	No demonstration of minimally acceptable performance in relation to learning outcomes in this reporting period.	
F	No demonstration of minimally acceptable performance in relation to learning outcomes for the course.	
W	Student has withdrawn from the course.	
SG	Standing Granted. Acceptable level of performance though normal requirements not completed.	<b>SATISFACTORY (S)</b> Responsibility: most assignments turned in, usually ready to work and learn. Cooperation: usually works well with other students and teachers. Independence: often requires direction.
TS	Transfer Standing. Standing is granted based on records from an institution other than a school.	<b>NEEDS IMPROVEMENT (N)</b> Responsibility: most assignments missing, frequently not ready to work and learn. Cooperation: does not work well with other students or teacher(s). Independence: needs one-on-one attention most of the time.