



## *Munhall News*

*November 4, 2016*

### *Important Dates*

**October 24 – November 16 Sign Up for Parent Teacher Conferences on HAC**

**Monday, November 7 Gr. 3 Hickory Knolls Field Trip**

**Tuesday, November 8 Gr. 3 & 5 CogAT Testing**

**Gr. 1 Helmet Assembly**

**Beginner Orchestra**

7:30 AM, Community Room

**Student Council Meeting**

3:00-4:05 PM, Room 201

**Wednesday, November 9 Gr. 3 & 5 CogAT Testing**

**Gr. 5 Advanced Orchestra**

7:30 AM, Community Room

**Thursday, November 10 Gr. 3 & 5 CogAT Testing**

**Gr. 4 Advanced Orchestra**

7:30 AM, Fox Ridge Elementary School

**Band Rehearsal**

7:30 AM, Community Room

**Friday, November 11 End of 1<sup>st</sup> Trimester**

**Veteran's Day Assembly**

**Monday, November 14 Board of Education Meeting**  
7:00 PM, St. Charles North High School

**November 21 – 25 Thanksgiving Break – NO School for Students**

**Monday, November 21 Parent Teacher Conferences**  
8:00 AM – 8:00 PM

**Tuesday, November 22 Parent Teacher Conferences**  
8:00 AM – 12:00 PM

**Wednesday, November 23 Report Cards of Home Access Center (HAC)**

## *From the Principal*

Dear Munhall Parents,

### **CogAT Testing**

Next week will mark the beginning of the testing window for the CogAT assessment. This assessment, taken by all 3<sup>rd</sup> and 5<sup>th</sup> grade students is a cognitive abilities test intended to predict students' reasoning and problem solving abilities. The CogAT assessment is used at the district level to determine placement into academically talented programs. The assessment consists of nine 10-minute assessments, broken up into three sections: verbal, quantitative, and nonverbal. I will communicate with all third and fifth grade parents regarding the timeline for how/when results will be available.

### **Veteran's Day Assembly**

Next Friday, November 11<sup>th</sup> all students will be a part of a Veteran's Day assembly to honor our veterans and bring awareness to the service and sacrifice that our members of our armed forces have made to our country and community. I want to thank LRC Director Kristin Kaye for organizing this event.

### **Thank You to PTO and all Volunteers**

Last Friday was my first experience with the Munhall Fall Celebration and I was thoroughly impressed by the commitment of so many parents to help pull off such a great event. The level of parent involvement goes a long way to the overall success our students feel, at the individual level and the whole school level. I sincerely appreciate the efforts of our Munhall parents, which helps create a family-like environment. I know my son and daughter had an awesome time!

### **Absence and Tardy Letters**

As I stated in my principal's message during Curriculum Night, research shows it is absolutely critical for students to be at school, on time. Being on time allows students to start their day right, setting them up for success, and makes them feel cognitively ready to learn. As we near the end of the first trimester, I like to send periodic letters to identify the total number of student absences and tardies your child has to this point. Please know not all families will receive letters. In Kane County, truancy is defined as students who miss 5% or more of the school year. My goal is to educate parents and send these periodic reminder letters, so they know their son/daughters current standing. If you need support getting your son or daughter to school, please do not hesitate to contact me, the classroom teacher, the school social worker, etc.

Jarrold Buxton, Principal

## *Parent Teacher Conferences*

Parents can sign up for Parent Teacher Conferences in Home Access Center (HAC). Conferences will be held on Monday, November 21<sup>st</sup> from 8:00am-8:00pm and Tuesday, November 22<sup>nd</sup> from 8:00am-12:00pm. Step-by-step directions for signing up for conferences are included at the end of this bulletin. Please call the office if you need any help scheduling

## *From the Office*

- You can subscribe for the e-mail distribution of the Munhall News by visiting [www.d303.org](http://www.d303.org) and selecting 'Subscribe to E-news'. Be sure to reply to the confirmation email within 24 hours, and notify the office so that we can remove you from the paper distribution list.

- Please remember to send a note to school with any changes to dismissal for your child in the morning.
- The November lunch menu went home with the youngest student from each family last week. There are extra copies of the Aramark lunch menu in the magazine rack in the office.

### *Candy for the Troops*

The 5<sup>th</sup> grade students are sponsoring *Operation Gratitude*! They are collecting leftover Halloween Candy and donating to the U.S. troops overseas. The mission of *Operation Gratitude* is to lift the spirits and meet the evolving needs of the Military and First Responder communities.

Collection boxes are located in in the main office, and boxes located in 5F and 5C. Any candy is welcome! No need to sort!

Individually packaged toothbrushes, dental floss and toothpaste are also welcome. The last day to donate is Thursday, November 10<sup>th</sup>.

### *Prearranged Absences*

Absences (other than doctor appointments and sick days) during the school year are considered UNEXCUSED unless a pre-arranged absence form is completed. This form allows students to make-up homework missed during the absence. Forms must be received at least two school days prior to the absence. Prearranged (Excused) absences shall be limited to five per year.

Prearranged absence forms are available in the main lobby in the magazine rack and on the Munhall School website. Thank you for your cooperation.

### *D303 News*

District 303 Administration is proposing a plan to the Board of Education that will improve the District's middle school facilities by upgrading Thompson and Wredling Middle Schools. If approved by the Board, the plan would modernize and expand Thompson and Wredling Middle Schools. When the improvements are completed in the fall of 2019, District Administration estimates the closing of Haines Middle School will result in an operational savings of \$2.4 million per year.

The estimated cost of the middle school improvements is \$50 million and would be paid for through a combination of existing funds and the issue of bonds that do not require a referendum.

The Board of Education will consider the middle school plan at the last of the meetings on Monday, November 14<sup>th</sup> at 7:00 pm at St. Charles North High School.

### *From the PTO*

#### **Fall Celebration**

The PTO would like to thank all the volunteers that helped out at the Fall Celebration! Our heroes include: Bridget Hayes, Jill McTeauge, Sarah Schrandt, Sarah Hitchings, Karen Frydrychowicz, Cheryl Savastano, Lisa Grulke, Terry & Amy Suessen, Lidia & David Granger, Meggan Lundy, Chris Fulco, Danielle Jones, and especially Julie Zimmerman!! We hope our Munhall families had a great time!

**Book Fair**

The PTO would like to thank all the volunteers that helped with the Book Fair! Thank you for volunteering your time to make the event successful for our LRC and children. Thanks to Sarah Barthel, Heather Clark, Laraine DeSoto, Erika Englehart, April Foreman, Megan Grohe, Amy Hale, Bridget Hayes, Danielle Jones, David Jones, Sara Kahlenberg, Peggy Leuthold, Ann Lobb, Alicia Malnati, Shana Margewich, Tami Miller, Cheryl Savastano, Sarah Schrandt, Janell Walton, and Julie Zimmermann. Thank you to those who are not listed here, but may have filled in during the Fall Celebration!

**Directory**

Are you not in the Munhall directory and want to be? Send an email to the PTO at [stcmunhallpto@gmail.com](mailto:stcmunhallpto@gmail.com) to be added.

Please visit the Munhall School PTO webpage for the most recent PTO News and Events at <https://sites.google.com/site/stcmunhallpto/>

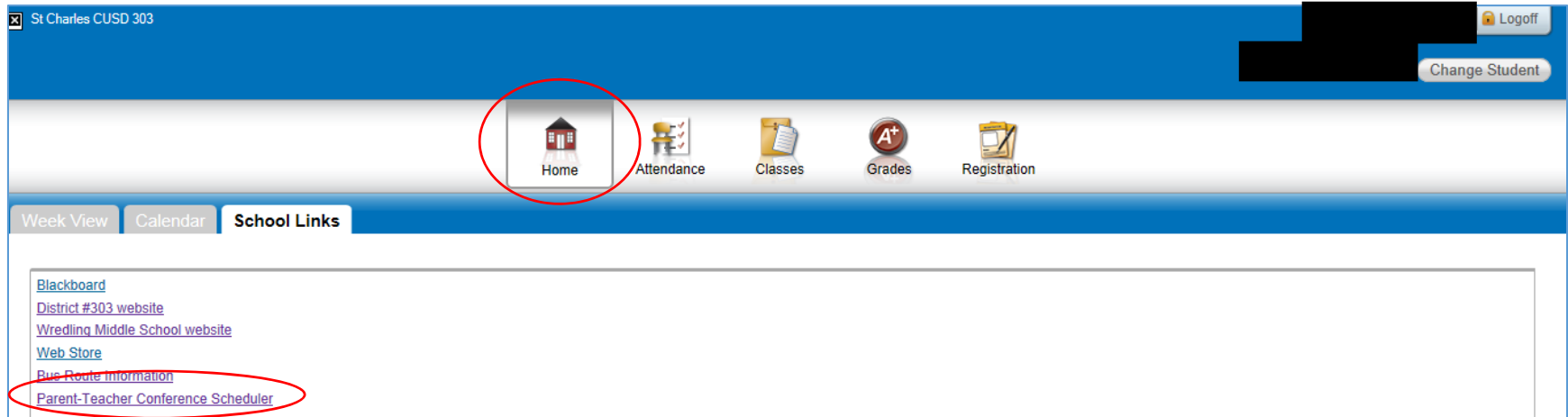
You can also follow the PTO on Facebook at <https://www.facebook.com/stcmunhallpto/>



# Pick-A-Time Parent Teacher Conferences

Sign-up for Parent Teacher Conferences starts October 24<sup>th</sup> at 7:00am in Home Access Center (HAC) and will close November 16<sup>th</sup> at midnight.

First, login to your HAC account. Click on the Home icon -> School Links tab -> Parent-Teacher Conference Scheduler



The first time you are logging into Pick-a-time, you will only enter your email address, then leave the password field blank and then click Login/Create Account. It will take you to a password screen where you will enter a password, then re-enter it to verify it. This is the email login and password you will use for any future times you go to the Pick-a-time scheduler.

**Welcome to CUSD 303 Parent Teacher Conference Online Scheduler**

Enter your email and click "Login/Create Account"

Your email address:

Your personal password:

Logging in for the first time? Simply click "Login/Create Account" and answer the questions there.  
If you are already registered, enter both your email and password and push "Login/Create Account" to view your scheduled appointment.

Please record the date and time you selected, as well as your password (in case you want to change your appointment later).

Next, you will see your student(s) with colored charts under their name.

There is a color legend at the top of the screen to show which teacher each color is associated with.

Click the box that corresponds with the time and teacher that you would like to schedule an appointment with.

Logout Edit Profile/Change Password Printable schedule

### 72 - St Charles East High School Fall Parent-Teacher Conferences

#### November 23, 2015

Legend

- Appt scheduled for you
- Appt Unavailable
- Burgener, Gregory, B211
- Kolker, Jeffrey, GYM
- Libberton, Kyle, F183
- McCullough, Douglas, B110
- Reed, James, F183
- Sotern, Donna, B204
- Stone, Shannon; Kososki, Michael
- Powers, Gerald; Kososki, Michael

Click on the colored box below to book your preferred time slot.  
Click 'Your Schedule' above to view, cancel, or change your appointment(s).

Nov 2015  
Mon 23

11:30 AM							
11:40 AM							
11:50 AM							
12:00 PM							
12:10 PM							
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3:40 PM							

Please enter your child's information below  
If you have multiple children at the school simply add one at a time.  
Questions marked with an asterisk (\*) must be completed.

**Student ID**

\*

**Student's birthday (e.g. 03/28/1999)**

\*

Add

This screen will confirm your appointment and ask you if you want an email reminder. Check the box if you would like an email reminder and how many days prior to the appointment you would like to receive the email.

You are scheduling an appointment with **CUSD #303, Burgener, Gregory**, at **12:00 PM on 11/23/15**, for the **72 - St Charles East High School Fall Parent-Teacher Conferences** event.

I would like a reminder e-mailed to me  days  prior to my appointment.

Add this appointment to your calendar

This is the confirmed appointment screen. It will have a black box in the times that you have chosen.

**Appointment confirmed for 11/23/15.**

[Your Schedule](#) Logout Edit Profile/Change Password Printable schedule

**72 - St Charles East High School Fall Parent-Teacher Conferences**

**November 23, 2015**

**Legend**

Appt scheduled for you

Appt Unavailable

Burgener, Gregory, B211
  Kolker, Jeffrey, GYM
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Reed, James, F183
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  Powers, Gerald; Kososki, Michael

Click on the colored box below to book your preferred time slot.  
Click 'Your Schedule' above to view, cancel, or change your appointment(s).

Time	Burgener, Gregory, B211	Kolker, Jeffrey, GYM	Libberton, Kyle, F183	McCullough, Douglas, B110	Reed, James, F183	Sotern, Donna, B204	Stone, Shannon; Kososki, Michael	Powers, Gerald; Kososki, Michael
11:30 AM								
11:40 AM								
11:50 AM								
12:00 PM								
12:10 PM								
12:20 PM								
12:30 PM								
12:40 PM								
12:50 PM								
1:00 PM								
1:10 PM								

**Please enter your child's information below.**  
If you have multiple children at the school, simply add one at a time.  
Questions marked with an asterisk (\*) must be completed.

**Student ID**

\*

**Student's birthday (e.g. 03/28/1999)**

\*



At the top of the screen, you can click the [YOUR SCHEDULE](#) link and the conferences you have scheduled so far will open at the top of the screen.

You will then have a [CANCEL](#) option and a [CHANGE TIME](#) option next to each scheduled conference if you can no longer make it to any of the appointments.

The screenshot shows a user's schedule interface. At the top, there is a navigation bar with links for "Your Schedule", "Logout", "Edit Profile/Change Password", and "Printable schedule". Below this, two appointments are listed:

- 11/23/15 at 12:30 PM, CUSD #303 - Burgener, Gregory. This appointment has a "Cancel" button, a "Details" link, an "Edit" link, and a "Change time" button.
- 11/23/15 at 12:50 PM, CUSD #303 - Reed, James. This appointment has a "Cancel" button, a "Details" link, an "Edit" link, and a "Change time" button.

Below the appointments, the event title "72 - St Charles East High School Fall Parent-Teacher Conferences" is displayed, followed by the date "November 23, 2015". A legend section is visible, listing various teachers and their associated colors:

- Appt scheduled for you (black box)
- Appt Unavailable (white box)
- Burgener, Gregory, B211 (cyan box)
- Kolker, Jeffrey, GYM (green box)
- Libberton, Kyle, F183 (purple box)
- McCullough, Douglas, B110 (orange box)
- Reed, James, F183 (yellow box)
- Sotern, Donna, B204 (blue box)
- Stone, Shannon; Kososki, Michael (light green box)
- Powers, Gerald; Kososki, Michael (grey box)

At the bottom of the legend, there is a note: "Click on the colored box below to book your preferred time slot."

You will get a confirmation before the conference is actually cancelled.

You would need to click the CANCEL APPOINTMENT button.

The confirmation dialog displays the following text:

You are cancelling an appointment with **CUSD #303, Burgener, Gregory**, at **12:30 PM on 11/23/15**, for the **72 - St Charles East High School Fall Parent-Teacher Conferences** event.


At the bottom of the dialog, there are two buttons: "Cancel Appointment" (highlighted in cyan) and "Return" (grey).

If you click the PRINTABLE SCHEDULE in the top menu bar, you will also see your schedule and have the option to email the schedule to yourself as well.

**Appointments for [REDACTED]**

**72 - St Charles East High School Fall Parent-Teacher Conferences**

When	Teacher	Room	Student
11/23/15 at 12:30 PM	Burgener, Gregory	B211	[REDACTED]
11/23/15 at 12:50 PM	Reed, James	E183	[REDACTED]

 [Print](#)      [Email Schedule](#)      [Return](#)

If your email address is not associated with a student, or you are missing a student that you should have, you will need to enter in your student's ID number as well as their birthdate (MM/DD/YYYY) in order to find your student.

Once you've entered their information, click ADD.

If you need any assistance, please call your student's school.

[REDACTED] [Logout](#) [Edit Profile/Change Password](#) [Printable schedule](#)

**72 - St Charles East High School Fall Parent-Teacher Conferences**

**Please enter your child's information below.**  
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**simply add one at a time.**  
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