



Oak Hill Middle School
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Assistant Principal

Please keep this Parent Conference letter in a safe place

The Virtual Paragon conference reservation system will accept reservations starting at **8:00AM on Monday, December 5, 2022.**

For Parents of Team 6-1, 6-3, 7-1, 7-2, 8-1, and 8-2 Students

November 29, 2022

Dear Oak Hill Families,

This letter explains all details about Parent Conferences and the process for making a reservation. At the middle school level across Newton, parent conferences are held once a year in December and January to provide parents and teachers an opportunity to share and discuss student achievement and progress. This year, we will offer both Wednesday afternoon and full-day conference times. All conferences will take place virtually. There will be no in-person conferences.

How do I schedule a conference?

Conference reservations are completed through the Virtual Paragon online reservation system (<https://www.virtualparagon.com/oakhill/conference/>). The link can be found on the Oak Hill website.

If you do not have access to the Internet and would like to schedule a conference, or if you need to request a translator for the meeting, please call School Counselors Ms. Jennifer Ames, Grade 6 at 617-559-9212; Ms. Ariel Bernstein, Grade 7 at 617-559-9213; Ms. Katy Oliver, Grade 8 at 617-559-9214; or Ms. Amanda Brooks, Grades 6 and 8 at 617-559-9208 beginning December 5.

Who will attend the conference for your child's team classes?

You will meet with **TWO** of your student's team teachers at the same time (either English/Science or Math/Social Studies) for a 12-minute conference.

- Because there are a limited number of conference slots, parents and guardians may sign up for only one time slot per student with the team.
- **DUPLICATE TEAM RESERVATIONS FOR THE SAME STUDENT WILL BE DELETED IMMEDIATELY WITHOUT ANY FOLLOW-UP NOTIFICATION.**
- ELL and Special Education teachers may be present if scheduling permits.

The teams are listed as **6-1, 6-3, 7-1, 7-2, 8-1, or 8-2, followed by EngSci (for English and Science) or MathSS (for Math and Social Studies).** You will not see the teachers' individual names. You must know your student's team.

To meet with your student's Art, Drama, ELL, Health, Music, Physical Education, Tech Engineering, or World Language teachers, sign up with individual teachers (listed under their own names).

How much time will I have to confer with my child's teacher(s)?

Teachers work diligently to stay within the scheduled times. Please make every attempt to be prompt.

- Team teacher conferences are 12 minutes long.
- Multi-Team conferences are 10 minutes long.

Parent-Teacher Conference Schedule

All conferences are virtual, and links are available when you register for a conference.

Team of Teachers	Listed Names Appear As	Conference Dates and Times* *All times are Wednesdays, 1:45PM-3:15PM, unless otherwise noted
Team 6-1	6-1EngSci and 6-1MathSS	Wed., December 14 and 21; January 11, 18, and 25
Team 6-3	6-3EngSci and 6-3MathSS	Wed., December 14 and 21; January 11, 18, and 25
Team 7-1	7-1EngSci and 7-1MathSS	Wed., December 14 and 21; January 11, 18, and 25 Wed., January 11 (8:00AM-1:30PM)
Team 7-2	7-2EngSci and 7-2MathSS	Wed., December 14 and 21; January 11, 18, and 25
Team 8-1	8-1EngSci and 8-1MathSS	Wed., December 14 and 21; January 11, 18, and 25
Team 8-2	8-2EngSci and 8-2MathSS	Wed., December 14 and 21; January 11, 18, and 25 Wed., January 4 (8:15AM-1:15PM) Wed., January 25 (8:00AM-1:15PM)
Multi-Team Teachers	Listed by Teacher Name (last name, first initial)	Wed., December 14 and 21; January 11, 18, and 25

Parent/Teacher Conference Reservation System is on our website:

<https://www.virtualparagon.com/oakhill/conference/>

IMPORTANT! SAVE THIS NOTICE!

When you go to the website, you will have to type in Oak Hill's master password before you can enter the System.

You must enter: OHMS130 (case sensitive!)

If you are a new user to our conference reservation system, or if you have not logged into our system since November 2021, you should click "Create New User Name."

If you used our conference reservation system last year and **did not save your log-in user name, password, or both from last year:**

1. Click "Login"
2. Then click "**I forgot my user name**" or "**I forgot my password**"
3. Follow instructions to retrieve your account information or reset your password.

If you cannot recover your account information from last year using the above steps, you should click "**Create New User Name.**"

Note: You are encouraged to log in prior to the Registration Opening date to test your login capability. Although you will not be able to actually login, this will allow you to verify that you have the correct user name and password (and get reminders of those if you forgot them, as described above). **We are not permitted to post Oak Hill's password on the website, so please save this notice.**

THE RESERVATION SYSTEM WILL CLOSE ON THURSDAY, DECEMBER 15, 2022, AT NOON!