



BYRON CENTER CHARTER SCHOOL

9930 Burlingame Ave. SW, Byron Center, MI 49315 Mark Kasmer, Principal
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10/7/20

Dear Parents and Guardians of BCCS Face to Face Students,

As you are aware, the parent teacher conferences for students attending face to face instruction will be held virtually this fall due to the continued pandemic. We are using the Google Meets format.

Below each BCCS teacher is listed along with a link to their google calendar. After the teacher names and links are How To Guides for registering, canceling and participating in the conferences using the google meets application.

Families with multiple students enrolled and some students with specialized programs will have the first opportunity to schedule times followed by all families. Please have all conferences scheduled by Wednesday, October 14.

Finally, the PTO is hosting a virtual Book Fair from Oct 12-25. See following link for details

[Virtual Book Fair Fall 2020](#)

Please contact the school office for questions or needed support.

W/ Care,

Mark R. Kasmer
CAO BCCS

Kindergarten

Mrs. Shanklin

[Mrs. Shanklin Conference Sign-up](#)

First Grade

Mrs. Timmerman

[Mrs. Timmerman's Conference Sign-Up](#)

Second Grade

Miss Owens

[Miss Owens' Conference Sign-up](#)

Third Grade

Mr. Wittebols

[Mr. Wittebols' Conference Sign-Up](#)

Fourth Grade

Miss Greenfield

[Miss Greenfield's Conference Sign-up](#)

Fifth Grade

Ms. Boeskool

[Ms. Boeskool's Conference Sign-up](#)

Elementary Resource Room

Mrs. Mertz

[Mrs. Mertz's Conference Sign-Up](#)

K-5 Music

Mrs. York

[Mrs York Music Conferences](#)

K-5 Art

Mrs. Kingsley

[Mrs Kingsley Art Conferences](#)

K-12 Physical Education

Mrs. Arringdale

[Mrs. Arringdale's Conferences](#)

Band

Mr. Beyer

[Mr. Beyer's Fall Conferences](#)

MS ELA and Title Ia

Mrs Whittaker

[Mrs. Whittaker's Conference Sign-Up](#)

MS Math and Science,

Mrs. Stowers

[Mrs. Stowers's Conferences](#)

MS History ,

Mr. Machiela

[Mr. Machiela Conference Sign-Up](#)

Sixth Grade Science and HS Science

Mrs. Bennett

[Mrs. Bennett Conference Sign Up](#)

Sixth Grade ELA and HS Resource Room

Mrs. Berner

[Mrs. Berner's Conference Schedule](#)

8th and 9th Grade Spanish

Miss Funk

[Señorita Funk's Sign-up for Conferences](#)

HS ELA

Mr. Emmelkamp

[Mr. Emmelkamp's Conference Sign Up](#)

HS Math

Mrs. Humes

[Mrs. Humes' Conference Sign Up](#)

HS Social Studies

Mrs. Walenta

[Mrs. Walenta's Conference Sign Up](#)

Mid-High Resource Room

Miss Trizenberg

[Miss Triezenbergs' Conference Sign Up](#)

Counselor, Mrs Cravino: please email to set appointment
hcravino@byroncentercharter.org

Parent Guide

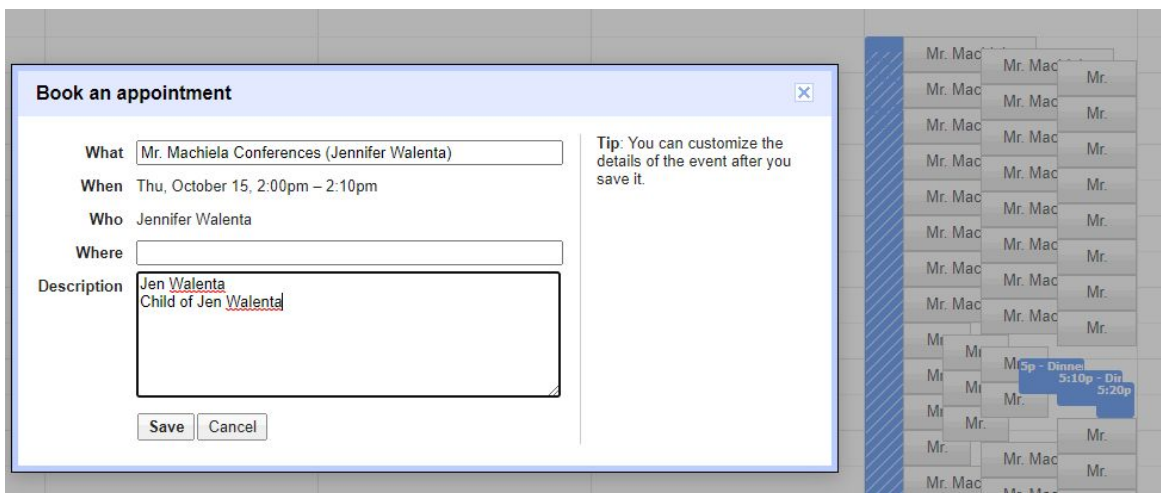
[How to reserve a conference slot](#)

[How to cancel a conference slot](#)

[How to attend a conference](#)

How to Reserve a Conference Slot

1. Click the link for the teacher you'd like to schedule a conference with to see their available appointments
2. Adjust calendar range to show 10/15/20
3. Click on an available appointment slot (white)
4. Enter your name and your child's name in the Description field
5. Click save




The screenshot shows a 'Book an appointment' dialog box with the following fields and content:

- What:** Mr. Machiela Conferences (Jennifer Walenta)
- When:** Thu, October 15, 2:00pm – 2:10pm
- Who:** Jennifer Walenta
- Where:** (empty text box)
- Description:** Jen Walenta
Child of Jen Walenta
- Buttons:** Save, Cancel
- Tip:** You can customize the details of the event after you save it.

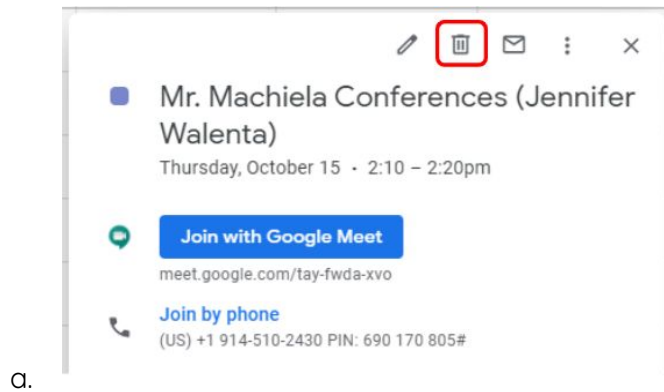
The background shows a calendar grid with a blue vertical bar on the left and a grid of appointment slots. One slot is highlighted in blue, indicating the selected appointment.

How to Cancel a Conference Slot


1. Open your Google Calendar
 - a. from your gmail click the 9 square waffle symbol  in the upper right corner


- b. then click calendar 

2. Click the conference appointment in your calendar that you need to cancel.
3. Click the trash can button to delete the event.



How to Attend a Virtual Conference

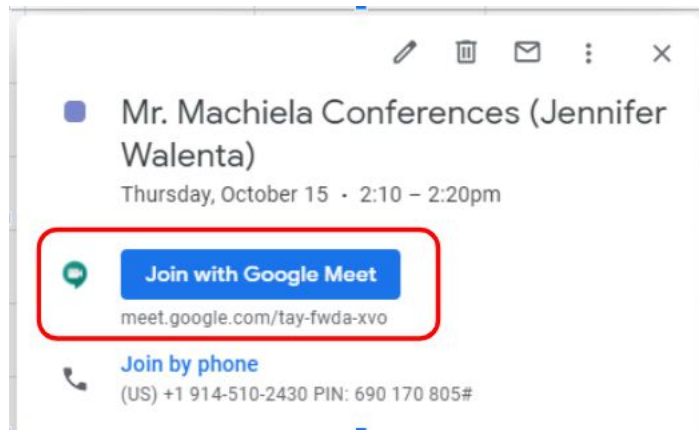
1. Open your Google Calendar
 - a. from your gmail click the 9 square waffle symbol  in the upper right corner

- b. then click calendar 

2. Click the conference appointment in your calendar that you need to attend.

3. Join the conference.

- a. if using a webcam- press the “join with google meet” button



- b. if calling in by telephone dial the phone number listed under the google meet button.
Enter the pin when prompted.

