

TOMS RIVER INTERMEDIATE SOUTH GUIDANCE

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Procedure to Request a Cycle Meeting with the Student's Teachers and Counselor

Teachers

- Fill out the pink "Request for Conference" form and give it to the Guidance Secretary
- And/Or**
- Call/Email the Guidance Secretary and let her know which student you would like to have a meeting for and the reason you are calling for the meeting

Once the Guidance Secretary sets up the Cycle Meeting with the parent she will send out a Calendar invite with the date and time of the meeting and all the people invited. If a teacher is unable to make it to a scheduled cycle meeting they will inform the Guidance Secretary as soon as possible and send in a narrative of the student's progress so that one of the other teachers can inform the parents of the student's progress in that class. In some cases, a meeting may need to be rescheduled.

Parents

- Call guidance at 732-505-3900 ext. 4 and let the secretary know that you would like to set up a meeting to speak with your child's cycle teachers.
- Please let the secretary know why you would like to meet with the teachers so that the teachers can be better prepared for the meeting (academics, behavior, attendance, etc.).
- The teachers have set days and times that they are able to meet. We apologize for any inconvenience that this may cause. We are able to hold phone conferences, if the set times do not work for your schedule.
- Please call guidance at your earliest convenience if you need to cancel or reschedule your appointment.

Cycle meetings will include the student's cycle teacher and the guidance counselor. If the student has a case manager, they will be invited as well. The guidance counselor will facilitate the meeting and will take notes that will be copied and distributed to the teachers and the parent. The counselor will also follow up with the teachers, parents, and student to make sure that the action plan that comes from the cycle meeting is working and that everyone is seeing progress.