



BX Elementary School

Home of the Bears



5849 Silver Star Road
Vernon, BC V1B 3P6
Telephone: 250-542-4013
Safe Arrival: 250-503-0210

Website: <http://www.sd22.bc.ca/school/bx>

Principal : Tyler Galenzoski

Vice-Principal: Louise Alexander

To : Parents/Guardians

October 16, 2020

From : Principal Mr. T Galenzoski

Re : Scheduling Parent/Teacher/Student Meetings

Most Parent/Teacher/Student meetings will occur on Thursday, Oct. 29 and Friday, Oct. 30. Students will be dismissed 3 hours early at 11:30 and buses will run 3 hours early. The purpose of the meeting will be to communicate with your child and teacher to **help set goals and discuss their learning focus** for the first part of the year.

Some teachers will and have reached out to parents so they can accommodate other days for parents and students. We expect to have some sort of meeting for each child. The meetings will be virtual and there may have to be some accommodation for in person meetings. Please connect with your child's teacher to organize a time. **Some teachers may not be using the scheduling program. Those teachers will contact you individually if they haven't already.**

This year, we will be using an on-line scheduling program for most teachers, it will allow you to choose a time that works best for you and your child. The program will be available for booking today (*Friday, October 16th*) and will be closed on (*Wednesday, October 28 at 2 pm*). Below is the website and instructions on how to book your appointments. There will also be a link on the BX Elementary website. If you do not have access to a computer, please contact your child's teacher and they will schedule a time for you.

Sincerely,
Mr. Tyler Galenzoski
Principal

School Appointments - Parent Instructions

1. Go to our school appointments web site: <http://bx.schoolappointments.com/>
2. Register for an account by clicking the "**REGISTER**" menu tab and filling in the on-line form. Choose a user id and password for yourself and then click the "**Register Now**" button.
3. Add your children into the system by clicking the "**Add a Student**" button. Click "**Insert New**" button to add more children.
4. Click the "**date**" icon beside each child's name to schedule appointments. Select the staff you wish to book appointments with and the "**View Calendars**" button. If you have more than one student in the school use the "**Ctrl**" or "**Command**" key to select multiple staff to view at the same time.
5. Click on available time slots to book your appointments and then click the "**Book Appointments**" button to save your bookings.

