

September 28, 2020

RE: Parent Teacher Conferences on October 14 and 15, 2020

Parents and Guardians of 8-12 **face-to-face** students only,

Due to COVID-19 restrictions, the high school will be holding parent teacher conferences in a teleconference style this year. To request a conference, you will **email** the teacher you desire to talk to sometime before October 9, 2020. To email staff, choose the **STAFF** button on the PR website. Please try to contact the teachers you believe you really need to communicate with about your child. When you email the teacher you desire to speak with, please include the following in your email:

- Your full name
- Your student's full name
- The class you would like to discuss with the teacher
- A correct phone number to reach you on the day of the conferences
- A correct email address to reach if you can not be reached by phone during your scheduled slot
- The date/day and time frame you would like to hold the teleconference, for example Wednesday, Oct. 14 anywhere from 5-6 pm

Once the email is received by the teacher, they will reply to schedule a time slot to call and conference. Please check your email for your scheduled time. **If the time slot given conflicts with another, please email that teacher for a different time and identify the teacher the other time slot conflicts with. Please be patient as this is a new way of conferencing.**

You should receive some type of communication about your scheduled time slot by October 12. Please keep in mind that the staff will schedule the time slot as close to the time frame as possible but may have to move to other time frames, if the time frames you selected have already been filled. Please be flexible. The time frames will be in 10 minute increments. If you get a time of 5:10, then that means you will have from 5:10-5:20.

If you have any questions regarding Mr. Barnwell's World History class, please email Mr. Ruppert. Mr. Martin may have to email you about your child due to other obligations. He should respond with a time when he is available. He will be unavailable for Wednesday from 4 - 7 and Thursday from 4 - 7 pm.

The conferences will be held as follows:

Wednesday, October 14 from 4 p.m. to 7 p.m

Thursday, October 15 from 12 p.m. to 7 p.m **with a lunch break from 4 - 4:50**

Friday, October 16 will be a day off for all staff and students.

Please read the following important information regarding the end of the first semester.

The first semester ends December 22, 2020. This end date is much earlier than in previous years. December 22 will be a half-day and exams will be given this day and the couple days before. Please make sure your student is in attendance to make sure they complete exams before Christmas Break.