

# Timberlake

## PUBLIC SCHOOLS

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*Elementary Principal  
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October 2, 2020

### **Fall Parent Teacher Conference Information**

Timberlake will be making the following changes to Parent-Teacher Conferences on October 13 & 14 in an attempt to address health concerns and make it more convenient for parents to meet.

- Phone Conferences can be scheduled if preferred over face-to-face meetings
- Conference times will be scheduled at both sites (information below)
- No children will be allowed in buildings during PTC
- No more than 2 adults in building for each child
- Visitors are to wait in vehicles until 5 minutes prior to meeting time
- All visitors will have temperature checked (no touch) at the door
- Main entrance (nearest office) at each site will be only available for entry
- No exit through main entrance, all other doors may be used to exit buildings
- Conferences will kept to strict start and stop times
  - If additional time is needed, a phone conference will be scheduled
  - Bells or announcements will signal end of each conference time

### **Elementary Specific Information**

- Please call Mrs. Atchley at (580) 626-4411 to schedule phone or in-person conference at elementary (PK-6)

### **Junior High/High School Specific Information**

- Parents can choose from the following times on either day for conferences
  - 4:00 – 5:00
  - 5:00 – 6:00
  - 6:00 – 7:00
- A maximum of 10 families will be scheduled for each session
- Parents will rotate amongst teachers during their scheduled hour
- Conferences limited to no more than 15 minutes
- Parents with multiple children at JH/HS can schedule more time if needed
- Please call Paula Burkes at (580) 852-3307 to schedule conference session

