

JOHNSON-BROCK PUBLIC SCHOOLS

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JEFFREY KOEHLER
SUPERINTENDENT

LUCUS DALINGHAUS
PRINCIPAL

September 25, 2020

Dear Parent(s) and/or Guardian(s):

Parent\Teacher Conferences are Tuesday, **October 6** and Wednesday, **October 7, 2020** at Johnson-Brock. *Wednesday's dismissal time will be 1:45pm.* Due to COVID-19 restrictions and recommendations, we are making slight adjustments to conferences this year.

Grades K-6

We will be utilizing the SignUp Genius application to schedule elementary conferences this year. You may access the schedule here: <https://www.signupgenius.com/go/4090545A8AA22A1F49-elementary>. Please sign up for a time convenient for you. We do ask that you arrive on time for your scheduled appointment and please be mindful of those who have conferences scheduled after you. All elementary conferences will be held in the Old Gym. Please enter through the main entrance. Once your conference(s) are complete, we ask that you please exit the building.

Grades 7-12

We will also use SignUp Genius to schedule junior high and high school conferences. The schedule may be accessed here: <https://www.signupgenius.com/go/4090545A8AA22A1F49-jrsr>. To help control the number of individuals in the building, we are asking parents to sign up for a time in which they will enter the facility. Please do not arrive prior to your scheduled time. The junior high and high school teachers will be located in the New Gym and we ask parents to enter through the New Gym entrance. When you enter the gym, you will be able to visit with any teacher you need to.

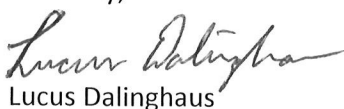
For All Participants

The following guidelines and protocols will be used:

- Masks are required for parents and teachers.
- Please leave students and siblings at home.
- If you have both elementary and secondary conferences, please use the west hallway (by the offices) to go from gym to gym.
- If you would prefer a Zoom meeting or a phone call in lieu of an in-person conference, please contact your child(ren)'s teacher(s) directly. They will schedule these opportunities for some time during the week.
- Please be on-time and considerate of those waiting for their own appointment times. Due to the large number of students, punctuality is necessary. If you are late for your scheduled time, the next person in line will proceed with their meeting and you may have to schedule your meeting for an alternate day.
- Please limit your conference with teachers to no more than 10 minutes. If a longer conference is desired or needed, please contact the teacher and an appointment will be made.

Feel free to contact the school if you have any questions. We look forward to seeing you!

Sincerely,


Lucus Dalinghaus