

## Students

### Parent-Teacher Conferences

#### Elementary Schools (Grades K - 6)

It is the philosophy of the District that parent-teacher conferences are vital for communicating the progress of every child to their parents. Therefore, all elementary schools shall schedule a conference with each student's parents during the Fall parent-conference period. It is the intent of this regulation that each teacher hold a personal conference with the parents of each of their students, rather than a telephone or informal conversation outside the classroom setting. Since these conferences constitute a significant element in creating a positive attitude toward the schools on the part of parents, a teacher should at no time indicate that a conference is unnecessary or pass up the opportunity for parents to relate their reactions and feelings about the work their child is doing at school. Parents shall always be made aware of the student's achievement in reading and mathematics based on the most recent information available to the teacher.

During Spring conferences teachers in grades K-3 and 6 are required to schedule a meeting with all parents. Teachers in grades 4 & 5 are required to have contact with all parents. The contact may be by telephone, written letter and/or by conference.

Conference time as designated by the Superintendent shall be held following each of the first two grading periods. During the conference period, all elementary schools shall be on a minimum-day schedule. Each parent conference shall be scheduled for at least a twenty-minute period. At the conclusion of the conference period, each teacher shall submit a report of the number of conferences held as scheduled and the reason for each conference not completed. A tabulation of the conference data shall be forwarded to the Associate Superintendent - Education Services by the building principal after each conference period.

During the conference period, teachers are required to follow regular duty hours or remain until the conclusion of their last conference if later.

This regulation does not restrict any parent and/or teacher from requesting a conference during the school year as the need arises.

#### Secondary Schools (Grades 7 - 12)

Secondary schools shall hold conferences upon the request of the parent, teacher, counselor, and/or administrator as the need arises during the school year.

Students

Parent-Teacher Conferences (continued)

Teachers of middle school students will hold parent conferences for the first and third quarters of the school year as directed by the principals. The students will be on a minimum-day schedule for the days necessary to hold the parent conference.

A tabulation of the conference data shall be forwarded to the Associate Superintendent, Education Services, by the principals after each conference period.