

P1471 CONFERENCE WITH PARENTS

BOARD POLICY:

The principal of a school, working with the school staff, is responsible for enlisting the cooperation of the parents in helping to meet the educational needs of students. Parent-teacher conferences, parent-student-teacher conferences, and parent-principal conferences are methods that are encouraged. These conferences provide opportunity for open communication regarding administrative procedures, instructional programs, goals and objectives, and pertinent information regarding student progress.

Administrative Implemental Procedures:

All Schools

1. Parents are encouraged to initiate conferences with school personnel by calling the school office. Principals shall assist in arranging parent-initiated conferences with teachers and other staff members.
2. It is the principal's responsibility to provide a structure for such conferences so that problem resolution can be attained.
3. Parent initiated conferences with the principal frequently are requested to solve a particular problem involving a son or daughter in the school environment. Principals should strive to create conditions conducive to solving the problem. These include:
 - a. Permitting the parent to be accompanied by others whom the parent has asked to attend; however, the total number in the conference should be kept at a reasonable level and the rights of privacy and confidentiality may make it necessary to exclude another patron of that school as a participant.
 - b. Promoting active listening by all conferees.
 - c. Allowing sufficient dialogue for the problem to be well defined and proposed solutions examined.
 - d. Providing a comfortable setting with minimal interruptions.
 - e. Attempting to gain full support by parent, school, and student regarding any solution or plan of action.

Elementary Schools

4. The elementary principal should plan conferences with individual parents, small groups, or large groups - depending upon the purpose and the subject.
5. Some conferences will need advance planning and information. Others will be handled in an impromptu manner - dependent upon the occasion and need.
6. It is the elementary principal's responsibility to administer the individual parent-teacher conference program as a supplement to the written and printed Progress Report form. The purpose of the individual parent-teacher conference is to promote a two-way communication about a student's abilities, achievements, interests, and attitudes. A conference may be used to clarify and supplement the Progress Report; it does not replace the report form except when approved in accordance with BOE Policy 1806 - *Report to Parents on Student Progress*. The Progress Report may be given to the parent at the time of conference.

Administrative Responsibility: Elementary and Secondary Education Offices

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