



# Regina Roman Catholic Separate School Division # 81

<b>Curriculum &amp; Instruction 8501</b> <b>Parent Student Teacher Progress Report Conferences</b>	<b>Administrative Application</b>	
	<b>Effective:</b>	May 16, 2017
	<b>References:</b>	ER-1 Treatment of Students and Parents/Guardians ER-2 Treatment of Staff and Volunteers
	<b>Status:</b>	Operational

## Application

1. Because of the review of existing practises regarding parent-student-teacher conferences and in recognition of the importance of communicating with parents about the progress of their children, elementary principals may dismiss school for up to two days in a school year. High school principals may dismiss school for up to one day per semester.
  2. In recognition of the varying issues related to the practise of early school dismissal and in an attempt to be responsive to the school community regarding parent-student-teacher conferences, the following flexibility and alternative approaches may be used by schools:
    - a. In any one school year, elementary schools shall be permitted to use up to the equivalent of four quarter school days to facilitate parent-student-teacher conferences both in the fall and the spring. High schools shall be permitted to use up to the equivalent of four quarter school days per semester to facilitate parent-student-teacher conferences.
    - b. The arrangement of this early dismissal time shall be at the discretion of the school principal in consultation with the teaching staff. It may take the form of four early dismissals both in the fall and the spring; combining these four quarter school days for one full day of school cancellation; or, using other combinations thereof as may be warranted by the needs of the students, the circumstances of the school and the expectations of the parents.
    - c. The matter of time of day and structure of parent-student-teacher conferences should be reviewed periodically so that the arrangements are in keeping with the needs of the students and the expectations of the parents. Principals are expected to survey the community prior to making a change to the existing conference structure at their schools.
    - d. In recognition of teacher flexibility in accommodating meetings with parents outside school hours and in appreciation of their continuing efforts to keep parents informed about the progress of their children at school, adjustments in the parent-student-teacher conference day, partial day or following day may be made to permit a variable start and end for teachers on that day.
- Note:**  
Principals are to be reminded to provide sufficient notice of early dismissal to parents, transportation companies, and the respective senior administrator.
3. Parent-student-teacher conference meetings are considered instructional time in the Regina Catholic School Division calendar. As such, student attendance at conferences is an expectation. Administrators and teachers are to advocate for the inclusion of students and plan accordingly for student involvement in the process.