

Revised: 2006-11-23

## ADMINISTRATIVE GUIDELINES REGARDING PARENT-TEACHER INTERVIEW PROCEDURES

The following statement is intended to clarify procedures regarding formally-scheduled parent-teacher interviews. It is intended as a clarification of procedures under Section E5 of the collective agreement and should, in no way, be considered as either a change to the Collective Agreement or the provision of compensatory time.

When schools organize formally scheduled parent-teacher interviews to discuss individual student program or progress, they do so through a process of staff and community consultation. When these interviews are formally scheduled after 6 p.m., then instructional hours may be adjusted to permit either a later start that day or a later start or an earlier end to the following day in accordance with Section E5 of the Collective Agreement.

### GUIDELINES FOR ADMINISTRATORS

1. The design and formal scheduling of parent-teacher interviews is a school-wide decision and based on the principle that parents and teachers will have adequate time and opportunity for meetings regarding individual student's program or progress. This will require discussions with staff and the Parent Advisory Committee in order to ensure that everyone has been consulted and there is general agreement with the design and scheduling of parent-teacher interviews.
2. The number of early dismissals (and late-starts) is limited to 4 in any given school year by statutory regulation.

*Section 8 (7) of the School Calendar Regulations (Page D-49) states:*

*"A board may, in any school year, shorten not more than 4 of the school days of a school in its district by a period of time that is not more than one hour, for the purpose of facilitating parent teacher interviews that*

- a) are not otherwise scheduled by way of a non-instructional period, and*
  - b) relate to student progress reports"*
3. When the normal end of instructional hours is to be adjusted for purposes of early dismissal, the usual dismissal time is 2 p.m. or one hour less than the normal instructional time on that day.
  4. When the normal start to the instructional day is delayed, then instruction should commence by 10 a.m. which will shorten the normal instructional time by one hour on that day.
  5. In individual school cases and where good reason exists, the school administrator may make slight adjustments to the times set above.