

Administrative Procedure 308

PARENT-TEACHER INTERVIEWS

Background

The reporting of student progress and growth is a process of two-way communication between the school and the home. In order to best serve the needs of the student, parent-teacher interviews will be held whenever requested by the parent or teacher.

Procedures

1. Each school may use up to the equivalent of three full school days per year for parent-teacher interviews.
2. Principals may break up the one or two-day time interval as required.
3. Interviews should be held for all parents, and a time schedule should be set up.
4. Invitations should be sent to parents. Principals are encouraged to arrange appointments for parents.
5. Principals and teachers should attempt some in-service for parents and teachers to try to make the interviews more effective.
6. Teachers should attempt follow-up procedures after interviews are held to try to remedy problems and issues that have been identified.