

PROCEDURE FOR USE OF RECORDS/CONFERENCE DAYS

This procedure is established in an effort to meet the needs of parents who require conferences at times other than preset conference days; to provide incentive for staff to make home visits and attend group meetings for those parents who find it difficult to arrange transportation to the school; and to encourage increased home/school communication.

The records/conference day consists of seven (7) hours and shall be worked in one of the following ways:

- The day may be worked at school as scheduled.
- Three and one half (3 1/2) hours may be worked at school on the scheduled records/conference day and three and one half (3 1/2) hours may be worked outside of the school day.
- The entire seven (7) hours may be worked outside the school day, with at least three and one half (3 1/2) hours of conferences for classroom teachers. Auxiliary faculty (teachers who do not have a homeroom) may work any combination of hours on school records and/or conducting parent conferences.

A conference/activity log must be kept for each conference and/or activity noting the date and time of day. The log must be signed by the teacher. It is recommended that the parent also sign whenever possible. This will be turned in to the principal one day prior to the scheduled Conference/Records day. Examples of these activities include any record keeping; Council meetings; committee meetings; conferences or consultations with other faculty members, parents or community members, in person or by telephone; or any other school activities which relate to the educational program of Cassidy School as approved by the principal. Teachers who conference with parents during their planning time can count that conference toward their requirement, provided that they document one hour of planning time before or after school on the same date.

Adpoted:

R E C O R D S / C O N F E R E N C E D A Y
Conference/Activity log

For what scheduled Records/Conference Day(s) are the activities listed below meant to substitute.

Date	Time of Day	Parent's Name <small>(if conference was held)</small>	Activity	Parent's Signature <small>(Optional but recommended)</small>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Total Time for the period _____

Teacher's Signature

Principal's Approval