

**Squires Elementary School
Lexington, Kentucky**

Policy Number: 2.2

Policy Area: Assignment of staff time (Record/conference days)

Rationale: Conferences between parents and teachers are fundamental to the educational process. Many parents can not attend conferences on a set day during specific time parameters. To better serve the needs of parents, teachers may elect to provide flexible conference times. This will be a reallocation of the scheduled records/conference hours.

Summary of Policy: Teachers may elect to schedule seven (7) and a half (1/2) hours of conferences or record-keeping on or before each flexible records/conference day appearing on the district calendar.

Work Parameters:

1. All district parameters for flexible records/conference days shall be followed.
2. At least three (3) hours and fifteen (15) minutes of the flexed records/conference time must be served at the school.
3. Homeroom teachers shall notify parents of their students within four (4) weeks from the start of school if they plan to provide a flexible conference schedule.
4. A log of all flexible records/conference times shall be filed with the principal prior to the records/conference day set forth on the district calendar. This log shall specifically cite the activities conducted (i.e., name of parent(s) in conference or description of other approved activity).

General conference requirements:

1. A conference record form (see appendix) shall be completed for each conference held and signed by both teacher and parent/guardian(s).
2. A minimum of two (2) conferences shall be conducted each school year.
3. Person to person conferences shall be preferred. However, if a parent/guardian(s) has not come for two scheduled conferences, or if the parent/guardian(s) submits in writing a request for a phone conference rather than person to person conference, a phone conference may be held. The conference report form shall be completed and copied. One copy shall be sent home for the parent/guardian(s) to sign and return.
4. Conference record forms shall be placed in the cumulative folder at the end of the school year.

Activities approved for flexible records/conference time:

1. Conferences with parent/guardian(s)
2. Record keeping of a permanent nature (i.e., reports cards, progress reports, cumulative folders, portfolios, other standardized tests, student achievement data, IEP's, etc.)
3. Compilation/analysis of assessment data
4. Scoring of permanent assessments or portfolios (i.e., writing portfolios, student achievement data, etc.)
5. ARC meetings before or after school
6. Staff meetings over one hour and START meetings may be used as reallocated time.

Revised 11/07, 10/6/08, 7/12/10