

## **P1471 CONFERENCE WITH PARENTS**

### **BOARD POLICY:**

**The principal of a school, working with the school staff, is responsible for enlisting the cooperation of the parents in helping to meet the educational needs of pupils. Parent-teacher conferences, parent-student-teacher conferences, and parent-principal conferences are methods that are encouraged. These conferences provide opportunity for open communication regarding administrative procedures, instructional programs, goals and objectives, and pertinent information regarding pupil progress.**

Administrative Implemental Procedures:

### **All Schools**

1. Parents are encouraged to initiate conferences with school personnel by calling the school office. Principals shall assist in arranging parent-initiated conferences with teachers and other staff members.
2. It is the principal's responsibility to provide a structure for such conferences so that problem resolution can be attained.
3. Parent initiated conferences with the principal frequently are requested to solve a particular problem involving a son or daughter in the school environment. Principals should strive to create conditions conducive to solving the problem. These include:
  - a. Permitting the parent to be accompanied by others whom the parent has asked to attend; however, the total number in the conference should be kept at a reasonable level and the rights of privacy and confidentiality may make it necessary to exclude another patron of that school as a participant.
  - b. Promoting active listening by all conferees.
  - c. Allowing sufficient dialogue for the problem to be well defined and proposed solutions examined.
  - d. Providing a comfortable setting with minimal interruptions.
  - e. Attempting to gain full support by parent, school, and pupil regarding any solution or plan of action.

### **Elementary Schools**

4. The elementary principal should plan conferences with individual parents, small groups, or large groups - depending upon the purpose and the subject.
5. Some conferences will need advance planning and information. Others will be handled in an impromptu manner - dependent upon the occasion and need.
6. It is the elementary principal's responsibility to administer the individual parent-teacher conference program as a supplement to the written and printed Progress Report form. The purpose of the individual parent-teacher conference is to promote a two-way communication about a pupil's abilities, achievements, interests, and attitudes. A conference may be used to

clarify and supplement the Progress Report; it does not replace the report form except when approved in accordance with BOE Policy 1806 - *Report to Parents on Pupil Progress*. The Progress Report may be given to the parent at the time of conference.

Administrative Responsibility: Elementary and Secondary Education Offices

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