

**DESA Parent/Teacher Conference Protocol 2015-2016 Revised October 7, 2015\*\*\***

- ❖ Parent/Teacher conferences are required in all school matters that affect your child’s learning habits.
- ❖ Parent/Teacher conferences may be requested by parents/guardians, students, teachers, counselor, or administrators.
- ❖ Parents are encouraged to meet with their child’s teacher(s) periodically throughout the school year.
- ❖ All conferences must be scheduled with the teacher via phone or email.
- ❖ Conferences may be held in person or over the phone.
- ❖ Conferences may be scheduled and held during a teacher’s planning time by appointment only.
  - Grades K-1 – 12:35 – 1:15
  - Grades 2-3 – 1:30 – 2:10
  - Grades 4-5 – 8:15 – 8:55
  - Grades 6-7 – 9:10 – 10:00
- ❖ After school conferences (after 3:15 p.m.) will be held by appointment only.
- ❖ Conferences may not be scheduled on Tuesdays during teachers’ planning time. Teachers meet in collaborative teams or with Administration on Tuesdays.
- ❖ Conferences may not be scheduled after school on Wednesdays. We meet as a whole faculty on Wednesdays.
- ❖ Conferences may not be scheduled or held between 7:10 a.m. – 8:00 a.m. During this time teachers are supervising our students and providing extra supportive instruction.
- ❖ Our teachers’ work day is 7:15 a.m. to 3:15 p.m.
  - Please allow teachers 24-36 hours to respond to messages, Monday – Friday.
  - Teachers will respond to messages during their planning time or after school.

❖ Dates Progress Report/Report Card Go Home:

Sept. 15, 2015	Oct. 15, 2015	Nov. 16, 2015	Jan. 11, 2016 (Report Card)
Feb. 8, 2016	Mar. 17, 2016	Apr. 26, 2016	May 26, 2016

- ❖ Parent Conference Nights are held four times a year between 3:30 p.m. – 5:30 pm. These conferences are scheduled through parent request or by invitation from the teacher. A Parent Conference Night Notice will be sent home prior the scheduled times. Parent Conference Night Dates:

Oct. 29, 2015**	Dec. 3, 2015	Feb. 9, 2016	Mar. 17, 2016**
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- ❖ Parents are encouraged to meet with the teacher FIRST regarding all concerns. Our Counselors and/or Assistant Principal will sit in on a conference upon request. A conference with the teacher and/or Assistant Principal is preferred prior to a request for a conference with the Principal.
- ❖ All conferences will be documented on the DESA Parent Conference Form.