



Form
4220 (b)

Scenarios for Parent-Teacher Conferences as Professional Days

Parent-Teacher Conferences are an essential component of the Catholic school experience, and all schools are expected to designate time in the school calendar for them. Conference time may be counted as professional days in the following scenarios:

1. A full day (eight hours) in which no direct pupil instruction is occurring is the equivalent of one professional day.
 - a. The hours designated for conferences may be scheduled at any time during the day, including evening hours. Examples:
 - i. Conferences 8:00 am – 12:00 pm and 1:00 pm – 5:00 pm
 - ii. Conferences 11:00 am – 3:00 pm and 4:00 pm – 8:00 pm
 - b. Counts as a full professional day
 - c. May not be counted as a student contact day.
2. A full day of direct pupil instruction followed by a designated period for conferences. The hours used as conferences may count toward the professional day requirement. Examples:
 - a. School day: 8:00 am – 3:00 pm followed by conferences: 4:00 pm – 8:00 pm
 - i. Counts as one student contact day and counts as one-half professional day
 - b. Two school days: 8:00 am – 3:00 pm followed by two days of conferences 4:00 pm – 8:00 pm
 - i. Counts as two student contact days and counts as one professional day.
 - c. Rationale: the conference time beyond the normally expected teacher work day (approximately four hours of conference time) should be compensated time for the teachers and thus may count toward the total number of professional days.
3. One half-day of direct pupil instruction followed by a designated period for conferences. Examples:
 - a. School day 8:00 am – 11:30 am followed by conferences 12:00 pm – 4:00 pm
 - i. Counts as one student contact day but does **not** count as a professional day.
 - ii. Rationale: the teacher workday is expected to be a full day. A combination of direct pupil instruction with other professional duties constitutes a contracted day but can only be counted as a student contact day or a professional day, not both.
 - b. School day 8:00 am – 11:30 am followed by conferences 12:00 pm – 8:00 pm
 - i. Counts as one student contact day and one-half professional day.
 - ii. Rationale: the conference time beyond the normally expected teacher work day (approximately four hours of conference time) should be compensated time for the teachers and thus may count toward the total number of professional days.

Note: Parent-teacher conferences, even if the student is required to attend, is never counted as direct pupil instruction time nor as a student contact day if the full day is designated for conferences.