



Department: Business Affairs  
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## ADMINISTRATIVE POLICY

The online version of this policy is official.  
Therefore, all printed versions of this  
document are unofficial copies.

## PARENT TEACHER CONFERENCE DAYS

Certified Employees are required to attend parent teacher conferences. CMCSS schedules two (2) meetings per school year that allow parents and guardians an appropriate time to meet with faculty members. Pursuant to the Parent Education Participation Act (TCA 49-6-7002), these meetings shall not occur during school hours of any day that is counted for purposes of meeting the one hundred eighty (180) days of classroom instruction. CMCSS schedules these meetings with the consideration of the needs of working parents in the community.

Certified employees receive a paid day as part of their calendar that is adjacent to the Thanksgiving Holiday. The annual calendar reflects this day as a "P/T Conference Day". If an emergency occurs and a teacher is unable to attend the scheduled parent teacher conference day, they are required to coordinate with their principal to schedule a make-up day that best fits the needs of the school and parents outside of the teachers work-day. If a teacher does not reschedule this day, their pay will be adjusted to reflect a reduction in pay equal to one (1) day's pay.

### Revision History:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
11/28/22		Initial Release

**\*\*\* End of Policy \*\*\***