



DEPARTMENT OF DEFENSE DEPENDENTS SCHOOLS
OFFICE OF THE DISTRICT SUPERINTENDENT

SOP #3

JAPAN

Unit 5072 APO AP 96328-5072

PACIFIC

June 3, 2003

MEMORANDUM FOR JAPAN DISTRICT SCHOOL ADMINISTRATORS

SUBJECT: Parent Conference and Inservice Days

This guidance is being issued to avoid confusion regarding the number of days set aside for parent conference and inservice at the building level. We use the information provided in DoDDS Pacific regulation 2003. The information contained in this memorandum is taken directly from this regulation. If you do not have a copy of this document, please contact the DSO and request that a copy be sent to you. Please share this information with your FRS and faculty.

Parent Conference Days

Kindergarten:

* **Orientation:** The start date for kindergarten will be delayed one week to allow for home visits. Orientation should also take place during that same week. Parent orientations should not exceed two days and must be completed sometime during the first two weeks of school.

* **Scheduled Parent Conferences:** Kindergarten teachers must conduct scheduled parent conferences for all parents immediately following the first grading period. Teachers, on an "as needed" basis, will conduct parent conferences immediately following the third grading period. Release time should be consistent with actual needs, normally five days for the first grading period and two days for the third grading period.

First – Sixth Grade in an Elementary School Setting:

* **Parent Conferences:** Conferences will be scheduled for all parents of students in first through sixth grade when students attend an elementary school. Conferences will be scheduled for parents of all students immediately following the first grading period. Conferences following the third grading period will be scheduled at the discretion of the principal. Individual parent conferences that occur within a two-week period prior to the regularly scheduled conferencing period may replace the regular conferences. Up to five, one-half days of release time for each conference period are authorized. If the conferences following the third grading period are not mandatory for all parents, then the release time is reduced to two, one-half days.

Middle Schools:

* When middle schools have any grade that has a self-contained organization, the same procedure as employed in kindergarten through sixth grade is to be implemented. When middle schools have any grade which has a departmentalized organization, teachers shall be responsible for identifying students for whom conferences are desired, and the principal shall provide appropriate release time up to two, one-half days for the conferences after the first grading period and reduced release time following the third grading period.

High Schools:

*Parents of students who are failing, or in danger of failing a course, should be informed and have the opportunity to attend a parent conference prior to the student receiving a final grade.

INSERVICE DAYS

Schools are authorized three days for use at their discretion in support of the School Improvement Plan.

Schools undergoing NCA accreditation are authorized one additional half day.

One day of inservice is provided for each complex Educators' Day.

In addition, schools may be authorized days for DoDEA curriculum implementation inservices.

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Bruce Derr

District Superintendent