



File IHC

**PROGRESS REPORTS TO STUDENTS/PARENTS/GUARDIANS**

Student progress and achievement shall be reported to parents by way of a combination of written reports and parent-teacher conferences. A minimum of three written reports and two Parent-Teacher conferences shall be held during the school year.

Reporting dates shall be determined annually at the beginning of September. The form and content of the report card shall be in accordance with regulations established by Manitoba Education.

Teachers are encouraged to communicate with parents more frequently than indicated above should such contact be warranted by the progress of individual students.

The Board supports schools utilizing flexible scheduling and other alternatives to ensure maximum participation of parents at Parent-Teacher conferences.

The following guidelines are to be applied when planning for Parent-Teacher conferences outside regular school hours.

- 1) A written copy of the school plan for conferences shall be forwarded to the Superintendent's Department for approval at least one month prior to the conference date.
- 2) It is recommended a total minimum of 5.5 hours be allocated for Parent-Teacher conferences.
- 3) In addition to the evening opportunity, Principals need to ensure that the Parent-Teacher conference plan include some time during the designated conference day. Further, where practical, it is recommended time be made available to parents during the lunch break (12:00 - 1:00 p.m.).