**Tuesday Afternoon Time**

Tuesday afternoons from 2:40 to 3:20 are designated as time for teachers to engage with parents. This can mean working directly with a parent/guardian (i.e. a face to face conference or group parent meetings), calling parents, updating your class or grade page for our website, working on a newsletter, preparing for open-school night, etc…

Teachers are expected to keep a log of all activities related to parent engagement. These logs may be used to show how the school is progressing towards its goal of creating a welcoming environment for families. They may also be used to show how we are working to meet the 2015-2016 District 2 goal of 90% parent participation in at least one school activity/event.

Certain Tuesdays at the beginning and end of the year are set-side for MoSL activities (as needed). These dates will be sent via email and posted as soon as they are available.

Time is set aside from 3:20 to 3:55 for “other professional work” with a list of allowable activities. If there is something you would like to do during this time, but it is not explicitly listed, please see an administrator to discuss it.

If on any given Tuesday you do not need the full forty (40) minutes for parent engagement then you may use the remaining time for other professional work. Similarly, if you would like to use more than 40 minutes on a given Tuesday for parent engagement time then please discuss it with an administrator.