



FREQUENTLY ASKED QUESTIONS

Early Dismissal Days - General Concepts – September 1, 2026 – June 30, 2029

Preamble:

The Chilliwack Teachers Association and The Chilliwack School District commit to do a Frequently Asked Questions Document and send out joint, consistent messaging to all staff with regards to the information contained in the Letter of Understanding.

1) Why must it be decided at a Staff Meeting if Parent Teacher Conferences occur in the evening or the afternoon?

As per Article D.35.2 of the Collective Agreement states:

ARTICLE D.35 PARENT CONFERENCES

1. The Board and the CTA agree that there shall be at least three (3) formal written reports to parents and at least two (2) informal reports.
2. The required number and type of informal reports shall be discussed and determined at a scheduled staff meeting.

**The decision at the Staff Meeting will be based on a Majority Rules vote.*

2) When does Early Dismissal begin if the Staff Vote to hold parent interviews during the day?

As per Article D.22.2.c of the Collective Agreement it states:

Early dismissals begin after instruction of three hours. Staff may choose to leave at the regular dismissal time plus the five (5) minutes after school closure in the afternoon as per Article D.23.5 Hours of Work.

An example schedule may be as follows:

- School begins at 8:24 am
- After three (3) hours of instruction at 11:24 am the students are dismissed, and the teachers may have a lunch break and then begin interviews OR begin interviews and then plan a lunch break however dismissal for the teacher will still occur at the regular dismissal time of 2:20 pm plus the five (5) minutes after school closure in the afternoon as per Article D.23.5 Hours of Work.

3) How long should evening interviews be?

The duration of the evening interviews will match the number of instructional minutes remaining after the first three hours of the instructional day, as outlined in D.22.2.c. In addition to this time, a meal break may be included.

There is no difference in time between doing interviews during the day or evening.

4) Why do we have to do Parent Teacher Conferences?

Teachers have a responsibility to meet with and communicate with parents regarding their child's progress both formally and informally.

a) D.35 Parent Conferences of the Collective Agreement states:

1. The Board and the CTA agree that there shall be at least three (3) formal written reports to parents and at least two (2) informal reports
2. The required number and type of informal reports shall be discussed and determined at a scheduled staff meeting

For the purposes of this FAQ, Parent Teacher Conferences are considered informal reports.

b) In the Professional Standards for Educators #4 it states:

Educators value the involvement and support of parents, guardians, families and communities in schools. Educators understand, respect and encourage the participation of families and communities in student learning and development. Educators consider the perspectives of parents/guardians regarding their children. Educators communicate effectively and in a timely manner with parents/guardians.

c) In the School Act, under Teacher Responsibilities and Duties of Teachers it states:

That teachers regularly provide the parents or guardians of a student with reports in respect of the student's school progress.

d) In the Reporting Order of British Columbia on the BC Ministry website it states.

Meaningful communication: Researchers stress the importance of ongoing, comprehensive, and timely communication with parents and caregivers. Effective communication between home and school has a positive impact on student learning and engagement.

5) If our staff vote for the evening Parent Teacher Conference, how long must we be in attendance?

The time from the Early Dismissal until the end of the day, excluding lunch breaks is equal to the time spent in the evening.

6) What should I do if an anomaly occurs and I am unable to attend the evening for Parent Teacher Conferences?

You should connect with your Principal or Vice Principal about the anomaly. If the Principal or Vice Principal has any questions or concerns, they will reach out to their Direct Supervisor.

7) What if I become ill and am unable to complete my Parent Teacher Conferences?

If you are ill on the day of the interviews, you would be responsible to complete those interviews at an alternate time that is mutually agreeable to both the teacher and the family.

8) What if I become ill on the half day Early Dismissal Day?

If a teacher becomes ill on the half day Early Dismissal Day AND they completed their interviews the evening before the teacher would complete two entries in the system and log half a day sick leave and half a day alternate assignment.

9) Do we vote once for all the Early Dismissals for that entire School Year?

No, each vote should be completed separately at a Staff Meeting for each Early Dismissal date. The vote is to be held on the same day, but two separate votes will take place – one for each early dismissal.

10) When should the vote occur for the 2025—2026 during each School Year?

The two Early Dismissal dates are in October and February. Staff should vote no later than the end of September for both Early Dismissals so that the calendar can be set for parents and teachers who may require childcare.