

OSSTF Limestone District 27

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To: All Members of District 27
From: John Vince, District and Teachers' Bargaining Unit President
Re: **Reporting to Parents/Guardians**
Date: September 20, 2013

Dear Members,

Recently, many questions have come up concerning procedures and protocols for reporting to parents/guardians on the progress of their children or wards. This memo will attempt to clarify the process.

Communicating with parents or guardians

The Duties of Teachers are listed in the Education Act. The following section from the Act pertains to communicating with parents or guardians:

S.20(k) participate in regular meetings with pupils' parents or guardians;
Regular meetings in the past have included things such as a traditional face-to-face conference with a parent or guardian during school hours or afterwards; phone conversations; emails or other electronic communications; completion of "Early Reports" and more. (Note: I will be sending information to your Branch Presidents with some cautions about electronic communication).

There is no "right answer" for how to communicate. I would encourage you to continue to do the format that best meets the needs of you and your student/parent/guardian community. If phone calls work best for you, continue to use them. If filling our Early Reports is best, use that format. It is up to **YOUR** Professional Judgement what format you choose. Thus, participation in an "Open House" or "Meet-the-Teacher Night" or "Grade 8 night" or "Grade 9 Parent's night" or filling out "Early Reports" or other is your **voluntary** choice to participate in if you wish.

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Written Reports

The requirement to produce a written report to parents or guardians is outlined in a separate part of the Education Act:

S.20(i) ensure that report cards are fully and properly completed and processed in accordance with the guides known in English as Guide to the Provincial Report Card, Grades 1-8 and Guide to the Provincial Report Card, Grades 9-12....;

→ This document (Guide to the Provincial Report Card, Grades 9-12) states that "semestered schools will use the Provincial Report Card, Grades 9-12, for formal written reports to parents **two times a semester**. The first report of the first semester should be issued during the fall."

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There have been different models tried and tested for Parent/Guardian night, with the majority of our sites currently using a single night, usually two (2) hours in length. This night is often scheduled just before or just after the midterm reporting period. If you or your worksite have innovative or alternate models that you think may work equally well or better, please let the District Office know, and we can bring these suggestions forward to our monthly Board-Federation meetings.

However, it is important to consider what works best for all of our members. For example, although having a night for Grade 9/10 parents/guardians and a separate night for Grade 11/12 parents/guardians may seem appropriate, this can be challenging. It requires teachers and parents/guardians who have pupils in both sections to commit to two long evenings. It also may make it difficult for the many members who are split between two worksites or who may be parents or guardians themselves.

If you have any questions or would like to speak further about it, please contact me at the District Office.

Yours in Solidarity,
John