



BULLETIN

Ottawa Carleton Elementary Teachers' Federation

www.ocetf.org

To: OCETF STEWARDS

From: Peter Giuliani
Date: 11/12/2007
cc: Cathy Nevins, Superintendent of Instruction

Re: **Parent/Teacher Conferences - December 7th**

Please forward this message to all teachers.

The school year calendar, set by the board, allows for one day of parent/teacher conferences in the fall (December 7).

As part of their professional responsibilities, teachers contact parents by note, telephone and meetings as the need arises. The method of communication chosen is always the one which best suits the circumstances.

The instructional day for all teachers is 300 minutes, which translates into 300 minutes of interview time. It may not be possible to meet with the parents of every student within this time.

While it is hoped that the parents of every student will be contacted to discuss individual student progress, teachers should not feel that they are required to work beyond the 300 minutes to accomplish this. If an interview cannot be scheduled within this time frame, teachers should make another arrangements that is convenient to the parents and to themselves.

Many staffs have decided to schedule some of the parent/teacher conferences during the evening and work an abbreviated day on the Friday. Some staffs have agreed to schedule all interviews on Thursday afternoon and evening. Such decisions are appropriate providing that they have been reached by staff consensus and the total interview time teachers are required to work does not exceed 300 minutes.

Provisions must be made for any teachers who are unable to schedule evening conferences because of personal reasons and teachers who find themselves in such a situation are encouraged to speak directly with administration to inform them of this.