

## Memo #7

Date: November 2, 2021

To: Members

Re: **Parent-Teacher Interviews; School Safety; Insurance Information**

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### Parent-Teacher Interviews

As you have been made aware by your principal, Parent-Teacher Interviews will be occurring this year in a virtual format. The plan is to hold 10-minute interviews, with a 5-minute gap in between so teachers can end one interview and get to the next interview.

Parent-Teacher Interview are not a Collective Agreement item. Arbitrators have stated it is not outside the role of the teacher to provide one evening to discuss student progress.

The decision is a school board decision made in conjunction with consultation with local public health units. OECTA Simcoe Muskoka Elementary have been having ongoing dialogue with the Board to obtain some clarification.

#### 1. **Do teachers need have their camera on during the Parent-Teacher Interview?**

**Board:** Yes, this is the expectation. Teachers would be face-to-face with parents/guardians, students if they were holding interviews at their work location.

#### 2. **Will the school's internet connection support all the teachers holding interviews?**

**Board:** With our SDWAN additional bandwidth, we shouldn't have any Google Meet issues if Google itself remains stable.

#### 3. **If the connection fails mid-interview, what should teachers do?**

**Board:** It depends. If the interview is close to being finished, a teacher may want to reach out to see if the parent(s) wish to continue.

Parents will be notified that if the internet connect or Google connection fails, the teacher will move to phone interviews.

**If you do have to access your phone for interviews, please remember to block your number, before calling.**

#### 4. **Should teachers be using their cell phone as a hotspot?**

**Board:** No. There will not be any reimbursement for data overages or usage.

#### 5. **Will teachers be able to work from home during the Friday interview day?**

**Board:** If this is a need for a teacher, they are to discuss with their principal. The Board will not be paying for internet/data usage.

**The Board would not commit to working from home as standard option. However, they did allow it as a possible option. If your principal declines your request, please contact the Unit Office.**

**6. Are teachers and/or parents given the option for a virtual or phone interview?**

**Board:** Virtual is the first option. Some parents may have connectivity issues etc. and may require a phone interview.

**7. For those parents who don't sign up, what are the expectations of teachers?**

**Board:** During an open time – either on the Thursday evening or Friday, teachers can call the parents.

**Remember to document that you called the parents. Document if you spoke to them and if you left a message.**

**8. Should teachers block out time for their preparation and planning time on Friday?**

**Board:** Yes. The PA Day is considered one of the 194 school days. However, teachers can be flexible with the placement of the time.

**A reminder that teachers who have PDT additional prep and planning on Friday, should book that time as well.**

**9. Should teachers block out a section of time for their 40-minute uninterrupted lunch?**

**Board:** Yes. In some schools, administration is providing a lunch, and having it delivered/available at a certain time, and as such may block out a school-wide lunch break.

**10. Should teachers block out a section of time for dinner on the Thursday evening?**

**Board:** Yes. In some schools, administration is providing a dinner, and having it delivered/available at a certain time, and as such may block out a school-wide dinner break.

**11. Who determines the end time on the Thursday evening?**

**Board:** This is a Board decision. 8:30 pm has been the end time for the Thursday evening interviews for several years.

**12. Do interviews have to end right at the end of the school day on Thursday? What about those who have supervision?**

**Board:** There should be a buffer built in from the end of the school day to the beginning of interviews.

**13. Some schools end their school day earlier than others, is there a set time for the Thursday evening?**

**Board:** If a school begins earlier than most, teachers can discuss with their principal and if the principal feels this is a valid reason, they can discuss with their school Superintendent.

**14. Who determines the start and end time for the Friday interviews?**

**Board:** This is determined at the school level. If a teacher has concerns or issues, they should discuss with their principal. **If your principal declines your request, please contact the Unit Office.**

## **School Safety**

In 2015, the Ministry of Education created the *Provincial Model for a Local Police/School Board Protocol*. This document mandates the development of a school board *Emergency and Crisis Response Plans* which include the school 'lockdown plan' and other procedures to be followed in an emergency situation.

Also, consistent with the provisions of the 2019-2022 Central Agreement Article 21, the *Provincial Model for a Local Police/School Board Protocol 2015* includes direction for school boards related to:

- **Ensuring that all teachers have the means to summon immediate assistance in the case of workplace violence; and**
- **Ensuring that all teachers (including occasional teachers) are able to lock their classroom door(s) in the event of an emergency.**

Therefore, if you have experienced a situation where you have used the classroom P.A. system and have not been able to connect to anyone, or if you have been told the principal and/or vice-principal is busy, this is a violation of point one above.

If since moving to a school fob system, your school has taken away classroom keys, this is a violation of point two.

If either point is not occurring, you will need to notify your principal, and during the monthly Health and Safety Inspection, you will need to make this a point of concern, so that it gets placed on the report.

## **Insurance Information**

### **What is usage-based insurance and is it right for you?**

Usage-based insurance (UBI), also known as pay-as-you-drive insurance, has recently spiked in popularity amongst Canadian drivers who find themselves driving less since the arrival of COVID-19. More drivers are looking for a way to be rewarded for their good driving habits. Wondering if usage-based car insurance is right for you? We've put together a guide to help break down the FAQs of UBI programs.

Learn more at <https://otipinsurance.com/article129>.

**If you have any concerns, please contact the Unit office at 705-733-9625 or 1 800 558 4815**