

**Memo #14**

Date: January 16, 2019

To: Simcoe Muskoka Catholic Elementary Teachers

Re: **Term One – Report Card Responsibilities; New Student or Student Leaving; Absent Teacher; Black Out**

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**Term One - Report Card Responsibilities**

The following information has once again been provided for your reference. I have provided the outline of who is responsible for each role below. You will notice that proofreading and/or editing other teachers' report cards, **is not** listed as a Role or a Responsibility for Teachers but proofreading and/or editing are essential. Please contact the Unit office if you have any concerns.

ROLES AND RESPONSIBILITIES FOR TEACHERS:

- Teacher accesses data file on-line
- Teacher writes reports and notifies Principal when they are complete
- Teacher signs/copies/distributes report cards
- Makes corrections, as required, and print corrections
- Distributes report cards

ROLES AND RESPONSIBILITIES FOR PRINCIPAL/VICE-PRINCIPAL:

- Enters database information
- Manages report card administration within school
- Reviews report cards prior to distribution
- Arranges for printing of report cards
- Signs report cards.

PROCESS:

1. Principal prepares database of: a) student data; b) teacher data
2. Principal or administration office designate (this is not a teacher) prints report cards for each class
3. Principal reviews report cards
4. Principal directs teacher to make corrections as required and prints corrected pages

**New Student or a Student Leaving**

The cut-off date for withdrawn students is December 10<sup>th</sup>. Please note that when a student leaves the school, the classroom teacher should be completing a report card as soon as possible that corresponds with the departure date. If you have had a student up to or before December 10<sup>th</sup>, then you are responsible for that student's report card. Conversely, if you are receiving a student after December 10<sup>th</sup>, then the previous school/teacher(s) are responsible for completion of the report card.

## **Absent Teacher(s)**

When we have multiple teachers working in the same placement there are issues that may come up when report cards are being prepared.

### **Situation 1:**

When a teacher has been absent for an extended period of time, and a Long-Term Occasional Teacher has been hired.

- When the teacher returns, they should be receiving a copy of marks, assessments, comments for subjects and/or strands covered (ideally an electronic copy).
- OR LTO – if they have access to PowerTeacher – could input marks, comments for subjects and/or strands covered directly into the report card.

### **Situation 2:**

When you are going to be absent for an extended period of time and a Long-Term Occasional Teacher needs to be hired.

- Provide the LTO with a copy of marks, assessments, comments for subjects and/or strands covered (ideally an electronic copy).
- OR – if you have access to PowerTeacher – you could input marks, comments for subjects and/or strands covered directly into the report card.

Ideally the principal should be communicating with the incoming and outgoing teacher(s) to remind them of their responsibilities as it applies to report cards.

## **Printing of Report Cards:**

Teachers should not be expected to print out copies for the Principal or Vice-Principal to review. However, teachers can be directed – once corrections are made – to print the corrected pages. With the new PaperCut System, teachers' access to photocopies should not be negatively affected by copying Report Cards.

## **Blackout Period:**

The Blackout period for this term is from **February 1<sup>st</sup> to February 7<sup>th</sup>** with Reports being due to the Principal on **February 8<sup>th</sup>**. Just a reminder that during this time frame, no Teacher will be required to attend **Board initiated** (central, regional or administrative school based) meetings/in-services. The Blackout Period dates are set well in advance – when the new school calendar is finalized – and presented in Memo #3 so they should be known when planning school-based meetings.

## **Report Card Writing PA Day:**

The scheduled PA day scheduled for Friday, February 1<sup>st</sup>, and is to be used for the **sole purpose** of report card writing or preparations to enable you to write the report cards. There should be no other agenda items scheduled for this day.

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