

**Memo #9**

Date: October 28, 2019

To: Simcoe Muskoka Catholic Elementary Teachers

Re: Progress Reports – Responsibilities; Printing of Reports; OTIP News

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**Progress Reports - 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.

However, when you submit your Progress Reports to your administrator, they should be considered completed and ready to print. There is an understanding that there may be some minor errors and/or corrections, but the administrator is not our personal editor.

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 sign/copy/distribute report cards
- Make corrections, as required, and print corrections
- Distribute 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

## **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.

## **OTIP NEWS**

### **1. 10 common car insurance myths debunked**

**MYTH: The type of car I drive has no impact on my insurance rates.** **FACT:** Yes, the type of car that you drive does indeed influence your car insurance rates.

Learn more at [www.otipinsurance.com/article49](http://www.otipinsurance.com/article49)

### **2. How to protect your family from deadly, invisible gases**

Radon and carbon monoxide are poisonous gases that are odourless, colourless and tasteless, making them threats to the safety of your home. Exposure to high levels of radon is the leading cause of lung cancer in non-smokers, causing over 3,200 Canadian deaths each year<sup>1</sup>. Carbon monoxide is the leading cause of fatal poisonings in North America. By following the steps below and taking the proper precautions, you can help protect your home and family from these deadly gases.

To learn more, click here: [www.otipinsurance.com/article51](http://www.otipinsurance.com/article51)

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