

Memo #13

Date: October 30, 2017

To: Executive/Members

Re: **Fifth Disease; Progress Reports - Report Card Responsibilities**

Fifth Disease:

This disease is usually not a problem for pregnant women and their babies. About half of pregnant women are immune to Fifth Disease, so they and their babies are usually protected from getting the virus and Fifth Disease. Pregnant women who are not immune usually have only mild illness if they are exposed to Fifth Disease. Also, their babies usually do not have any problems.

Rarely, a baby will develop severe anemia caused by its mother's infection with Fifth Disease. It happens less than 5% of the time among all pregnant women with Fifth Disease infection, and it happens more commonly during the first half of pregnancy.

If you are pregnant it is suggested that you have a blood test for Fifth Disease. A blood test for Fifth Disease can show if you:

- are immune to this virus and have no recent sign of infection,
- are not immune and have never been infected, or
- have had a recent infection.

If you are not immune, you are to notify your principal. If a case of Fifth Disease is notified to the school, you should be notified ASAP, and a plan can be put in place for your safety and the safety of the unborn child.

Progress Reports - 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. 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.

**If you have any concerns, please contact the Unit office at 705-733-9625 or 1 800 558 4815
Thank you for sharing this information with OECTA members.**