

Memo #4

Date: October 7, 2020

To: Members

Re: Black Out Dates; Approved Diagnostic Assessment; Safe School Incident Reports; Accident Reporting Form; BMS Training; Retirement Information

Black Out Dates (Progress Reports)

October 30th to November 5th: Progress Report Blackout

November 6th: Progress Reports due to the Principal

November 18th: Progress Reports sent home for Grades 1 to 8 students

Approved Diagnostic Assessment

Teachers are to use their own professional judgment to determine which of the approved diagnostic assessments to use, which students will be assessed, the frequency of use, and the appropriate timing of the use of these assessments.

Diagnostic assessments should play an important role in our classrooms and their use needs to continue to direct our teaching and planning. There shall be no arbitrary deadlines for these assessments, however your Principal can request that you share with them any assessment data that you have completed, and they can discuss with you regarding your personal diagnostic assessment plan for your classroom. This might be something to place in your Long-Range Plans.

What Principals can't do, is direct a teacher that they must perform specific assessments, for specific students, by a given date, as this would be contrary to the Diagnostic Assessment understanding in our collective agreement.

The Board approved list of diagnostic assessments for this school year is as follows:

LITERACY	NUMERACY
First Steps Writing/Reading	Numeracy Nets
CASI	Leaps and Bounds
PM Benchmarks	ONAP (Ontario Numeracy Assessment Project)
An Observation Survey for Early Literacy Achievement	Gap Closing - Mathematics Ministry Resource
Running Records	First Steps Mathematics
	MathUp
ESL/ELL/ELD	
Ministry STEP Resources	

If your school does not have any of the above resources, you should let your principal know, and they can contact the Board to provide the necessary resources.

If you are unfamiliar with any of the above resources, you should inform your principal, and appropriate training should be provided.

MathUp is new to the Assessment list this year.

Math Up is a comprehensive Math teaching resource including sequenced lessons, differentiated activities, assessments and embedded professional learning. Each school will receive a number of copies based upon student enrollment. Schools are able to top-up school supplies if they wish.

Assessment, Evaluation and Reporting: You can find the information on Employee Connect:

Elementary: School Resources > Assessment, Evaluation, and Reporting > Policy Documents > Elementary AER Monographs

Safe School Incident Reports (SSIR)

Fill out an SSIR Form if:



If you see an act, or an attempt, of aggression, or statement or behaviour...



If you hear an act, or an attempt, of aggression, or statement or behaviour...



If you are the target of either physical or verbal aggression ...

YOU MUST COMPLETE THE SAFE SCHOOLS INCIDENT REPORT ([Link](#))

Mitigating Factors do not mean you should not complete an online report; however, these factors may be the reason the student is not suspended by the principal or vice principal.

If the response you receive from the school is continually blank, feel free to request a debrief. The school response should change overtime – progressive discipline, contact parents, refer to team meeting.

Accident Reporting Form

A teacher may also need to fill out an Accident Reporting Form.

If the incident required you to obtain first aid, external medical attention or lost time, you **must** complete the Board's Accident/Incident Report Form. This form is only available in paper copy.

If the **near miss** involves violence or potential violence, then the online tool (SSIR) only is required.

Behaviour Modification System (BMS)

Many teachers have taken the Behaviour Management Systems (BMS) Training, offered through the Board, over the last couple of years.

This training offers great resources and skills on how to redirect student behaviour. However, the last section reviews physical restraint, and this section causes OECTA great concern.

OECTAs position is that the use of physical restraint on a student is to be avoided (used as a last resort). Furthermore, while we do not stand idly by when students are at possible risk of serious harm, the use of physical restraint on a student raises a number of concerns:

1. Any use of physical restraint, requires the use of "reasonable force" and brings with it some potential risks. A highly trained person is less likely to do something with too much force or sustained force over time. However, as stated previously, the use of physical restraint should be a rare occurrence, and a reminder that the Online Safe Schools Incident Report (SSIR) needs to be completed if the student/teacher interaction involves violence or aggression. Subsequently rare, is when a teacher is reported to the Children's Aid Society (or equivalent) for questionable behaviour towards a student. A reminder that having BMS training does not preclude you from being part of a CAS investigation. Again, we don't sit idly by when students are at possible risk of serious harm.
2. Once trained, teachers may be called upon, or identified in the Behaviour or Safety Plan. This adds a level of responsibility and risk.
3. The potential for a teacher to be injured while trying to physically restrain a student is a concern.
4. No teacher should be using their own vehicle to put a child, who has run away from school property, into their car. If a child leaves, if told by administration to keep an eye on the student, a teacher may use their vehicle to observe the student. But once a student leaves, police need to be called.
5. Any teacher trained in BMS should never engage in physical restraint, unless it is to protect the safety of student (i.e. student running across a street), as a last resort.

Retirement Information

Usually at this time, OTIP would be sending out information for a Retirement Workshop – “Walking into Retirement”. However, due to our current situation, they are not holding live, in-person workshops. They are looking into hopefully holding such workshops in the Spring. Until then, please check the OTIP website for OTIP Webinar options: <https://www.otip.com/For-Retirees>

In the Spring, we will be having our OECTA Retirement Workshop. More details to come in the new year. Please log into the Provincial website (catholicteachers.ca) and go to For Your Benefit, and scroll down to Retirement Planning for more information.

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