

Memo #7

Date: November 2, 2020

To: Members

Re: **Report Card Responsibilities; OTIP News**

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

Driving in the rain? How to avoid hydroplaning and control your vehicle

Hydroplaning occurs when a layer of water comes between your car's tires and the road, causing your car to skid or slide across a wet surface. Even for the most experienced driver, this loss of steering and braking control can be a terrifying experience with potentially disastrous consequences.

Learn more at www.otipinsurance.com/article85.

How growing or using recreational marijuana may impact your home insurance

The consumption, possession and growing of recreational cannabis was legalized in Canada in late 2018. While the legalization of recreational cannabis is still quite new, many Canadians are starting to wonder how this change may impact their home insurance premiums or their ability to secure coverage.

Learn more at www.otipinsurance.com/article86

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