

Memo #21

Date: May 18, 2022

To: Simcoe Muskoka Catholic Elementary Teachers

Re: Teacher Notification of Assignment; Black Out Period; PA Day; Withdrawn Students; Report Cards – Transition Between Teachers; Insurance Information

Teacher Notification of Assignment:

A reminder of language in our Collective Agreement (local terms):

19:02 B.

Teachers will be notified of their teaching assignment for the next school year on or before the Friday before the Victoria Day Holiday. It is recognized that this assignment may change in response to staffing or enrollment changes.

Notification can be done via email, however in person discussions are preferable.

Please note that you should be placed based on your **current qualifications** (not qualifications as of September). If you are placed in a division (this includes teachers who are working in an itinerant role – FSL, Arts, Physical Education etc.) for which you do not hold qualifications, you should be provided the option to complete the Mutual Agreement Form (MA).

If you are placed in a “protected” subject area (Special Education or FSL), and you do not hold the qualifications, you **MUST** complete the Temporary Letter of Approval (TLA). Without signing the TLA, you should not be teaching in that protected subject area.

These two options (TLA and/or MA) need to be offered by your principal as soon as possible after being notified of your assignment for September. If you choose not to complete the form, you must be placed based on your qualifications.

Black Out

The Blackout period for this term is from **June 3rd to June 9th** with Reports being due to the Principal on **June 10th**. 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 – so they should be known when planning school-based meetings.

June 3rd PA Day

The scheduled PA Day scheduled for **Friday, June 3rd** 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, such as a stand-up meeting, or division meetings etc.

Withdrawn Students

May 6, 2022 is the cut-off date for the handling of withdrawn students. Students who leave your school *on or after this date* are to receive a Term Two Report from the teacher.

When a student leaves the school, **the classroom teacher** must complete a report card using PowerTeacher as soon as reasonably possible from the date of the student's departure.

Report Cards - Transition Between Teachers

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

If a teacher is leaving for a period of time, they should be providing the teacher replacing them with a copy of marks/grades, assessments, and comments for subjects and/or strands covered (ideally some form of electronic copy).

A teacher on an approved leave, should not be working on Report Cards.

The PA Day for Report Card writing would be the day a teacher would be given to input that information.

Insurance Information

Impact of climate change on home insurance

Both insurers and homeowners need to consider the impact climate change will have on the future of insurance, and what they can do now to prepare for climate change-related risks.

Here are steps homeowners can take to protect their homes from extreme weather conditions.

Read more at www.otip.com/article143.

What is usage-based insurance and is it right for you?

Wondering if usage-based car insurance is right for you? We've put together a guide to help break down the frequently asked questions of UBI programs.

Read more at www.otip.com/article145.

Water damage coverage – do you have what it takes?

Canadians from coast to coast worry a lot about protecting their home and personal belongings from house fires and burglaries. They've been investing for years in home-safety products such as dead bolt locks, smart locks, smoke detectors, fire extinguishers, alarm systems, motion detector lights, etc. – well done! In recent years though, water has become the top cause of home insurance claims. A Canadian study found that 48% of all home insurance claims are due to water damage. That's huge!

There are several types of water damage and our individual needs for coverage will vary. It is important to know which types are covered and which ones are not covered by your home insurance policy. You can then make an informed decision about choosing additional coverage.

We all have a tendency to worry about Mother Nature from time to time, but we can't stop it from doing what it does. We can however take some preventative measures and adopt certain maintenance habits in order to avoid or minimize water damage.

Start by getting in touch with your insurance representative to better understand your current insurance coverage. Ask about additional options offered and about the steps you can take to better protect your home and your family from water damage.

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