

To: ETFO Thames Valley Teacher Local Members
From: Craig Smith, President, ETFO Thames Valley Teacher Local (ETFO TVTL)
Date: January 21, 2021
Regarding: **Report Cards Professional Activity Day**

The January 22, 2021 Elementary Professional Activity Day is for the sole purpose of assessment and evaluation related to the production of term one report cards. Teachers shall have no **teaching, supervisory, or other assigned duties** on this day.

Teachers have the flexibility to work remotely or at the school/worksite.

The Six Week Rule

The Six Week Rule is found in **Growing Success**, and the **Ontario Student Record (OSR) Guideline 2000 and TVDSB Procedures Independent Procedure**.

- If a student leaves the class roll within six (6) weeks of the commencement of the term, the responsibility for writing the report card is assumed by the receiving teacher.
- If a student leaves the class roll after six (6) weeks, responsibility for writing the report card is assumed by both the Teachers for the period of time the student was taught by each respective teacher. Both Teachers should be granted access to the report card program. Student will thus receive a report card in two (2) parts.
- Teachers should insist on access to the student report card through the report card program so they can discharge their report card duties, as per past practice, and in compliance with Board procedure.

Report Card Due Date

The due date for the submission of reports to the Principal, in accordance with the provisions of the Collective Agreement, is the end of the instructional day on January 28, 2021.

New Collective Agreement language requires that reports submitted by the due date must be returned to Teachers no later than February 8, 2021 for review.

Given the situation caused by the pandemic it is understood that every effort will be made to submit reports by the due date but that meaningful extensions will be granted to Teachers upon request. Reports will be sent home on February 12, 2021.

Report Card Resources

The supporting documents for Teachers are posted on the ETFO Thames Valley Teacher Local's website under resources:

- **Growing Success, 2010**
- **Reporting Student Achievement Policy and Procedure**
- **Reporting Student Learning, 2010**
- **The Kindergarten Addendum, 2016**

Teacher Professional Judgement

Teacher Professional Judgement is defined in **Growing Success**, embedded in the TVDSB **Reporting Student Achievement Policy and Procedure** and supporting documents, and entrenched in the **Collective Agreement**. Teacher Professional Judgement is central to the process of Report Card writing and applies to all Elementary Teachers.

Kindergarten Communication of Learning

Kindergarten Homeroom Teachers should receive electronically from Kindergarten Specialty Teachers anecdotal comments written in accordance with **Growing Success**, the **Kindergarten Addendum**, and the **TVDSB Reporting Student Achievement Procedure** and in compliance with **Collective Agreement Article C2.50, Professional Judgement**.

Direction and Advice to Teachers Regarding Report Cards

- Follow the Collective Agreement and past practice when writing report cards.
- Follow Growing Success, 2010, TVDSB Reporting Student Achievement Policy and Procedure, Reporting Student Learning, 2010, and The Kindergarten Addendum, 2016.
- Always use professional judgement, as defined in Growing Success, applied in Board procedure, and embedded in the Collective Agreement.
- Teachers are **not** obliged to report on everything taught, as per Growing Success. Teachers **are** obliged to provide evidence of assessment and evaluation upon request, as per Education Act Regulation 298.
- Comments should follow **Growing Success** (Overall Expectation/Key Learning, Identified Strength, Recommended Next Step), be succinct, and written in plain, parent-friendly language.
- Once reports are submitted Teachers should only make corrections for spelling, grammar, and punctuation, not content.
- Principals are not above the **TVDSB Reporting Student Achievement Procedure** but are subject to it.

For more information regarding this *Communique* please contact the Local office by phone at 519-474-3150, or by email at etfotvtl@etfothamesvalley.com

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ETFO Local Released Officers
Terry Card, President, ETFO Thames Valley Occasional Teacher Local
Elizabeth Kettle, ETFO Provincial CB Staff Officer
Linda Nicholls, Human Resources Superintendent

“The collective agreement is the rule book, not a guidebook.”