

## MEMORANDUM

**To:** All Elementary Teaching Staff and School Administrators

**From:** Riley Culhane, Associate Director of Education  
Marion Moynihan, Superintendent of Student Achievement (Learning Support Services)  
Linda Nicholls, Superintendent of Human Resources  
Craig Smith, President, ETFO Thames Valley Teacher Local

**Date:** May 20, 2020

**Re:** Continuous Learning Plan - Final Reports

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The Ministry of Education determined that there will be final student reports issued to parents/guardians as part of the *Continuous Learning Plan*.

School Boards have not yet been provided with the long-awaited *Ministry Guidance Document*. In the absence of this document the Joint Report Card Committee met on Tuesday, May 19, 2020 to discuss next steps and to establish common messages that will help insure system-wide consistency for elementary teaching staff and school administrators regarding student reports.

### **The Board and ETFO agree on the following:**

The Ministry of Education directed that student marks will be based on material assessed and evaluated between September and March 13. If, in the professional judgement of the teacher, there has been additional achievement in a subject area from April – June, this **may** result in an increase in the overall grade/mark provided on the report card in June.

For greater clarity, though Term 1 reports were struck work during job action, the assessments and evaluations, and the marks duly submitted by teachers on January 30 as per the Collective Agreement, were not.

From that date to March 13 there were 6 weeks of teaching which generated material for assessment and evaluation.

This combined material will generate the mark that goes on the final student report.

In the absence of specific direction from the Ministry of Education student reports will be written in accordance with:

- *Growing Success*
- *Growing Success, The Kindergarten Addendum*
- *Reporting Student Learning*
- *TVDSB Reporting Student Achievement Procedure*

The documents listed above are available on the TVDSB website and on the ETFO local website under “Resources.”

Teachers are expected to use professional judgement in writing student reports. Teacher professional judgement is defined in the *Collective Agreement*, embedded in the Board's *Reporting Student Achievement Procedure*, and aligns directly with *Growing Success*.

There will be a COVID-19 statement from the Board embedded in student reports.

The Term 1 column of the reports will remain unfilled.

Student reports will **not** be signed. They will be distributed electronically to parents/guardians centrally via *School Messenger*. Students whose parents have not provided an email address to the school will receive their report cards via Canada Post.

We all know that the Ministry of Education changed remaining PA Days to Instructional Days. In recognition of this, Teachers will have flexibility during their workday to complete report cards. It is understood that Teachers require this flexibility in order to engage with students, parents/guardians, colleagues and their own families.

Report cards are due to Principals by 4:00 p.m. on Thursday, June 11<sup>th</sup> as per the provisions of the ETFO/TVDSB Collective Agreement. Teachers are to inform Principals by email when report cards are complete and ready for review.

An *Elementary Report Card Update FAQ* will follow this memo to address specific questions regarding student reports.

All elementary teaching staff and school administrators are thanked for their hard work and professionalism during these challenging times.

For more information contact TVDSB at 519-452-2000 or ETFO at 519-474-3150.