

**To:** ETFO Thames Valley Teacher Local Members  
**From:** Craig Smith, President, ETFO Thames Valley Teacher Local (ETFO TVTL)  
**Date:** January 12, 2024  
**Regarding:** **Report Card Writing Professional Activity Day**

---

The Elementary Report Card Professional Activity Day is January 19, 2024. The day is Teacher-directed, for the **sole** purpose of assessment and evaluation related to the production of term one report cards.

Teachers are reminded that the Professional Activity Day designated for assessment and evaluation is **Teacher-owned** and **Teacher-directed**.

There are to be **no** meetings of any kind on these days, or participation in any professional development “opportunities”.

Collective Agreement Article L17.16, Report Cards, states that on Professional Activity Days designated for assessment, evaluation, and report card writing, Teachers will have the option to work remotely.

Teachers should inform Principals if they intend to work remotely on this day. Approval to work remotely is **not** required.

## **Report Card Due Dates**

The due date for submitting reports to Principals, in accordance with the Collective Agreement provisions, is the end of the instructional day on Thursday, January 25, 2024.

The Collective Agreement requires that reports submitted by the due date must be returned, by the Principals to Teachers, for review no later than Monday, February 5, 2024.

Report Cards go home on Friday, February 9, 2024.

## **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.

## **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 weeks of the term's commencement, the receiving teacher assumes responsibility for writing the report card.

- 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 the student was taught by each respective teacher. Both Teachers should be granted access to the report card program. Some students 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 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**

### **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 *Communiqué* please contact the Local office by phone at 519-474-3150, or by email at [etfotvtl@etfothamesvalley.com](mailto:etfotvtl@etfothamesvalley.com)