

Foothills School Division System of Reporting

Reporting Student Achievement

The purpose of the System of Reporting is to provide an ongoing summary in relation to Academic Achievement of the learning outcomes, Competencies, and Child as a Learner. The Learner Profile includes comments for Academic Achievement and Competencies as well as Your Child as a Learner. These comments include areas of strength, areas for growth and/or next steps. The Learner Profile will indicate if a child is on an Inclusive Learning Plan (ILP). Details about the adaptations and modifications to the child's learning will be included in the ILP.

Procedures

- The principal will communicate with School Council and community specific procedures that will guide assessment, evaluation and reporting of student learning in the school.
- Clearly communicate student assessment, evaluation and System of Reporting procedures in writing to parents/guardians and students by September 30 of each school year.
- Communicate student progress to parents and students through a System of Reporting that includes:
 - Monitoring Student Learning
 - Documenting Student Learning
 - Meet the Teacher Conference (Thursday, September 21, 4:30-6:00)
 - Learner Conferences (November 8-9, 4:30-6:00; April 17-18, 4:30-6:30)
 - Learner conferences will have the first day in person and second day virtual.
 - Sign ups will be emailed from the office generally the week prior.
 - Progress Updates (see staff communication Plans below)
 - Gradebook Updates
 - Learner Profiles
- Provide a formal Learner Profile report to parents that outlines student achievement relative to the Curriculum/Program of Studies at the end of each semester including:
 - Individual student achievement in relation to learning outcomes and/or ILP goals.
 - Individual student comments that describe areas of strength and areas for growth and/or next steps in relation to the program of studies.
 - Comments in relation to Competencies for Successful Learners.
 - Program and/or assessment modifications and/or adaptations.
 - Attendance and punctuality.
 - Student placement and course recommendations.

Staff Communication Plans

Ongoing Communication

It is most important that we communicate with our parents in an efficient and timely manner. Communication is key to developing healthy relationships with our students and their families, and ultimately allows parents to be knowledgeable about student progress and any developing issues. The majority of teacher communication is done via email.

The type of communication would highlight the following information:

- An introduction of the teacher, what is taught, course outlines, general expectations, how you can reach the teacher, and what other mediums are used to allow parents to get information

regarding their student. Other information that would be communicated can include but is not limited to:

- Ongoing timely communications
- Homework
- Quizzes/exams
- Project timelines
- Units of study, breakdown of each unit
- Unit timelines
- Field trips
- Reminders of upcoming meetings or events
- Good news items
- Communications regarding issues/concerns
- Communication regarding attendance

As always, parents are always welcome to contact teachers via phone or email and can come in and meet with a teacher at any time that has been scheduled outside of instructional time. Parents and students can also set up meetings with our Career and Academic Counsellor to discuss career pathways, post-secondary requirements, and graduation requirements.

For more information regarding Foothills School Division System of Reporting, please follow the link below to access information on the divisional webpages.

<https://bit.ly/FSD-Reporting>

Yours in Learning,

Dave Roberts, Principal

Carolyn Lenstra, Vice Principal

Jeff Balzer, Career and Academic Counsellor