

System of Reporting

Ecole Okotoks Junior High School

2024-2025 School Year

Reporting Student Achievement

Communication is key to developing healthy relationships with our students and their families and allows parents to be knowledgeable about student progress and any developing issues. Parents play a key role in their child's education; when parents, students and educators work together, students are successful!

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. 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 for Sharing the Story of Learning

- The principal will communicate with School Council and community specific procedures that will guide assessment, evaluation, and reporting of student learning in the school.
- We will clearly communicate student assessment, evaluation, and System of Reporting procedures in writing to parents/guardians and students by September 30 of each school year.
- We will communicate student progress to parents and students through a System of Reporting that includes:
 - Monitoring Student Learning
 - Documenting Student Learning
 - Meet the Teacher Conference in September
 - Learner Conferences (November 9 & 21 4:00-7:00; April 24-25, 4:00-7:00)
 - Parent sign-ups will be emailed from the office generally a few weeks prior.
 - Progress Updates: The first week of each month
 - Gradebook Updates
- 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 for the following year
- A monthly communication from Foothills School Division will also be sent out to parents reminding you to continue to check Edsemlib as these markbooks are regularly updated. Information on how to

access Edsebli was sent out at the start of the school year. Please contact the office if you have any questions regarding access.

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 allows parents to be knowledgeable about student progress and any developing issues. Most of the 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 a time that has been scheduled outside of instructional time.

For more information regarding Foothills School Division System of Reporting, please follow this link to access information on the divisional webpages. <https://bit.ly/FSD-Reporting>

Yours in Learning,

Dorothy Paskowski Principal
Meredith Bambrick, Vice-principal
École Okotoks Junior High School