



ADMIN PROCEDURES MANUAL
Administrative Procedure 360

DISTRICT ASSESSMENT, EVALUATION AND REPORTING

SCOPE

This Administrative Procedure pertains to communicating student learning for students K-12.

BACKGROUND

Assessment, evaluation and reporting (communicating student learning) are essential to making informed decisions regarding student progress and the effectiveness of educational programs. Assessment practices in the District shall be designed to support student learning, guide instruction, and provide clear information about student progress. On-going communication between the teacher, student, and parents/guardians is a critical component of the learning cycle. The District supports a strengths-based

- 2.3. Administrators and teachers are provided ongoing leadership and direction with assessment, evaluation and reporting practices that support student learning through training and professional development oppororniUisaal

teacher during scheduled conference dates and times. A minimum of one conference should include student participation.

- 5.4. Parents/guardians who are unable or chose not to attend a scheduled conference must be provided with an informal Learning Update in another format (e.g., written, checklist, email, virtual meeting, phone call).
- 5.5. Teachers are required to document the date, format and content of informal Learning Updates.

6. Requirements for Learning Updates and Summary of Learning

- 6.1. Written Learning Updates and the written Summary of Learning will be provided in MyEducationBC and will include:
 - 6.1.a. Information on attendance and engagement in learning, areas of growth and opportunities for further development.
 - 6.1.b. Descriptive feedback on student progress in relation to the Learning Standards of the curriculum in all required areas of learning.
 - 6.1.c. A proficiency scale (Emerging, Developing, Proficient, Extending) for students in Grades K-9 in all areas of learning and a letter grade/percentage for students in Grades 10-12.
 - 6.1.d. Student Self-Reflection of the Core Competencies and Student Goal Setting.
 - 6.1.e. Summary of Learning (end of semester and end of year) will also include the Graduation Status Ua
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