



Regina Roman Catholic Separate School Division # 81

Curriculum & Instruction 8500 Progress Reports and Student-Involved Conferences	Administrative Application	
	Effective:	August 23, 2017
	References:	The Education Act, 1995, Sec. 175(2)(l), 231(2)(g) ER-1 Treatment of Students and Parents/Guardians ER-2 Treatment of Staff and Volunteers
	Status:	Operational

Preamble

The primary purpose of reporting is to inform students and their parents of the learner's progress in regards to the learning outcomes in the Saskatchewan curriculum and locally developed options of the school division. The reporting process facilitates meaningful communication between the home and school with the purpose of enhancing student learning. The reporting process should be a continuous process that includes diagnostic, formative, and summative assessments. The progress report is only one piece of a comprehensive reporting process with respect to student progress in terms of achievement and growth. In addition to the progress report, teachers and schools communicate with parents about student progress in a variety of way on an ongoing basis throughout the school year. All reporting shall be consistent with the Education Act, Regina Catholic Schools Board policy, and this administrative application.

Application

1. The progress report provides an indication of student learning and progress towards learning outcomes at a specific point in time.
2. Progress reports serve as a communication tool supported by additional evidence of learning such as work samples, goal setting information, and learning portfolios that guide the discussion regarding a student's current and future learning.
3. Progress reports shall be provided a minimum of three times in a school year at the elementary school level.
4. Progress reports shall be provided a minimum of two times in a school year or one time each semester at the high school level.
5. Teachers are encouraged to informally communicate student progress to students and/or parents on an on-going basis to provide up-dates/indication of student progress. This includes communication by way of e-mails, blogs, agenda books or phone calls.
6. Each school shall maintain a plan that includes:
 - a. A schedule for reporting student progress and the scheduling of student involved conferences with parents/guardians that best meets the needs of the school community. Schools are encouraged to survey their community regularly and also collect attendance data.



Regina Roman Catholic Separate School Division # 81

- b. Informing parents/guardians as to the educational expectations related to student achievement and other aspects of student development.
7. Information about student work-study habits, personal growth, and social growth shall be reported separately from the academic grade and included within Living Our Faith and Life Skills.
8. Student-Involved Conferences are encouraged as important opportunities to share information about the learner's progress and engage the student in the process regarding his/her learning.

Student Involved Conferences

- At elementary schools, Student-Involved Conferences are scheduled twice during the school year, once in the fall and once in the spring. In primary classrooms, a "Celebration of Learning" format to review student learning and progress may also be utilized so students can demonstrate their learning skills to parents/guardians.
- Each school must set a schedule for the Student-Involved Conference which allows sufficient time for all students and families, while also providing a schedule that will enable a majority of parents/guardians to attend the conferences.
- Progress reports shall be provided to parents/guardians prior to the date set for Student-Involved Conferences.
- The two days committed to Student-Involved Conferences is allocated within the school year calendar annually. Based on the needs of the local school community, a school day may be exchanged for two evening sessions or a similar provision (e.g. one evening and the following morning). The exchange must be school wide and held within the same week.
- Additional parent meetings may be scheduled with parents or guardians on days other than those set out in the school year calendar. Such meetings may be initiated by the teacher or the students, parents or guardians and may be held outside of regular school day. They shall be scheduled at a mutually agreed upon time.
- Schools must collect data concerning who attends Student-Involved Conferences. The data shall be compiled and submitted to the superintendent responsible for Student-Involved Conferences.