Communication Plan for
Assessment, Evaluation and Reporting of Student Learning at
École Secondaire Highwood High School
2019 – 2020 School Year

The purpose of assessment and reporting is to guide and communicate learning. Procedures used to evaluate student achievement at École Secondaire Highwood High School, are designed so they are fair, just and equitable; motivate students and instill confidence in students' abilities to learn.

According to the Foothills School Divisions Administrative Procedure 360, “Teachers must incorporate a variety of formative and summative assessments to inform and direct their practice for the purpose of improving, evaluating, and reporting student learning."

At École Secondaire Highwood High School, assessment, grade, mark, and evaluation are defined as:
Assessment: the process of collecting evidence of student learning.
Grade: a summary statement of student achievement based on the learning outcomes, indicated as a number or category. Grades are based on summative assessments (assessment of learning).
Mark: a number or category assigned to any learning task that may be used to determine a grade.
Evaluation: is the process of judging student achievement based on the curriculum standards from the Alberta Program of Studies.

École Secondaire Highwood High School is committed to providing and communicating fair, accurate and timely assessment information. A course outline, with a breakdown of how your child’s learning will be delivered, assessed, and reported, is provided for each course at our school.

The 2017 – 2018 school year is divided into four reporting periods:
Report Period 1: Semester 1-Term 1-September 1st to November 18th,
Report Period 2: Semester 1-Term 2 -November 12th to Jan. 30th,
Report Period 3: Semester 2-Term 1 – February 1st to April 11th,
Report Period 4: Semester 2-Term 2 – April 14th to June 28th.
Student/parent/teacher conferences will be conducted once in each semester. The dates for these conferences are:

1. Tues. Nov. 5th, 2019, 4:30-7pm and Wed. Nov. 6th, 2019, 4:30-7pm
2. Tues. Mar 24th, 2020, 4:30-7pm and Wed. Mar 25th, 2020, 4:30-7pm

Maplewood Learner Profiles will be emailed at the end of each of the four Maplewood Reporting Periods, Term 1 Mon. Nov 18th, 2019, Term 2- Fri. Jan. 31st, 2020, Term 3- Mon. Apr. 6th, 2020 and Term 4- Thurs. July 2nd, 2020. Ongoing access to assessments is available for parents and students via Maplewood Online. This program can be accessed from our ÉSHHS web site (highwood@fsd38.ab.ca) and click on Parent and then Maplewood Marks. Please contact our office at (403) 652-5500 if assistance accessing Maplewood Marks is required.

Highwoods Learner Profile reports on a second area of our students’ learning: Competencies for Personal Growth and Well Being: These competencies are Knowledge, Skills, and Attitudes needed to be successful in school, life and work. Areas that will be assessed are:
a) Lifelong Learner
b) Communicator
c) Collaborator
d) Global Citizen
e) Innovative, Problem Solver
The grade reported for these characteristics will be:
Not Yet
Sometimes
consistently

Our teachers will actively pursue a collaborative communicative relationship with parents/guardians. To ensure proper communication, our teachers commit to the following:

a) Teachers will be sending home emails to parents/guardians with important information, including information about what is happening in their classes, assessment dates, project due dates etc.
b) Teachers will place class information on individual classroom web page. Please check our school Web Site (highwood.fsd38.ab.ca) and click on the Courses Icon for individual classroom teacher names and classes. If the information you require is not on the web page or in the teachers email, please contact the teacher directly.
c) To ensure all students learn and are successful, teachers will be in constant communication with parents/guardians to discuss any specific issues regarding academics and/or behaviors.
d) Parents are welcome to contact individual teachers to request meetings, information or to express concerns or gratitude.

If you have any questions or concerns, please contact the main office at École Secondaire Highwood High School and ask to speak to a member of the ÉSHHS administration team.

Yours in Education,

The Administrative Team,
École Secondaire Highwood High School