

Secondary Progress Reports Guidelines

RATIONALE

- ✓ To support communication with parents/guardians and students about student achievement early in each semester.
- ✓ To encourage students to set goals for learning and take responsibility for learning.
- ✓ To assist parents/guardians in supporting learning at home.
- ✓ To help establish plans for next steps in instruction and assessment.
- ✓ To establish documentation that supplements discussions with parents/guardians and students early in the semester to help establish and/or maintain a positive tone for the remainder of the semester.
- ✓ To provide an early indication of student progress of Learning Skills and Work Habits and the Ontario Catholic School Graduate Expectations, in which a student may need support to successfully complete the course by the end of the semester.

DISTRIBUTION OF PROGRESS REPORTS

- ✓ A teacher may exercise professional judgement to determine which students should be issued a Progress Report.
- ✓ Provide a Progress Report to every Grade 9 student.
- ✓ Provide a Progress Report to a (Grades 10 to 12) student achieving below 60% as evidenced by assessments completed at three weeks into the semester.
- ✓ Provide a Progress Report if attendance data, classroom observations and/or conversations with the student show that he/she is progressing with difficulty and may struggle to successfully complete the course by the end of the semester.
- ✓ Provide a Progress Report to a (Grades 10 to 12) student to communicate to parents highlighting and celebrating the student's current progress and development of Learning Skills, Work Habits and Ontario Catholic School Graduate Expectations.