REPORTING POLICY - ELEMENTARY UPDATES AND INFORMATION

COWICHAN VALLEY School District

Assessment leads and a Principal or Vice-Principal from your school met in October to discuss the policy implementation. These points were reviewed then.

CSL GUIDELINES: COWICHANLEARNS.CA

WRITTEN LEARNING UPDATE

This update can be at differing times of the year and should be responsive to student learning. Some schools will decide to send the update within the same window. The format will meet the criteria in the guidelines on page 9.

JANUARY WRITTEN LEARNING UPDATE

This update will be the mid-year report in SSDAS. Teachers of yearlong courses or classes will complete a common format during a similar time frame.

JUNE SUMMARY OF LEARNING (FINAL WRITTEN LEARNING UPDATE)

This is the final written update which must include all areas of learning. This summative report card is a common format district-wide for all K-7 yearlong courses or classes. Our teachers will use a common template and the summary of learning will be distributed during a common timeline across the district.

WRITTEN LEARNING UPDATE FORMAT

CHANGES TO THE TEMPLATE IN SSDAS for 2023-2024

OPTIONS FOR DESCRIPTIVE FEEDBACK

There are two areas to input descriptive feedback:
- overall descriptive feedback area on page 1 and/or
- descriptive feedback for each area of learning

If you choose not to provide descriptive feedback for an area of learning, it will not print blank space.

If you are not reporting on an area of learning at all and do not enter a comment or a proficiency on the scale, that area will not print on that report card (note that all areas must be on the Summary of Learning in June).

4 POINT SCALE

To comply with Ministry guidelines for a Provincial 4-point proficiency scale, there are no longer sliding options in between the scale markers.

READING/WRITING AND ORAL LANGUAGE

The ELA competencies are categorized into Reading, Writing and Oral Language for each of the written updates.

If you choose to write a single, overall descriptive feedback comment for ELA, and do not enter anything for the other 3 categories, they will not print blank.

ENGLISH LANGUAGE ARTS
ELA feedback
Reading
Reading feedback
Writing
Writing feedback
Oral Language
Oral Language feedback

Provincial Proficiency Scale			
Emerging	**Developing**	**Proficient**	**Extending**
Beginning to or not yet demonstrating learning in relation to learning standards.	Demonstrating learning in relation to learning standards with growing consistency.	Showing competence and consistency when demonstrating learning in relation to the learning standards.	Showing increasing depth and complexity and demonstrating learning in a variety of contexts.
Emerging is not failing	**Developing is not failing**	**Proficient is not perfect.**	**Extending is not bonus or accelerated work.**

COWICHAN VALLEY School District

Each written update should report or refer to student-generated reflections of core competencies or goal setting.

Written Update —— January Written Update —— June Summary of Learning

Student reflection of core competencies

- ✓ Highlight and provide opportunities for self-reflection in all areas of learning
- ✓ Explicitly develop language of core competencies
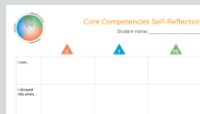- ✓ Ask open-ended questions to prompt self-reflection

Goal setting

- ✓ Talk with students about setting and achieving learning goals in your area of learning
- ✓ Offer ongoing conversations that focus on learning and life aspirations
- ✓ Include parents and caregivers in goal setting conversations when appropriate

Informal Learning Updates

- ✓ Sometimes, student self-reflection is part of ongoing classroom practice and is shared in informal learning updates such as emails for digital portfolios. In these cases, the written update can refer to an informal update where the reflection was shared.

Resources to support student reflection of Core Competencies and Goal Setting

- [Primary Reflection Template](#)
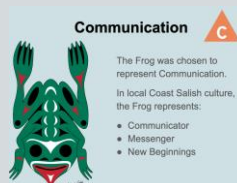- [NLPS Core Competency Posters – Intermediate](#)
- [Secondary Ongoing Reflection Log](#)
- [Ministry Core Competencies and Goal Setting Resources](#)
- [Saanich Schools (SD63) Core Competency and Goal Setting Resources](#)

Written Learning Update and Summary of Learning format in SSDAS

Note: changes reflect Ministry Policy and school assessment leads recommendations.

This template is available now in SSDAS as the "Written Learning Update". If you choose to use this for the "3rd" written update, another term will open in January for the "January Written Update" and similar for the "June Summary of Learning"

Click on the image to see a full-size version of the template. The school message is an example and is customizable by school.

For further questions or conversation, consult your school site assessment lead or Principal/Vice-Principal.