

Memo To: Secondary School Principals
From: Alana Murray, Superintendent of Secondary Education
Re: Course Handouts for Secondary School Courses.

Principals are asked to review all **Course Handouts** prior to their distribution to students in September.

Course Handouts shall include:

- ✓ Course details
- ✓ Learning skills information
- ✓ Teaching and assessment strategies
- ✓ A reference to the use of the achievement charts and four categories of learning including weighting of the four categories
- ✓ A breakdown of the 70% term mark
- ✓ Details of the 30% summative assessment(s)
- ✓ Communication methods / teacher availability details
 - Details for the course handout headings listed above are included in:
“Assessment For Learning - Policy to Practice”
Section 6 - Communication, pg. 9.

The A&E policy will be available on the BWDSB web site for the fall. Part of the Assessment and Evaluation focus for the '04 -'05 school year will be communicating and educating parents about the A&E policy. **Course Handouts** and classroom practice must align with the policy and its interpretation as outlined in each section of the “Assessment For Learning - Policy to Practice” resource document.

An electronic Course Handout template and sample Course Handout for Math MCR 3U (Functions and Relations) is posted in the Secondary Administrators conference area on the BBS.