| Adopted:  2003-03-25 | Reviewed: | Amended: 2011-11-01 |
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## POLICY

SUBJECT:     **DATA COLLECTION, ANALYSIS AND USAGE**

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The Board of Education is committed to improving student learning.  To this end, it recognizes that data-based decision making is an effective process that supports the District's planning, improvement, and supervision functions.  The Board encourages the acquisition and maintenance of an efficient data collection system, and it supports the development of staff in analyzing and using data.  The Board recognizes the need to use data responsibly and encourages the analysis of multiple data sources and of trends over time where appropriate.  A variety of criterion-referenced and performance-based data are to be used as basic improvement tools.  The Board of Education expects that data will be collected, shared, and used within its appropriate context and for its intended purposes.  The Board recognizes that data collection and analysis is but one aspect of the total teaching and learning context.

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**REGULATIONS**

SUBJECT:     **DATA COLLECTION, ANALYSIS AND USAGE**

**Definition:** *Disaggregate*: to break apart into subgroups

I.      **Data Collection**

1.1     The collection of data will be a shared responsibility of the Ministry of Education, District Office, local schools, operations, facilities and maintenance sites.

1.2     Data will be collected from multiple sources and at various times by each site as required by the Board and the Ministry or for site planning, improvement and supervision purposes.

1.3     The Board requires the District Office to collect multiple data points for district planning and supervision purposes.

1.4     The Board requires that all sites collect multiple data points for site planning and supervision purposes. Sites include schools, programs within a school, divisions, and classrooms.

II.     **Data Analysis**

2.1     Each site is to responsibly and collaboratively analyze the data that it collects. Collected data is to be shared and analyzed with appropriate educational partners and/or personnel for planning, improvement, and supervision purposes.

2.2     Data analysis is to be informed by current practice, and is to be supported by appropriate professional development and inservice.

2.3     Data analysis should identify anomalies and point to areas of strength and growth by identifying trends over time.

2.4     Data is to be disaggregated to identify group-specific achievement results.

III.    **Data Usage**

3.1     Each site will use analyzed data to plan for improvement and to ensure quality of service.

3.2 Each site will collect, analyze and share its site-specific data with its educational partners as appropriate and with supervisors and the Board as required.

3.3  Data will be used to check perceptions.

3.4 Each site is to be involved in the use of data to support relevant planning, improvement and supervision activities.

IV. **Data Sources**

4.1 Relevant data sources will be specified provincially, district-wide or at the site level as appropriate.

- Grad Rates (Dogwoods and school leaving certificates)  P
- Grade to Grade Transitions (7-8)  P
- School Completion (as measured by 6-yr Dogwood)  P
- FSA results disaggregated (Special Ed, male/female, aboriginal)  P
- Provincial examination results disaggregated as per FSA  P
- Student attainment of IEP Goals  S
- Promotion rates (meets expectations in core subjects)  S
- Assignment rates (fails to meet expectations in one or more core)  S
- Retention rates  S
- Parent/Student/Staff satisfaction survey results  S
- Attendance Rates (excused/unexcused/late)  S
- Suspension Rates (Truancy; substance abuse; defiance/disrespect;  D/S
    theft/vandalism; violence/safety; harassment.)
- Office Referrals (other than those resulting in out-of-school  S
    suspensions.)
- Report Card Data (Exceeds—A & B; Fully Meets—C+,C;  S
    Minimally Meets C-; Not Yet Meeting Expectations—I & F)
- Other Goal-Specific Data  P/D/S

| **LEGEND**: |
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| P = Provincially |
| S = Site Level |
| D = District-wide |

V. **Freedom of Information and Privacy**

Freedom of Information and Privacy will be adhered to in the distribution and use of data.