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Ponce de Leon Middle School  
*International Baccalaureate Middle Years Programme*

## Assessment Policy

Ponce de Leon Middle School is home to a diverse population of students whose different backgrounds and learning styles enrich our Middle Years Programme. Our teaching staff is composed of dedicated teaching professionals and is enhanced by our counselors, Special Education support personnel and our English as a second language support personnel who together use assessment to help our students grow as learners. Assessment at Ponce de Leon Middle School is as diverse as our students. In order to address our student's different learning abilities, we use a variety of assessments through the school year.

### Assessment @ Ponce-

- As a Miami-Dade County public school (MDCPS), we must follow the assessment guidelines set by the district as well as the MYP requirements for criterion-related assessment. Our students are evaluated using IB criteria and objectives in all subjects. All teachers go over rubrics with students and send them home to their guardians prior to starting a new task. The criteria have been modified by our departments to meet the special needs of our three year programme. Our students are assessed in many ways including:
  - Interactive notebooks
  - Reflection
  - Peer evaluation
  - Surveys
  - Projects
  - Videos
  - Oral presentations
  - Technology infused presentations
  - Performances
  - Journals
  - Data Reflection
  - Literary journals
  - Development workbooks & process journals
  - Quizzes and tests

- Homework
- Standardized tests: Florida State Assessment (FSA), District Assessments, End of Year Course Exam (EOCs).
- Competitions: Miami Dade County Youth Fair and Exhibition, Winn Dixie Cook-off, FCCLA Competitive Events, Fairchild Gardens Challenge, Spelling bee, World Language competitions, science fairs, MDCPS SECME challenge, Robotics.

### **Assessment Calendar-**

- Interdisciplinary teams meet weekly and calendar their formative assessments and MYP summative assessments at the end of each unit to ensure students are not overwhelmed with the same due dates. Formative assessments are ongoing.
- We follow the mandatory MDCPS testing calendar: <http://oada.dadeschools.net/TestingCalendar/TestingCalendar.asp> for standardized testing.

### **Reporting assessment results to students and their guardians-**

- As all Miami-Dade County Public School, teachers at Ponce de Leon Middle keep a record of all assessment results, attendance, communications with parents, reflection on student behavior on our online electronic gradebook. Students and their guardians can log into their gradebook portal through their personalized credentials. The online gradebook is live and always shows the most updated information. Through their portal, guardians can communicate with teachers and request conferences if needed.
- Miami-Dade County Public Schools follow a calendar that divides the school year into 4 nine week periods. A progress report is sent home every 4.5 weeks and a report card at the end of the nine weeks. Final grades are given at the end of the school year.
- Teachers record all MYP assessments throughout the year in the online gradebook following IB requirements of two grades per criterion.
- Guardians are mailed an IB Record of Achievement at the end of the school year attached to the MDCPS end of year final report card. Workshops are held for parents 4 times a year to introduce, teach and refresh their understanding of MYP assessment reporting.

### **Reflecting on Assessment-**

- We follow our student's Individual Education Program (IEP) and make the necessary accommodations to meet their requirements.
- Teachers from all subject areas meet before the beginning of each school years to review this document and make any changes necessary