

Issue Date	November 16, 2015
Revision Date	March 17, 2022
Review Year	2020

Objective:

To support the implementation of Board Policy on student evaluation.

Responsibility:

School Principals and Teachers.

Regulation:

A. Planning

Prior to the beginning of each school year, the Principals or their designates will ensure that yearly plans are submitted, made available to parents, and checked to ensure the Program of Studies is being covered. Unit plans and lesson plans will be kept in accordance with directives in the Staff Handbook.

B. Reporting

1. Student progress will be summarized three times per year in a report card to be sent home. The Principals or their designates will review report cards prior to distribution.
2. As part of the Principal's annual (or semi-annual) report, an analysis will be made of student results on Provincial Achievement Tests and standardized tests such as the Canadian Test of Basic Skills. This analysis should serve to enhance future curriculum and delivery.

C. Appeals

Where a parent, and/or student has a concern about an evaluation strategy, technique, or mark:

1. an informal resolution should be sought:
 - a. with the teacher of the course or grade
 - b. and if unresolved, with the Principal of the school
 - c. and if a resolution is still not reached, with the Superintendent
2. A formal and written request for resolution of an issue which was not satisfied through informal discussion:
 - a. may be made to the Superintendent
 - b. the Superintendent will compile background information supporting his/her recommendation to the Board
 - c. the Board will review the formal request and the Superintendent's background and recommendation prior to making a decision

D. Parent-Teacher Interviews

Following the first and second report cards scheduled parent-teacher interviews will be arranged at a time as suitable as possible for both parents and staff. The school calendar will stipulate the dates and times. These scheduled interviews in no way preclude teacher-parent meetings on other occasions as need be.

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E. Promotion, Retention, Acceleration

Basic to the Aurora School philosophy is the importance of quantifiable student achievement, and the belief that students cannot effectively cope with a particular level and course of studies, without having successfully completed the previous level and course of studies.

A summative evaluation for each child will be made and communicated to parents with the distribution of the final report card in June. Where this summative evaluation recommends retention in the present grade or acceleration beyond the next expected grade, the following steps need to have been completed:

1. no later than two weeks following the issuing of the second (mid-year) report card, teachers must inform the Principal of the students for whom retention (or acceleration) is being considered.
2. no later than five weeks following the issuing of the second (mid-year) report card, the Principal must inform the parent(s) in writing that retention (or acceleration) is being contemplated for their child.
3. between the second and third report cards, every attempt should be made to meet with the parents of students for whom retention (or acceleration) is being contemplated, so that the situation can be thoroughly reviewed.
4. where the Principal has reviewed all the important aspects of the student’s situation, and retention (or acceleration) has been decided upon, a letter to that effect must accompany the final report card home.

This summative evaluation may be appealed according to the following steps:

1. the parent(s) of the child request in writing no later than one week following the issuing of the final report card, a review by the Principal
2. The Principal will review his decision and reply no later than one week following the receipt of the appeal from the child’s parent(s). Should he stand by his decision, he must inform the parent(s) of the steps to further appeal.
3. The parent(s) may further appeal in writing to the Board of Directors who will either support or reverse the Principal’s decision and likewise reply in writing as to their decision. In all cases, the rules of natural justice will apply.

F. Student Awards and Recognition

At the heart of Aurora School’s philosophy is the pursuit and recognition of effort and excellence in all aspects of school life. The motto, “All hard work yields a profit” is interpreted beyond the implications and refers to the innate self-satisfaction derived from the personal accomplishment of students.

Beyond this quiet personal satisfaction, we believe there is a role for public recognition:

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Term awards will be given as follows for Grade 5 and higher:

- a. Outstanding citizenship – one per class
- b. Diligence – one per class. The student who demonstrates hard work and/or improvement throughout the term.
- c. Honors With Distinction - Any student in each grade who achieves an average of 90% or higher in the four core subjects. Students must not have anything lower than a B or a 75% in any subject.
- d. Honor Roll - Any student in each grade who achieves an average of 80% or higher in the four core subjects. Students must not have anything lower than a B or a 75% in any subject.
- e. The following awards will be year-end awards only for Grade 6 and Grade 9:
 One Principal’s Award for overall academics, leadership, and sportsmanship will be given in grade 6 and one for grade 9.

All awards will be posted in the foyer and published in the school newsletter following each report card.

G. Criteria

1. Any student on Extended Leave during that Term is ineligible for an award, Honor Roll, and Honors with Distinction in that Term but still eligible for awards in the other Terms.
2. Any student having an Extended Absence in ANY term is ineligible for the Principal Award if applicable
3. Any student with a “UA” as a report card grade in any subject is ineligible for any awards that Term, including Honor Roll and Honors with Distinction and the Principal’s Award, if applicable.
4. Any student who misses a Final Exam in June is ineligible for the Principal’s Award if applicable.
5. All awards and Honor Roll standing are at the discretion and approval of the Principal.
6. Subjects using Letter Grades (Physical Education, Health, Music, Options, Art) will reflect the following information:

Letter Grade	% Range	PowerSchool will show
A	90 - 100	95
B	75- 89	85
C	60 - 74	65
D	50 - 59	55
F	0 - 49	45

References:

BP 6130 Student Evaluation