



Your Future **in MIND**

# Guide to Reporting Student Achievement

2016 – 2017

*Kindergarten - Grade 9*

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## **Mundare School**

Box 319

Mundare, AB, T0B 3H0

Phone 780-764-3962

[www.mundareschool.ca](http://www.mundareschool.ca)

Principal: Liane Schultz

Assistant Principal: Tracy Doerksen

*Updated*

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## About This Guide

We believe every student can learn and experience success. One of the ways we help students learn and succeed is to carefully evaluate their achievement and growth, and to share that information with parents and guardians.

### **This guide will help parents and guardians understand:**

- assessment;
- the responsibilities of students, staff, and parents and guardians;
- how and when achievement information will be communicated or reported;
- how marks and grades are determined; and
- the steps taken when summative assessments are missing or incomplete.

Parents and guardians are the key influences in a child's life. Understanding how a child is achieving in school and how to support that achievement is integral to success in school. Parents and guardians are encouraged to read this guide and contact our school's administration with any questions or if further information is required.

## What Is Assessment?

Assessment is the process of collecting and communicating information about student achievement. In essence, assessment informs students, teachers, and parents about what students have learned and how well they have learned it. Teachers regularly gather information about students' learning through a variety of assessment tools. These tools can include conversations, observations, the submission of student work, and tests or quizzes. Through these feedback opportunities, teachers determine students' areas of strength, and the areas in which students may need more time or practice. All of these opportunities allow teachers to give parents and guardians a clear and accurate picture of student achievement and growth.

Assessment is based on the knowledge and skill areas outlined in the Alberta Programs of Study or a student's Instructional Support Plan (ISP). Teachers do not use a child's behaviour, effort, or work habits to determine grades or marks unless otherwise stated in the Alberta Programs of Study.

## Supporting Student Achievement and Success

In alignment with the [School Act](#), students, teachers, parents, and guardians all have roles to play in supporting and helping students experience success in school.

### **Students have a responsibility for their own learning and are expected to:**

- attend school every day and be on time;
- complete assignments, projects, and tasks to the best of their ability;
- participate in activities that celebrate learning;
- consistently demonstrate their learning; and
- take advantage of opportunities to revise or redo assessments to demonstrate their learning.

### **Teachers will help students succeed by:**

- providing appropriate programming for each student;
- clearly explaining what is expected of each student and how student work will be assessed and reported;
- ensuring students have multiple opportunities and ways to demonstrate their learning;
- giving students the opportunity to redo/complete missed assessments and activities;
- keeping detailed, accurate information describing student successes and challenges;
- providing timely and ongoing communication with parents/guardians, students, and school administration.

### **Parents and guardians can support a student's learning by:**

- working in partnership with school staff;
- providing time and a place for children to practice and complete assigned work at home;
- ensuring regular school attendance;
- staying informed about school events and keeping in touch with school staff;
- regularly accessing student assessment information via PowerSchool; and
- attending Parent-Teacher-Student conferences/interviews.

## Instructional Support Plan (ISP)

Elk Island Public Schools (EIPS) is using the Individual Support Plan to support programming for students with diverse learning needs. An ISP may be created for students with identified learning needs in Early Childhood Services (ECS) to grade 12. The ISP process aligns with Alberta Education initiatives and supports the success of each and every student.

Parents and/or guardians of students recommended to have an ISP to support his/her learning during the 2016/2017 school year will be contacted by the school in September or early October.

### Features of EIPS' new ISP that help make a student's programming more effective include:

- ways in which a student likes to learn which allows teachers to focus on a student's strengths and interests.
- class-wide and more student-specific strategies that increase learning opportunities for all students.
- an online format making the creation, updating, and communication of ISPs more efficient with a plan is for the ISP to become available online to parents in the future.
- scheduled meetings with parents during the course of the year during which ISP goals and student progress is shared and discussed.

### Course Outlines

Information about the Alberta Curriculum can be accessed from Alberta Education's, [My Child's Learning - A Parent Resource](#). Further specific details about course content can be provided by the classroom teacher.

### Determining Report Card Grades

Teachers consider multiple sources of evidence and use professional judgment to determine the report card grade.

### Formative Assessments

Throughout the year, students will be given opportunities to participate in or work on many activities which will help them improve their knowledge and skills. These practice assignments, projects, or other activities demonstrate to teachers the areas in which students need more practice and where students can improve. These are called *formative* assessments. Teachers use formative feedback to help guide their instructional plans and to offer students more ways in which they can demonstrate their learning.

### **Summative Assessments**

Summative assessments provide students a formal chance to “show what they know”. Using professional judgment, teachers consider summative assessments, observations, and conversations with student in determining report card grades.

*Final summative assessments in secondary core subjects provide students with the opportunity to demonstrate their learning at the end of a course. In exceptional circumstances alternative final summative assessment arrangements may be made in consultation with school administration.*

### **Missing, Incomplete, or Resubmitted Student Work**

As outlined in Administrative Policy 360, principals work with their teachers to ensure:

- A. teachers collect reliable and valid evidence that supports their judgment about students' achievement. Teachers may choose to exclude assessments that are inconsistent with the teacher's professional judgment;
- B. students are offered opportunities to redo and resubmit summative assessments;
- C. communication plans for reporting student achievement and growth to parents/guardians/students are developed and aligned with school-wide assessment and intervention plans;
- D. students have been given multiple opportunities and ways to demonstrate learning;
- E. teachers engage in ongoing, timely communication with parents/guardians/students and the principal regarding missing or incomplete work;
- F. follow up has occurred to determine the reason why a summative assessment (assignment, test, project, etc.) is missing or incomplete, and that opportunities are provided for the student to resubmit and/or fulfill the requirements of the summative assessment (assignment, test, project, etc.);
- G. once the student has been given opportunities to resubmit summative assessments, but does not submit missing or incomplete summative assessments, the student and parents/guardians are

informed and the teacher, in consultation the student and student's parents/guardians will determine a plan to hold the student accountable and/or plan for further learning;

- H. the teacher, in consultation with the principal, uses professional judgment to determine the impact of the missing or incomplete assignments on the student's grade;
- I. that provided the preceding have been followed, the teacher may assign the student a mark of zero for that missed summative assessment item (assignment, test, project, etc.).

## **Mundare School**

### **Redo & Rewrite Guidelines**

This guideline aims to help students meet the Learner Outcomes. Rewrites, redos, and resubmission procedures provide students with an additional opportunity to demonstrate evidence of their learning in a **timely** manner.

#### **Students requesting a re-write:**

- 1) Request the re-write with the specific teacher in a timely manner. Teachers will use their professional judgement and discretion regarding timeliness of the request, type of assignment and circumstances.
- 2) **Guidelines for re-writes may include, but are not limited to:**
  - a) Students attending extra study sessions
  - b) Students completing study guides or review work prior to the re-write
  - c) Students improving their attendance and/or tardiness
  - d) Students taking the initiative to request a re-write. Students who request a re-write and then are absent for that re-write will forfeit their opportunity unless it is deemed by administration that mitigating factors exist
  - e) Students will be automatically considered for a re-write in the event of a family emergency or other unforeseen emergent situations
  - f) No re-writes will be granted on mid-terms or final exams

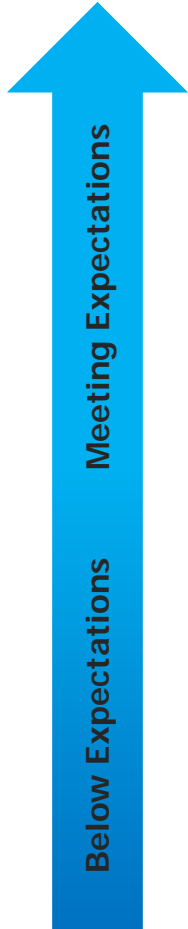
## **Re-write Procedures:**

- 1) Re-writes must be requested in a timely manner.
- 2) Students will be allowed one assessment re-write per unit of study. Assessment re-writes may be a different format than the original assessment may only assess the outcomes that need improvement.
- 3) Teachers will reasonably set the date the new assessment will be submitted. All students requesting a re-write will submit on the same day.
- 4) Specifically, for ELA and Social Studies, students will submit their completed novel study and study guides with more detail and re-submit essays and other assignments prior to the beginning of the next unit of study.
- 5) Teachers may use their professional discretion to amend these procedures in consultation with administration.

## **Assessment in ECS**

Teachers collect varied assessment evidence throughout the year by observing children in action, by discussing children's learning with them and by examining children's products. Teachers create records of assessment evidence in a variety of forms, including notes, checklists, rating scales, photos and videos. As well, teachers may retain direct evidence in the form of samples of children's work and digital copies.

## Kindergarten to Grade 6 “Communicating Student Learning” Achievement Scales



Achievement Level	At this time the learner is:
5	<ul style="list-style-type: none"> <li>Exceeding learning expectations</li> <li>Applying concepts in Novel or unique learning situations</li> <li>Independently using skills and strategies</li> </ul>
4	<ul style="list-style-type: none"> <li>Meeting learning expectations</li> <li>Applying concepts in new learning situations</li> <li>With minimal support, using skills and strategies</li> </ul>
3	<ul style="list-style-type: none"> <li>Meeting learning expectations</li> <li>Applying concepts when rehearsed and highly structured</li> <li>With high level of support, using skills and strategies</li> </ul>
2	<ul style="list-style-type: none"> <li>Approaching learning expectations</li> <li>Applying concepts when rehearsed and highly structured</li> <li>With high levels of support, using skills and strategies</li> </ul>
1	<ul style="list-style-type: none"> <li>Below learning expectations</li> <li>Having difficulty applying concepts even when rehearsed and highly structured</li> <li>Despite high levels of support, is having difficulty using skills and strategies.</li> </ul>
U	Unable to Assess <ul style="list-style-type: none"> <li>Personalized comment to explain the student couldn't be assessed (ISP, vacation, illness, other circumstances, key assessments incomplete or missing)</li> </ul>

## Kindergarten to Grade 6 Learner Attribute Scale



1	2	3	4
high levels of support required	reasonable support required	little support required	independently
<i>“Inconsistently”</i>	<i>“with prompting”</i>	<i>“...often...”</i>	<i>“...consistently...”</i>



## Junior High Grading Scale

Grades in junior high language arts, math, science and social studies courses will be reported using percentages.

*(Adapted from Alberta programs of study)*

<p><b>80 - 100%</b></p>	<ul style="list-style-type: none"> <li>• Learning goals are met in an astute and comprehensive way.</li> <li>• Assignments are well crafted, organized in a purposeful fashion, and demonstrate attention to precise details.</li> <li>• Demonstrates an in- depth understanding and degree of skill on summative assessments.</li> <li>• Has assembled an in- depth understanding of the concepts, generalizations and skills fundamental to the program.</li> </ul>
<p><b>65 - 79%</b></p>	<ul style="list-style-type: none"> <li>• Learning goals are met in a practical and thorough way.</li> <li>• Assignments are complete, organized in a competent fashion, and demonstrate attention to relevant details.</li> <li>• Demonstrates a substantial understanding and degree of skill on summative assessments.</li> <li>• Has assembled a thorough understanding of the concepts, generalizations and skills fundamental to the program.</li> </ul>
<p><b>50 - 64%</b></p>	<ul style="list-style-type: none"> <li>• Learning goals are met in an appropriate and reasonable way.</li> <li>• Assignments are generally complete, organized in an acceptable fashion, and demonstrate attention to predictable details.</li> <li>• Demonstrates a satisfactory understanding and degree of skill on summative assessments.</li> <li>• Has assembled a basic understanding of the concepts, generalizations and skills fundamental to the program.</li> </ul>
<p><b>0 - 49%</b></p>	<ul style="list-style-type: none"> <li>• Student has demonstrated insufficient performance in relation to learner outcomes.</li> </ul>

## Junior High Complementary Courses Grade Scale

Letter Grade	Description of Achievement Standards
<b>A+</b>	<ul style="list-style-type: none"> <li>Achievement is highly sophisticated and adept.</li> <li>Consistent demonstration of a high degree of effectiveness that <i>may</i> surpass provincial standards for learning outcomes for the subject and grade.</li> </ul>
<b>A</b>	<ul style="list-style-type: none"> <li>Achievement is refined and skillful.</li> <li>Consistent demonstration of a high degree of effectiveness in relation to provincial standards for learning outcomes for the subject and grade.</li> </ul>
<b>B</b>	<ul style="list-style-type: none"> <li>Achievement is competent and methodical.</li> <li>Consistent demonstration of considerable effectiveness in relation to provincial standards for learning outcomes for the subject and grade.</li> </ul>
<b>C</b>	<ul style="list-style-type: none"> <li>Achievement is marginally adequate.</li> <li>Effectiveness falters occasionally in relation to provincial standards for learning outcomes for the subject and grade.</li> </ul>
<b>D</b>	<ul style="list-style-type: none"> <li>Inconsistently achieves at an acceptable level.</li> <li>Limited effectiveness or inconsistent performance is demonstrated in relation to provincial standards for learning outcomes for the subject and grade.</li> </ul>
<b>I</b>	<ul style="list-style-type: none"> <li>Description of Achievement Standards</li> </ul>

### Academic Integrity

All students are expected to behave ethically. Cheating, plagiarism (copying someone else's work and passing it off as one's own), copying, stealing tests or assignments and/or getting answers for a test or assignment in advance are not acceptable. Unethical behavior also includes giving answers or work to others to claim as their own.

If a student is suspected of unethical behavior, school administration will meet with the student and take action in accordance with [Administrative Procedure 350 - Student Conduct](#).

## **Reporting Student Achievement**

Although there are **three formal reporting periods**, communication with parents and students about student achievement will be continuous throughout the year. Communication may include: parent-teacher or parent-student-teacher conferences/interviews, portfolios of student work, student-led conferences, interviews, phone calls, checklists, and informal reports.

## **Reporting Periods**

### **Communicating Student Learning**

**Term 1 – Report cards will be available online on November 25, 2016**

**Term 2 - Report cards will be available online on March 21, 2017**

**Term 3 – Report cards will be available online on June 29, 2017**

**Parents/guardians who wish to request a printed version of the report card or who need an additional printed report card please contact the main office.**

**Parents/guardians who need an additional PowerSchool Parent Portal sign -on code should also contact the main office.**

### **Junior High Schools**

A calculated grade will be available one week before first progress reports or conferences, whichever comes first. Marks for assignments will be available on the [Parent Portal](#) in PowerSchool before that date and can be accessed by clicking the double dashes (--) for each subject. After that point, the Parent Portal will show a cumulative score for the remainder of the year. Please contact the school if you need your personal access code.

## **Conferences/Interviews**

**School conferences/interviews will be held in individual teacher classrooms. It is encouraged that students accompany parents/guardians to the interviews.**

**Term 1 Conferences: Tuesday, November 8<sup>th</sup> and Wednesday, November 9<sup>th</sup>, 2016, from 5:00 – 8:00 p.m.**

**Term 2 Conferences: Tuesday, February 28<sup>th</sup> and Wednesday, March 1st, 2017 from 5:00 – 8:00 pm**

**Both sets of conferences will be booked online on [schoolbookings.net](http://schoolbookings.net). Complete instructions for booking interviews/conferences will be on the school website and in the school newsletter prior to each set of conferences. Please feel free to contact the main office at 780-764-3962 if you have any questions or concerns.**

**Should parents wish to book a time to speak with a teacher or administrator at any time during the school year, please feel free to call the school (780-764-3962) and arrange for a meeting time.**

## **Grades/Marks Appeal Process**

To appeal a grade a student has been given, parents or students are encouraged to contact the classroom teacher. If the appeal cannot be resolved with the teacher, the parent or student shall appeal to the principal who will make and communicate the final decision. A principal's authority to rule on such appeals is set out in the School Act.

## **The Role of External, Large Scale Assessments**

Alberta Education mandates that Student Learning Assessments, Provincial Achievement Tests, and Diploma Exams be administered each school year. Results from these assessments provide school divisions with information about student learning and achievement.

## **Provincial Achievement Tests (PATs)**

[PATs](#) measure how well students demonstrate what they are expected to learn. School and division results are shared publicly to show how Alberta grade six and nine students are doing compared to provincial standards. Results from PATs help schools, school authorities and the province monitor and improve student learning. Note that if students require accommodations in order to write PATs (scribe, reader, assistive supports), students must have an ISP in place which identifies the use of the accommodation throughout the course of the school year.

## *Provincial Achievement Test Administration Schedule: May/June 2017*

All students are permitted an additional one-half hour to complete a test.

### **May 2017**

Tuesday, May 9	9:00 – 11:00 A.M.	Grade 6 Français/French Language Arts Partie A
	9:00 – 11:00 A.M.	Grade 9 English Language Arts Part A
	9:00 – 10:20 A.M.	Grade 9 K&E English Language Arts Part A
Thursday, May 11	9:00 – 11:00 A.M.	Grade 6 English Language Arts Part A
	9:00 – 11:00 A.M.	Grade 9 Français/French Language Arts Partie A
Friday, May 12 <b>*NEW</b>	9:00 – 9:30 A.M.	Grade 6 Mathematics Part(ie) A*

### **June 2017**

Friday, June 16	9:00 – 10:00 A.M.	Grade 6 Français/French Language Arts Partie B
Monday, June 19	9:00 – 10:00 A.M.	Grade 6 English Language Arts Part B
Tuesday, June 20	9:00 – 10:15 A.M.	Grade 6 Mathematics Part(ie) B
Wednesday, June 21	ABORIGINAL DAY	No Tests Scheduled
Thursday, June 22	9:00 – 10:00 A.M.	Grade 6 Social Studies
Friday, June 23	9:00 – 10:00 A.M.	Grade 6 Science
	9:00 – 10:15 A.M.	Grade 9 Français/French Language Arts Partie B
Monday, June 26	9:00 – 10:20 A.M.	Grade 9 Social Studies
	9:00 – 10:15 A.M.	Grade 9 K&E Social Studies
Tuesday, June 27	9:00 – 10:15 A.M.	Grade 9 English Language Arts Part B
	9:00 – 10:15 A.M.	Grade 9 K&E English Language Arts Part B
Wednesday, June 28	9:00 – 10:30 A.M.	Grade 9 Mathematics
	9:00 – 10:15 A.M.	Grade 9 K&E Mathematics
Thursday, June 29	9:00 – 10:15 A.M.	Grade 9 Science
	9:00 – 10:15 A.M.	Grade 9 K&E Science

\*For Grade 6 Mathematics Part(ie) A students are permitted an additional ten minutes rather than the standard one-half hour permitted for all other provincial achievement tests.

Students who are absent for the scheduled PAT writing will write when they return to school, provided the exams have not yet been returned to Alberta Education. After that time students will not be able to write the exams. With the permission of the Superintendent or his/her designate, students may be allowed to write PATs early. Students may, through special arrangement with the teacher, write Final Exams other than PATs outside the official exam schedule.

While PATs are an important part of determining student growth and achievement, they are only one part of the assessment process.

**According to Alberta Education:**

- The achievement tests address only those learning outcomes that can be readily assessed by a paper-and-pencil or digital test.
- The clearest picture of students' growth and development is gained when a wide variety of assessment information is considered. The achievement tests provide part of the picture.

Alberta Education expects schools to report the scores from Grades 6 and 9 PATs.

# Three-Year Education Plan/Priorities

## Priority 1: Promote growth and success for all students

### GOAL 1 EXCELLENT START TO LEARNING

Outcome: More children reach social, intellectual, and physical developmental milestones by Grade 1.

### GOAL 2 SUCCESS FOR EVERY STUDENT

Outcome: More students achieve a minimum of one year's growth in literacy and numeracy.

Outcome: The achievement gap between First Nations, Metis and all other students will be reduced.

### GOAL 3 SUCCESS BEYOND HIGH SCHOOL

Outcome: More students are engaged in school, achieve excellence, and are supported in their transition beyond high school.

## Priority 2: Enhance high quality learning and working environments

### GOAL 1 A FOCUS ON WELLBEING INCLUDING STUDENT CITIZENSHIP AND STAFF ENGAGEMENT

Outcome: Our learning and working environments are welcoming, caring, respectful, and safe.

### GOAL 2 QUALITY INFRASTRUCTURE FOR ALL

Outcome: Student learning is supported through the use of effective planning, managing, and investment in division infrastructure.

### GOAL 3 BUILD CAPACITY

Outcome: All staff have the opportunity and are supported in increasing their professional and leadership capacities.

### GOAL 4 A CULTURE OF EXCELLENCE AND ACCOUNTABILITY

Outcome: The division uses evidenced-based practices to improve student engagement and achievement.

## Priority 3: Enhance public education through effective engagement, partnerships, and communication

### GOAL 1 PARENTS AS PARTNERS

Outcome: Student learning is supported and enhanced through parent engagement.

### GOAL 2 SUPPORTS AND SERVICES FOR STUDENTS AND FAMILIES

Outcome: Community partnerships support the needs of our students.

**GOAL 3** ENGAGED AND EFFECTIVE GOVERNANCE

Outcome: The division is committed to ongoing advocacy to enhance public education.