

Administrative Procedure #408 Student Assessment

1. The Principal shall:
 - 1.1 formally review and communicate Thrive's Administrative Procedures regarding student assessment with staff, students, and parents, annually.
 - 1.2 align assessment practices in the school that allows for student success;
 - 1.3 monitor and engage in ongoing dialogue regarding implementation of assessment practices throughout the school year to support alignment with Alberta Education's Kindergarten to grade 6 curriculum;
 - 1.4 ensure that there is ongoing informal communication regarding student achievement and progress to parents which occurs in addition to the 2 formal reporting periods (i.e. end-of-semester (January) and end-of-year (June))
 - i. Communication can take place in a wide variety of ways, including ongoing reporting through online gradebooks, conferences, assessment portfolios, reporting systems, or student work samples.
2. The teacher, with the support of the Principal and the Learning Team, shall employ assessment practices that:
 - 1.5 are aligned with provincial and school standards, practices and procedures;
 - 1.6 illustrate student performance in reference to the learner outcomes from the Alberta Programs of Study;
 - 1.7 actively involve students in the process of their learning; and
 - 1.8 are responsive to the needs of the learner and allow for each student to progress in their learning.
3. In alignment with the Thrive's Charter Society assessment procedures and research-based assessment practices:
 - 1.1 Students will be given multiple opportunities to demonstrate their learning through various means of expression, within a reasonable time frame.
 - 1.2 A student's grade represents his/her relevant, consistent, and recent learning and achievement. A zero, as part of a student's grade, will only be used in exceptional circumstances when, after additional support and multiple opportunities, evidence of learning is not available. Teachers shall dialogue with their Principal if a zero is warranted.

1.3 Complete and detailed assessment records of student course work must be maintained.

1. Teachers will evaluate students through ongoing assessment. Some examples of assessments may be through examinations, course work, assignments, quizzes, and any other method they deem appropriate. Teachers will formally communicate students' level of achievement on a student report card two times per year (once at the end of January and again at the end of the school year).
2. Report cards will be sent home to parents and parents will receive the opportunity to meet with the teachers at the student led conferences. If you are unable to attend student-led conferences, it will be the parents' responsibility to set up another time within a week of the set date.
3. Teachers will be responsible to ensure that each student is evaluated fairly, accurately, and equitably. Each teacher will be responsible for keeping a record of the student's marks. Each teacher will be able to substantiate the student's marks to the parents if they request this.
4. The student or parent may appeal a final grade according to Appeals Concerning Student Matters Policy #105.
5. At any time during the school year, parents may request a meeting outside of school hours with their child's teacher and a meeting that suits the teacher and parents' schedule will be made.
6. Teachers will use student evaluations to determine a student's level of mastery in specific subject areas. Teachers will use these evaluation results as a tool for planning and to determine if adjustments are required to the course.