



WORKING
DRAFT

AER Policy Section 4: School Based Guidelines



Our Lady of the Cape
NLESD

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POLICY STATEMENT

We operate under the governing Assessment, Evaluation and Reporting Policy of the Newfoundland and Labrador English School District: <https://www.nlesd.ca/about/policies.jsp> which states: *The primary purpose of assessment and evaluation is to support student growth and to improve student learning and achievement.* (p.1, PROG-317). A copy of this document, including a complete policy statement, can be accessed online using this link or a printed copy can be obtained through the office upon request.

SCOPE

This policy applies to all administrators, teachers, and students at Our Lady of the Cape but particularly those in Jr. High receiving percentage grades to reflect achievement of outcomes.

BACKGROUND

These school-based guidelines exist to guide and direct the assessment and evaluation of students at Our Lady of the Cape with specific respect to Assignment Completion, Missed Assessments, and Academic Dishonesty. All other matters pertaining to Assessment and Evaluation (including Second Chance Opportunities) are clearly determined by the NLESD Assessment, Evaluation and Reporting Policy (AEP).

RATIONALE

The purpose of all student activity is to work towards success in achieving curriculum outcomes. The expectation for all students is that they complete assigned work to the best of their abilities. It is the responsibility of all school community members involved with guiding students; parents/guardians, teachers, administrators and support staff to encourage and direct student work and behaviours. Despite behavioural issues, poor choices and time management concerns, students should be held accountable for their achievement of outcomes; their marks should consistently and accurately reflect their knowledge and skills as they directly relate to outcomes. The response to work avoidance is to assist and require work completion.

GUIDELINES

As per the expectations of the NLESD Assessment, Evaluation and Reporting Policy, the following guidelines have been developed for use at Our Lady of the Cape to ensure consistent, fair, and academically sound measures are taken to support students in their demonstration of curriculum outcomes.

Assignment Completion

(Section 4.13 – 4.16 AEP)

In addition to the regulations stipulated in the NLESD AEP, students that are deemed to have “invalid reasons” for late/missing work will be subject to escalating levels of intervention, which may include parent contact, time management support, detention, loss of privileges, and in-school suspension until the expected work is submitted. Work will only be accepted if deemed satisfactory by the teacher and/or school administrator. Mark reductions will not be used.

Missed Assessments

(Section 4.17 – 4.25 AEP)

In addition to the regulations stipulated in the NLESD AEP, students that are deemed to have “invalid reasons” for missing tests/quizzes or other summative assessments (with the exception of mid-year and final exams as per Section 4.25 of the AEP) will be subject to escalating levels of intervention, which may include parent contact, time management support, detention, loss of privileges, and in-school suspension until the expected work is submitted. Work will only be accepted if deemed satisfactory by the teacher and/or school administrator. Mark reductions will not be used.

Academic Honesty

(Section 4.26 – 4.29 AEP)

In addition to the regulations stipulated in the NLESD AEP, students that are guilty of academic dishonesty will be subject to disciplinary action, which may include parent contact, detention, loss of privileges, in-school suspension, out-of-school suspension. The student will be required to complete an alternate assessment/task that will allow demonstration of outcome achievement that will only be accepted if deemed satisfactory by the teacher and/or school administrator. A mark of zero will be used as a *placeholder* until the student completes the assigned task; achievement will be reflected by what the student can actually do.