

## **Assessment, Evaluation & Reporting Policy**

This policy is to ensure consistency among all teachers and departments at Bishop Reding in accordance with school policy. It is the expectation of the administration that all staff and students will abide by the policies outlined in this document. According to the Halton Catholic District School Board's Assessment, Evaluation and Reporting Guidelines:

### Teachers should understand that:

- All Staff and Administration have an obligation to fully discuss with students, late and missed assignments procedures.
- The return of student assessment and evaluation needs to be timely in order to provide the students with feedback to promote growth and learning.
- Regular and meaningful communication with parents will take place throughout the semester including notifying parents when work is not submitted.

### Parents should understand that:

- The due date of an assignment is set at the discretion of the teacher in consultation, where appropriate, with the students.
- Assistance is available for students who are not confident about concepts or skills in a given discipline.
- Open communication among parents, teachers and students is a key factor in developing a culture of responsibility at Bishop Reding.
- Failure to submit an assignment may result in a mark of zero being assigned.
- Certain deadlines are absolute because of professional responsibilities and deadlines i.e. report cards.
- Failure to submit work may result in no mark being recorded on a Report Card as insufficient evidence has been provided to determine that a student has met the curriculum expectations.

### Students should understand that:

- All assessment and evaluation activities are due on the assigned date or within the time frame specified by the teacher. Students will be asked to clarify why they have not completed an assignment.
- Certain deadlines are absolute, i.e., the teacher needs to submit reports for reporting by a given date.
- Assistance is available when they are not confident about concepts and skills.
- They must take responsibility for their actions
- It is important to come to school prepared, on time, and ready to learn.

## **Missed Test, Performance Assessment and Assignment Policy**

Good time management is important to successful achievement. Therefore it is the expectation of the teachers and administration of Bishop Reding that the following rules will be adhered to:

### **Tests**

1. Students are expected to be present for all test dates and performance assessments.
2. If a student is legitimately absent for a test/performance assessment i.e. note provided by parent, the student may write an alternate test/assignment/performance assessment at the teacher's discretion. **The note must acknowledge that the parent is aware that a scheduled assessment has been missed.**
3. If a student knows in advance that he/she will be absent for a test/performance assessment (i.e. retreat, athletics, etc.), the student is required to notify the teacher as soon as possible and arrangements will be made for an alternate test/performance assessment date at the teacher's discretion.
4. A student truant for a test or performance assessment may be assigned a mark of zero. Special circumstances will be considered by administration.

### **Assignments**

1. Work assigned in class for which class time is allotted is due at the end of class.
2. When an assignment is not completed by the student, the teacher will contact the parent/guardian. The teacher, in collaboration with the student, will fill out a late assignment form indicating a new deadline for the completion of the late assignment. If the assignment is still outstanding, the teacher will then refer the student to the Vice-Principal. Participation in co-curricular activities may be suspended until the assignment is completed.
3. Students absent on the day an assignment is due must personally submit the assignment on their first day back at school or at the discretion of the teacher. Should there be extenuating circumstances (i.e. long term illness, funeral etc.), the student's parent or guardian must notify the school and/or teacher and alternative arrangements will be made.
4. The Late/Missing Assessment Contract must be completed or a documented phone call home must occur for late assessment pieces.
5. Plagiarism is an academic dishonesty. Students are expected to do their own work. Ideas borrowed from other sources must be properly referenced. Failure to do so may result in a mark of zero. Administration must be contacted in instances of plagiarism.

### Attendance

1. Parents are expected to inform the school of their son's/daughter's absence on the day they are absent. **Any student who returns to school from an absence will not be admitted to class(es) until contact with parents is made verifying the absence** either by phone call or note. A 24-hour answering machine is available for your convenience. All absences from school must be justified by parents or guardians. Students, who miss class without an acceptable reason from their parent/guardian, will be recorded as truant.
2. If a student must leave school before the end of the day, they are required to sign out at the attendance office. Students, under 18 years of age, will require the permission of their parents/guardians in order to sign out. Students are to submit notes for early dismissal to the attendance office prior to the beginning of school on the day of the appointment.
3. If a student becomes ill while at school, they must report to the attendance office immediately.
4. Students who are 18 years of age and older must complete the NOTE SIGNING PERMISSION FORM in order to sign their own notes. Students will then be allowed to sign themselves in or out of school if they have an appointment, or are ill.