

Baltimore School Student Evaluation Policy

Introduction:

Within the first week of classes, teachers will provide students with a detailed description of their course evaluation, including an overview of program content, intended learning outcomes, evaluation guidelines, expectations and any missed tests/ late assignment penalties. In courses where district wide policies are available, these policies will be followed.

To be eligible for Summer School, students must have:

- Been enrolled previously in that particular course
- Received a minimum of 35% or a written recommendation for the principal using the registration form sent home to parents with the final report card.

Policy on late Assignments:

Prompt submission of assignments by students develops both organizational and time management skills. Not only does it foster greater independence and higher levels of individual diligence, it also teaches students to accept responsibility for their education.

There are consequences for submitting late assignments.

- Papers must be submitted in the class they are due.
- If the student is absent on the due date, s/he must make arrangements to have the paper brought in on that day.
- If a student fails to pass in his/her assignment on the due date, then 10% per school day will be deducted for each day that it is late up to a maximum of 30% (3 days).

One school day late.....10% deduction, reminder to student

Two school days late.....20% deduction

Three school days late...30% deduction

At the end of three days, if the assignment has still not been passed in, the teacher involved will contact the home. If at the end of one full week (seven days) after the original due date, the assignment is still not submitted, the student may be seen at the general office. The student may be granted an additional 3 days for the assignment to be submitted for 65% of its original value. If these procedures still fail to produce an assignment, the teacher may enter a '0' on the student's record.

- No marks will be deducted when a paper is submitted late because of extenuating circumstances. It is the student's responsibility to inform teachers of these special circumstances before the deadline if possible. *For example,* The assignment will be accepted the next day without any deductions if a parent note accompanies the assignment explaining why it could not be handed in the previous day.

Some assignments, especially in the areas of Science labs and Mathematics, have definite answers associated with them. Students who submit an assignment after it has been returned and discussed (not before three days) with the class will not receive credit for that assignment. If there are extenuating circumstances, the student's evaluation will not be negatively affected. Teachers may wish to assign an alternate assignment if an assignment has been returned before the student was able to complete it.

4. Policy on Missed Tests

Students must make every effort to be present for all assigned, scheduled tests during the school year. If a student is absent:

- Students must provide a doctor's note or a note from a parent stating awareness of the missed evaluation. If such a note is not provided within **three** days, the student may receive 0%.
- Scheduled make-up test periods have been pre-determined and it is the students responsibility to ask the teacher of the particular subject for the date of the make-up test. If a make-up test is scheduled and the student refuses to write the make-up test at the designated time, the student may receive a grade of 0%.
- In courses with 'continuous evaluation', the teacher may:
 1. in the case of one missed test only per term, the teacher may average the remaining tests and arrive at a final mark. Or in the case whereby a teacher chooses to drop the lowest mark the teacher may use the 'missed test' to represent the evaluation that has been dropped and average the remaining tests or quizzes.
 2. in the case of one (or more) missed test(s), with no makeup(s) being given, or where the teacher feels it would provide a more accurate evaluation, near the end of a term a cumulative test or assignment may be given to a student to complete the evaluation process. The test or assignment may be specific to a particular amount of material or may be a general review of all work covered for a given term. The value of this test or assignment will be determined by the amount of evaluation that has been missed.
 3. If the student has not completed sufficient evaluations within a reporting period for the teacher to provide an indication of academic standing, no formal report grade will be provided and the comment shall state 'Unable to Evaluate'. At year's end, with a course grade not reported, it will mean the student cannot attend Summer School in that course or write

5. Notice of Tests

Students will be given 5 school days notice or 7 calendar days (one week) in class **AND** on the Baltimore School Homework Page, that a test is forthcoming. This can be waived, under special circumstances, if there is agreement between the teacher and the class.

There will be no more than TWO tests scheduled for the same child in the same day. It will be the responsibility of each teacher to post their upcoming test on the school webpage, by forwarding information to Mr. Keith Pender, as well as to check for any scheduled tests.

6. Policy on Cheating

Students should make every effort to do their best and always be prepared for tests and assignments. Students should also be aware that if they are found cheating on a test or an assignment, they may receive a grade of '0%'. Parents/guardians will be contacted, and the students may be given a suspension for such behavior.

7. Formal Exam Regulations (Midyear, Final)

Formal midyear and final examinations are administered in designated courses.

- There will be a copy of the exam schedule posted.
- Students receiving modified evaluation must proceed to the designated area.
- Once seated you will find a booklet and the exam on the desk. Check to see that you have the correct exam but do not begin until you are told to do so.
- There is to be ABSOLUTE QUIET once students enter the gym/exam area. Students who distract others may be sent to the General Office.
- Exams are to be collected at the front of the gym.
- Students arriving late for any reason must report to the General Office for permission to enter the exam room.
- Students who miss any exam must provide a doctor's note indicating that they were unable to write the exam or they may receive a '0%'. If a student is unable to write an exam, a parent or guardian must contact the school immediately, and arrange for a medical note.
- All examinations except Mathematics are to be written in ink unless otherwise stated or instructed. Only blue or black ink is permitted.
- Students must come to the examination room prepared to write an exam. Students will not be permitted to borrow liquid paper etc. As well, students will not pass anything or speak to one another during the examination.
- No hats, jackets, book bags or purses are permitted in the gym.
- A teacher will accompany any student who must leave the examination room.

- No scribbling paper, notebooks, textbooks or anything of the kind is allowed to be used during the examination period. All required paper will be provided.
- Any student discovered to be cheating during the exam will be sent immediately from the exam room and given '0%'.
- Students are reminded to wear appropriate, modest clothing, as per school policy.
- Students who come to school in the morning but do not have an exam until the afternoon must go to the library for quiet study.
- During exams, students must be in the library, the gym, or other designated area. Classrooms will be locked during exams.
- A student who leaves the exam room early without teacher permission may receive a '0%' on the exam.

In the event of school closure during exams:

- If school is closed for a full day, the exam schedule will then take up where it left off. The exams missed will be written at the end of the schedule.
- If school is closed for a half-day, in the AM or PM, the exams missed will be written at the end of the schedule.

8. Homework:

When teachers assign homework they do so for many reasons.

- To improve academic performance
- To promote independent study
- To provide parents with the opportunity to see what is happening in school
- To reinforce previous learning
- To enrich students
- To accommodate for ability/learning differences
- To prepare for tests/quizzes
- To work on major assignments/projects
- To catch up on missed or unfinished work

What is homework?

Homework is any assigned work which the student must complete after the school day. It is broken down into a couple of areas. The first would be everyday work that is started in class but not completed. This work may not be given any significant value but is left to the discretion of the teacher. Usually the teacher will assign it for the next class.

Sometimes a worksheet or set of questions are assigned for quick completion as a teaching tool for the next class. The value on this type of work is marginal. Then there are major assignments or projects that are given with a set due date.

Usually these involve anywhere from a week to a few months for completion and assigned considerable marks.

All assignments must be submitted at the time specified by the teacher. An extension may be granted under exceptional circumstances. These circumstances must be documented in a letter from the parent/guardian, prior to the deadline, outlining in detail, reasons why the assignment cannot be submitted on time. For those situations where a medical emergency may delay the date of the project then a medical note is required and the student will be given an extension equivalent to the number of school days missed due to the medical problem.

1. Work will be assigned so that reasonable time is given for completion. A major assignment requiring research and in-depth analysis would be given more time than that of a single worksheet or chapter questions at the end of a chapter of work.
2. A due date for completion will be given for all homework and projects/assignments.
3. Teachers will correct assignments/projects in a timely fashion and provide appropriate commentary so that it can be used as a learning opportunity for the student.
4. Parents should ensure that appropriate time is spent on homework and that an area in the home conducive to learning is provided.

Level	Approximate Timeframe
Kindergarten	10 minutes
Primary	30 minutes
Elementary	40 minutes
Intermediate	1 hour
High School	1 – 2 hours

This amount of time is flexible as time for completion of major projects and assignments, or study that may require additional time.

5. In the event that the student does not complete assignments/projects on time then the teacher is to ascertain the reason for the delay. In cases where the student provides an appropriate note from medical personnel then the teacher will allow the same amount of time as the student's absence to complete the assigned work.
6. Where an appropriate note is not delivered then the student will be given a notice that for each school day the assignment/project is overdue there will be a 10% reduction on the value of the assignment/project for up to three school days and a maximum of 30% reduction.