



AP-I-301.2 Student Evaluation and Grade Placement Administrative Procedures

October 26, 2009

BACKGROUND & RATIONALE

FFCA's mission is to ensure that all students achieve academic excellence. Teachers at FFCA regularly assess and evaluate students and periodically report the results of evaluations to the students and their parents. Although most students will progress at the rate of one grade per year, FFCA acknowledges that the time required to meet grade requirements may vary among students. Any decisions regarding grade placement will be shown to be in the best interest of the student.

PROCEDURES

1. Assessment (collection of data), evaluation (the judgment and "value" placed upon the learning) and communication of student learning are integral parts of the instructional process. A variety of assessment and evaluation approaches using clearly established criteria shall be utilized within FFCA. Assessment and evaluation are based upon curriculum outcomes, are continuous, fair and just, and involve such processes as: teacher observation, teacher evaluation and testing, standardized test results and program mastery.
2. At FFCA, teachers communicate regularly with parents regarding the assessment and evaluation of their child. Formal communication occurs three times per year at the elementary and middle school campuses and four times a year at the high school campus via written report cards. Parents are also provided the opportunity to meet with teachers four times per year to discuss their child's progress in relation to the curriculum outcomes along with other relevant factors during learning conferences.
3. When making grade placement decisions, a multitude of factors will be considered, including but not limited to: age, academic achievement, effort, general ability, social and emotional maturity, health, and program content/availability.
4. Grade placement decisions will be demonstrated to be in the best interest of the child.
5. The Principal Educator shall inform parents, in writing, of the possibility of retention in the current grade, as well as the rationale for such a possibility no later than April 30th (see attached letter format).

6. In those instances where parents have been notified regarding possible grade retention, teachers will work in collaboration with Principal Educators and parents to provide opportunities for the child to demonstrate improvement in any of the areas deemed to require more attention.
7. A parent who is dissatisfied with a grade placement decision made by the Principal Educator will be promptly provided with the associated appeal procedures.

APPEAL PROCEDURES

1. Upon receipt of the written grade placement decision, the parents will have 20 school days in which to provide to the Superintendent their written notice of appeal of the Principal Educator's decision.
2. Within 20 school days of the receipt of the notice of appeal of the placement decision, the Superintendent shall meet with the student's parents to hear the submission from the parents as to why the decision is inappropriate. The Superintendent may meet with the Principal Educator as well as any such other person(s) as, in the opinion of the Superintendent, may be useful for the purpose of considering the appropriateness of the decision.
3. Within the 20 school day limit specified in #2 above, the Superintendent shall provide the parents with a brief written decision, with reasons, either confirming the placement decision made by the Principal Educator or proposing an alternative solution. The decision of the Superintendent shall be deemed to be the final decision of the Board. Parents shall be advised that the Superintendent's decision may be a matter reviewable by the Minister under section 125 of the *School Act*.

DRAFT LETTER TO PARENTS

Dear _____,

Further to our conversation on (date), I am writing to inform you of the possibility of retention for (child's name) in grade (grade).

The reasons for the possible retention are:

- (reason #1)
- (reason #2)
- (reason #3) etc.

As was mentioned in our conversation on this subject, (teacher's name) and I will work closely with you and your child to ensure that any support needed between now and the end of the year is provided.

I would invite you to further discuss this topic with me at your earliest convenience. Please phone (your school number) to set up an appointment.

Sincerely,

(Principal's Name)