



Saint Francis
international school

Academic Information

Grading System

St. Francis School uses the following scale to reflect student performance in each subject

97 - 100 (A+)

93 - 96 (A)

90 - 92 (A-)

87 - 89 (B+)

83 - 86 (B)

80 - 82 (B-)

77 - 79 (C+)

73 - 76 (C)

70 - 72 (C-)

67 - 69 (D+)

63 - 66 (D)

60 - 62 (D-)

Below 60 (F) Fail

The above grades are used for the middle school report cards and may also be used by the teacher(s) for term tests, notebooks, projects and assignments, although other forms of assessment are also used. (For eg. rubric)

Report Cards

Report cards are sent home three(3) times a year using the above grading system.

Report cards are based on tests, homework, classroom participation, projects and assignments and notebooks. **Each teacher will outline their grading system to the students and parents, so all are aware of the expectations.**

Incomplete Grades

Students must complete work in a manner such that **incomplete grades on reports** can be converted to grades within an agreed period after the end of the marking period.

Report dates 2010/2011:

Report dates are available each year from the website.

Conferences: Parents may call the office for an appointment at any given time throughout the year. There is a formal conference scheduled in December for all parents, after they receive the Term One reports.

Child at Risk Procedure

If your child is not meeting grade standard, the relevant school teacher/s will notify you in writing by mid-way through the term to organise a **meeting** to resolve the problem. This procedure must have been followed prior to the child receiving a **failing grade**.

Parent - Teacher Conferences

Parents are encouraged to request teacher conferences at any time. Please call the school to arrange an appointment with the teacher you need to see. Each teacher will make contact with a parent whenever any student's performance puts him/her at risk of failing a particular subject. The purpose is to inform parent/s of the situation and to consult with them toward a cooperative action to remedy the situation.

Grievances

Questions regarding grades should **firstly be addressed to individual teachers**, and if the situation is not resolved a conference will be set up with the school administration.

School Trips

St. Francis provides its students with the opportunity for educational school trips throughout the year that support the curriculum being taught. These may include various art exhibitions, theatre, archaeological and natural environmental sites. The cost of these trips are not included in the school fees and will be requested as the school trip arises throughout the year. A letter is sent home with the information about the trip and the cost a week before the outing.

Homework Policy

(Updated 2010-2011)

St. Francis believes homework is used to achieve the following:

- It instils in the student their responsibility for learning
- It is an extension of the day's lesson to help the student and the teacher assess learning
- It is sometimes used with the next day's lesson for clarification and reteaching
- It integrates skills and concepts through extension assignments

It is of the utmost importance that parents support the school in making the completion of homework a priority.

****Parents must not make their children's homework their own!!!***

Time

Year 5 and 6 are required to do 45 minutes to 1 hour of homework each evening.

Year 7 and 8 are required to do 1 hour to 1 and a half hours of homework each evening.

Homework Slip

If homework is not turned in on time the student will receive a homework slip which is to be signed by the parent and returned the following day with the required homework.

Three homework slips equal one detention on a Friday after lunch, and a behaviour slip.

Late Work

Students are required to turn in assignments on time. Students who turn in late assignments face the following penalties:

Assignments will be reduced 10% of earned credit for each day late, not to exceed a 50% penalty of earned credit. St. Francis instills a positive learning opportunity by accepting all late work until the end of each term.

Extensions

Extensions for students who have not been absent must be arranged by the student, teacher, and parent. Student must complete an **Extension Request Form** and obtain parent(s) signature to verify the information. The teacher and student will determine the appropriate extension time based on the information provided.

Absence Procedures

- Students who are absent may have a minimum of two days for each day of absence to complete any work missed. If more than five consecutive days of absence are taken the student and teacher will determine essential assignments and agree upon due dates
- Every effort must be made for students to take a make-up test within one week of the time the student returns to school.