



Saint Francis
international school

Academic Information

Grading System

St.Francis use 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.

Report dates 2008/2009:

1st report – 4th December, 2008

2nd report – 23rd February, 2009

3rd report – 19th June, 2009

Incomplete Grades and Make-up Procedures

- Students who are absent must make special arrangements to complete any work missed.
- Students must complete work in a manner such that incomplete grades can be converted to grades within an agreed period after the end of the marking period date.
- Every effort must be made for students to take a make-up test within one week of the time the student returns to school.

Child at Risk Procedure

If your child is not meeting grade standard, the relevant middle school teacher/s will notify you in writing by mid-way through the term to organise a **meeting** to resolve the problem. That meeting will be followed up by a **phone call** to assess the improvement made by the student, and perhaps another meeting if the child is still not attaining the required grade standard. 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 substantial fall- off in a student's performance or achievement occurs. The purpose is to inform parents of the situation and to consult with them toward a cooperative action to remedy the situation.

This year the middle school will be holding a formal parent – teacher conference. The teachers will be available on Tuesday 9th, Wednesday 10th, and Thursday 11th Dec, between 3:15P.M. and 4:30P.M. to discuss your child's report.

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.

Homework Guidelines

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.

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.

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!!!***

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, archeological 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.