

6.14 Academic Standards Policy

1. Policy

The principal will establish academic procedures that will be published in School Handbooks. Where applicable the procedures will comply with Ministry of Education requirements.

Bible and/or Christian Perspectives are required courses for all KCA students.

2. Rationale

In order for the school to meet BC Ministry of Independent Schools' standards and for co-ordination and efficiency within the school, certain educational criteria and general, basic instructional guidelines are required.

3. Procedures

3.1. Year Plans

- 3.1.1. All subject matter officially taught or presented in the school must appear on the Year at a Glance outlines and be approved by the Principal.
- 3.1.2. These outlines will list resources to be used in the course. Media and special speakers may be listed.
- 3.1.3. The Year at a Glance outlines will follow the curriculum guidelines set out by the Ministry of Education.
- 3.1.4. Plans will clearly indicate how Bible truth will be integrated into the material.
- 3.1.5. The Year at a Glance outline will show the time progression for subject matter.
- 3.1.6. These outlines will be in the hands of the Principal no later than the thirtieth day of September each year.

3.2. Daily Lesson Plans

- 1.1. Teachers will have clear daily lesson plans for each subject taught during the day. The plan will include review of last lesson objective -the student will understand or the student will be able to demonstrate:
 - 3.2.1. integration of faith and learning -what truth from the lesson and what truth from the bible can be brought together?
 - 3.2.2. application of faith and learning -what application of the truth can be made?
 - 3.2.3. lesson - method of presentation substance
 - 3.2.4. evaluation- (student response - question and answer - quiz - student verbal
 - 3.2.5. summarization, examination - essay - cloze - observation – assignment)

3.3. Class work will be marked and dated on a regular basis.

4. Homework

- 4.1. Homework will complement learning expectations and assist students in *completion* of daily class work.
- 4.2. Homework will be used for assessment and evaluation of student progress.
- 4.3. Homework is not optional but is an obligation and is turned in at the set time.
- 4.4. Consequences for failure to complete homework assignment/s will be:
 - 4.4.1. After the second late assignment or incomplete assignment the classroom teacher will contact the parent and the student will complete the assignment according to the arrangement agreed upon by the teacher and parents.
- 4.5. Recommended Homework/Study Time
 - 4.5.1. Grades 1-3: 10 to 20 minutes on any incomplete or "not done" work to be completed at home. This does not include the daily reading assignment, review of spelling words, weekly memory work, and review of math facts.
 - 4.5.2. Grades 4 – 6: 20 to 30 minutes on incomplete class assigned work to be completed at home. This does not include daily reading assignments, review of weekly spelling words, weekly memory work and review of math facts
 - 4.5.3. Grades 7 – 8 : 60 – minutes to complete assigned work and review weekly memory work
 - 4.5.4. Grade 9: 60 to 75 minutes to complete assigned work and review weekly memory work

1.1.1.

5. Evaluation

Students are to be evaluated on the basis of criteria established by the teachers in consultation with the principal.

6. Elementary Students

Elementary students are receiving instruction in the skills and concepts which will form the foundation of their educational future. It is imperative that they master the fundamentals in the core subjects. Since most classes will be taught by the Homeroom teacher, teachers have considerable flexibility and independence in the scheduling of assignments and the daily time table. However, it is important that there be a high degree of consistency in the standards and expectations among all teachers. This will ensure that student progress is accurately charted from year to year and that parents will have a basis of comparison between their own children in different classrooms.

6.1. Assessment Scales - as per Current Ministry of Education Guidelines

Kindergarten to grade 3

Proficiency Scale	EFFORT
<p>Emerging - The student demonstrates an initial understanding of the concepts and competencies in relation to the expected learning.</p> <p>Developing -The student demonstrates a partial understanding of the concepts and competencies in relation to the expected learning.</p> <p>Proficient - The student demonstrates a partial understanding of the concepts and competencies in relation to the expected learning.</p> <p>Extending-: The student demonstrates a sophisticated understanding of the concepts and Competencies in relation to the expected learning.</p>	<p>E-Excellent G- Good S - Satisfactory</p> <p>U - Unsatisfactory</p>

Grade 4-6 Letter Grade Scale

ACHIEVEMENT (% EQUIVALENT)	EFFORT
<p>A (86 – 100%) Excellent - Exceeds expectations</p> <p>B (73-85%) Above Average - Fully meets expectations</p> <p>C+ (67 – 72%) Average – Meets expectations</p> <p>C (60 – 66%) Average – Meets expectations</p> <p>C- (50 – 59%) Below Average - Minimal expectations</p> <p>F (0 – 49%) Unsatisfactory – Not yet within expectations</p> <p>I - Incomplete</p>	<p>E - Excellent G - Good S - Satisfactory</p> <p>U - Unsatisfactory</p>

7. Middle School Students

Middle school students may have a number of teachers in addition to their homeroom teacher. This means that careful coordination is required among these teachers in order to maintain consistent and reasonable expectations for academic work and behaviour.

Grade 7-9 Letter Grade Scale

ACHIEVEMENT (% EQUIVALENT)	EFFORT
<p>A (86 – 100%) Excellent - Exceeds expectations</p> <p>B (73-85%) Above Average - Fully meets expectations</p> <p>C+ (67 – 72%) Average – Meets expectations</p> <p>C (60 – 66%) Average – Meets expectations</p> <p>C- (50 – 59%) Below Average - Minimal expectations</p> <p>F (0 – 49%) Unsatisfactory – Not yet within expectations</p> <p>I Incomplete</p>	<p>E - Excellent</p> <p>G - Good</p> <p>S - Satisfactory</p> <p>U - Unsatisfactory</p>

1.2.

7.1. Late assignments may be penalized as follows (Grades 7-9):

7.2. One day late: -5 %

7.3. Two days late: -10%

7.4. Over two days late: 0%

7.5. Note that students must complete all assignments regardless of whether they are late or not. Teachers are to inform parents regarding concerns about excessively or repeatedly late assignments either through a phone call or an email.

7.6. Students who receive two or more marks of less than 50% - P.E. and options included - may be put on Academic Probation.

7.7. Probation is recommended to the principal upon a 2/3 majority vote of teachers who are knowledgeable enough about the situation for their vote to be valid.

7.8. After the Principal reviews the teacher's recommendation, and is satisfied *that there has been adequate counselling by the teachers and that adequate parent conferences have been held*, the student will be placed on probation.

7.9. When the student is placed on probation, a letter, clarifying the reasons for and consequences of this disciplinary action, will be sent to the parents. Students will be required to complete an Academic Improvement Plan in consultation with their teacher(s) which indicates specific changes to be made during the next reporting period. This plan may include any or all of the following:

7.9.1. Extra work to improve skill in a weak subject.

7.9.2. Activities to develop generic study skills

7.9.3. Attendance at one or more remedial tutoring sessions

7.9.4. Removal from one or more extra-curricular activities.

7.9.5. Removal from certain elements of an extracurricular activity such as games or public performances.

7.9.6. Other as determined by the teacher(s) in consultation with administration.

7.10. The conditions of Academic Probation are as follows:

- 7.10.1. Students who fail to implement or complete their plan, or who receive a zero for a late assignment, will be subject to further disciplinary action.
- 7.10.2. Probation will normally last for the duration of a quarter (about 10 weeks).
- 7.11. Evaluation at the end of the probationary period:
 - 7.11.1. A student is removed from probation upon a 2/3 teachers' vote of satisfactory improvement.
 - 7.11.2. If a student fails to get a 2/3 majority vote, one of the following will occur:
 - 7.11.2.1. continued probation
 - 7.11.2.2. immediate expulsion or withdrawal recommended
- 7.12. Parents have an opportunity to share relevant information affecting the decision at a point in the procedure.