

School Assessment Plan 2019-2020

Grades K-9

Hillcrest School

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Updated: September 8, 2019

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At Edmonton Public Schools, we're committed to transforming the learners of today into the leaders of tomorrow. One of the ways we help all students be successful is by always improving the way we assess and evaluate what students learn. We also want to improve how we report back to you about how your child is doing at school.

This guide will help you understand:

- responsibilities of staff, students and parents/guardians;
- how we will tell you about your child's progress and learning;
- how we assign grades/marks to your child;
- how your child is assessed; and
- the steps we take if your child's work is missing or not finished.

What is assessment?

In this guide, we use the terms assessment and evaluation to describe what students have learned, and how well they have learned it. Assessment and evaluation aren't just about tests and grades.

Assessment means gathering information about what your child knows, understands and can show the teacher based on the Alberta programs of study (curriculum) or their Individualized Program Plan (IPP). Teachers can't use your child's behaviour, effort and work habits to decide on their grades/marks, unless that's outlined in the Alberta programs of study for a specific subject.

To find out where your child is at in their learning, teachers use many tools. Conversations, observations and student work are just some of the ways teachers discover students' strengths and where they might need extra help.

These activities – conversations, observations and the products students create – help teachers shape their lesson plans. They even guide *how* they'll explain a concept, to help every student meet their learning goals. The activities also help inform the teacher's understanding so that they may assign each student a grade, course or level of programming. All of this allows teachers to give you a clear and accurate picture of your child's progress in school.

How to support your child's learning

As a parent or guardian, you are your child's first teacher. So, understanding how your child is doing in school is important. Read this guide, and contact the school or make an appointment to see your child's teacher or principal if you have any questions.

Supporting Student Success

We all have a role to play in helping your child be successful.

You can support your child's learning by:

- working in partnership with school staff;
- providing a quiet place for your child to study at home;
- staying informed and keeping in touch with school staff. This includes reading newsletters and other school materials; and
- going to parent-teacher conferences.

Teachers will help your child succeed by:

- providing programming that's suitable for your child;
- providing many opportunities and different ways for students to show what they know;
- giving students who've missed important assessments and activities the chance to complete the work;
- clearly explaining what's expected of students in all courses and how student work will be graded/marked (i.e., course outline);
- keeping detailed, accurate notes describing your child's successes and challenges;
- communicating with you regularly about your child's progress and achievement; and
- providing opportunities for you to be involved in your child's learning.

Students have a responsibility for their own learning and are expected to:

- come to school every day and on time;
- finish their assignments, projects and tasks to the best of their ability;
- participate in activities to celebrate learning;
- show that they're learning; and
- take advantage of chances to revise or redo assignments or tests so they can show growth in their knowledge and skills.

Our Communication Plan for Reporting Progress

There are many ways we help you stay informed about your child's learning throughout the year. We encourage you to review your child's reports and attend conferences regularly.

Reporting Periods:

Term 1 – September 3 – November 29, 2019

Term 2 – December 2 – March 13, 2020

Term 3 – March 16 – June 26, 2020

Progress Report #1 – December 6, 2019

Progress Report #2 – March 20, 2020

Progress Report #3 – June 26, 2020

Progress Reports will be posted electronically on Schoolzone. Please inform the school if you are unable to access Progress Reports electronically and a paper copy will be sent home.

Interim Reports:

Interim reports will be released to Schoolzone on a monthly basis on the following dates:

October 7, 2019

November 4, 2019

December 2, 2019

January 6, 2020

February 3, 2020

March 2, 2020

April 6, 2020

May 4, 2020

June 1, 2020

Conferences:

Parent-Teacher-Student Conferences will be held on Wednesday, October 23 and Thursday, October 24, 2019 in Term 1. Term 2 conferences will be on Wednesday, February 5 and Thursday, February 6, 2020. We encourage students to attend with their parents/guardians so that conversations about academic performance, effort, behavior, goals and next steps can be discussed with teachers.

Individualized Program Plans (IPPs): for students who need specialized services and supports, the IPP is a working document that is developed within the first two months of the school year. It is a record of your child's progress related to specific goals and strategies. It gives you confirmation that your child's needs are being addressed and provides information about accommodations and supports your child needs to succeed. The IPP is reviewed at least three times a year. We expect you and your child (as appropriate) to provide input into the IPP.

IPP planning conferences with input from parents will take place in September. They will be ready for parents to review by October 25, 2019. IPP review dates will be December 13, 2019, March 20, 2020 and June 12, 2020.

English as a Second Language (ESL) Proficiency Assessments: for students learning English, ESL Proficiency Assessments measure English abilities in four areas: listening, speaking, reading and writing. Teachers use a variety of tools each year to help them plan lessons and communicate with you about your child's progress in learning English.

Teachers will share ELL Benchmarks with parents at Parent conferences in October. If parents are unable to attend a conference, information will be sent home or posted on Schoolzone.

Grades/Marks and Codes

To decide on your child's grade/mark at the end of a reporting period, teachers use evidence of what your child has learned and their professional judgment.

At Hillcrest School, student grades/marks are reported using A, B, C, D grades for all courses.

Exemplary – A (80 - 100%)	Proficient – B (65 - 79%)	Adequate – C (50 - 64%)	Limited – D (0 – 49%)
<i>(Adapted from Alberta programs of study)</i>			
<ul style="list-style-type: none"> Learning goals are met in an astute and comprehensive way. Assignments are well crafted, organized in a purposeful fashion, and demonstrate attention to precise details. 	<ul style="list-style-type: none"> Learning goals are met in a practical and thorough way. Assignments are complete, organized in a competent fashion, and demonstrate attention to relevant details. 	<ul style="list-style-type: none"> Learning goals are met in an appropriate and reasonable way. Assignments are generally complete, organized in an acceptable fashion, and demonstrate attention to predictable details. 	<ul style="list-style-type: none"> Student has demonstrated insufficient performance in relation to learner outcomes.

<ul style="list-style-type: none"> • Demonstrates an in-depth understanding and degree of skill on summative assessments. • Has assembled an in-depth understanding of the concepts, generalizations and skills fundamental to the program. 	<ul style="list-style-type: none"> • Demonstrates a substantial understanding and degree of skill on summative assessments. • Has assembled a thorough understanding of the concepts, generalizations and skills fundamental to the program. 	<ul style="list-style-type: none"> • Demonstrates a satisfactory understanding and degree of skill on summative assessments. • Has assembled a basic understanding of the concepts, generalizations and skills fundamental to the program. 	
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Grade Level Programming: GLP shows the current grade level at which a student is being taught. This is usually the same grade in which a student is enrolled. GLP appears on each progress report for English and French language arts, math, science and social studies. GLP also appears for language arts in the target language in bilingual programs.

District-Approved Term and End of Year Codes: On your child's progress report, a teacher may use these District codes for term or end of course grades/marks.

IEA	Insufficient Evidence Available	IEA is used only as a term mark when a teacher does not have enough evidence about a student's progress to give a mark at the end of a term.
NGC	Not on Graded Curriculum	NGC is used only as a term mark when a student, identified as having special education needs, is not on the graded curriculum and is issued a progress report. It is also used when a student in Grade 1 or 2 is continuing to work toward learning outcomes in the Kindergarten Program Statement. A student with a term mark of NGC will have a GLP of <1.
CMU	Course Mark Unavailable	CMU is used only at the end of a course when a student has at least one term mark of IEA. It indicates that a teacher does not have enough evidence over an entire course to give a final mark. CMU may also be used at the end of a course when a student has at least one term mark of NGC.

How We Determine Student Grades/Marks

At Edmonton Public Schools, we determine grades/marks in a variety of ways.

Formative Assessments

Throughout the year, your child will work on many activities that help them increase what they know and practice their skills. These activities show your child's teacher how they are doing, what their strengths are and where they can improve. This is called formative assessment.

Teachers use this information to adjust their teaching, give your child feedback to help them improve and prepare your child for times when they will receive grades/marks.

Summative Assessments

During the school year, your child will have a chance to show what they have learned up to that point in time (summative assessments).

Using their judgment as professionals, teachers make decisions and give grades/marks to your child. They base these decisions on what they've seen your child do (observations), discussions they've had with your child (conversations) and the work your child has completed (products).

Missing or Incomplete Student Work

Principals must make sure that teachers communicate with parents/guardians promptly and regularly about missing or incomplete student work. This is outlined in Administrative Regulation [GKB.AR – Standards for Evaluation](#), section 4:

4. *Principals must work with their teachers to comply with the following:*
 - a. *evidence of student achievement has been collected by the teacher;*
 - b. *communication plans for reporting student achievement and growth to parents/guardians are developed and aligned with school-wide assessment and intervention plans;*
 - c. *a student has been given multiple opportunities and ways to demonstrate his/her learning;*
 - d. *follow up has occurred to determine the reason when a summative assessment item (assignment, test, project, etc.) is missing or incomplete, and that opportunities for the student to fulfill the requirement of the summative assessment item (assignment, test, project, etc.) are provided;*
 - e. *if the student continues to be unsuccessful, the student/parents/guardians will be informed and the teacher will solicit a solution in consultation with the student's parents/guardians to hold the student accountable and/or plan for further learning;*
 - f. *teachers will engage in on-going, timely communication with parents/guardians/students and the principal regarding missing or incomplete work; and*
 - g. *providing 4. b–f have been followed, the teacher can assign the student a mark of zero for that missed summative assessment item (assignment, test, project, etc.).*

When your child has missing or incomplete work:

- 1) The student and teacher will meet for one on one/small group support for extra help for missed or incomplete work at lunch or after school.
- 2) The teacher will contact the parents to inform them of missed assignments or incomplete work.
- 3) The student will attend the Completion Centre (assigned homework room) at lunch or after school to complete missed or incomplete work.
- 4) The teacher will set up a parent meeting to discuss a contract with the student and parent for missed or incomplete work.
- 5) Administration will follow up with student and parents if necessary if these steps are unsuccessful.

Course Outlines:

At Hillcrest School, course outlines are provided for students in all of their classes.

The Role of Homework

Homework is meant to:

- help support your child's learning;
- reinforce what your child learned in school; and
- give your child more practice.

At Hillcrest School, our homework policies support purposeful practice and reinforces what your child has learned in school. If you have any concerns or questions about homework, please contact the classroom teacher as a first step.

Academic Integrity

Cheating is not acceptable. This includes plagiarism (copying someone else's work and passing it off as your own), copying, stealing tests or assignments and getting answers for a test or assignment in advance. Cheating also includes giving answers or work to others to claim as their own.

If your child is suspected of plagiarism or cheating, school administration will meet with them and take action in accordance with Administrative Regulation [HG.AR – Student Behaviour and Conduct](#).

Grades/Marks Appeal Process

To appeal the grade/mark your child has been given, contact the classroom teacher. If you can't resolve the appeal with the teacher, the principal will make a decision and explain it to you. The principal's decision is final. A principal's authority to do this is set out in the *School Act*.

The Role of Large Scale Tests

The Highest Level of Achievement Test (HLAT) measures students' writing skills compared with the Alberta programs of study in English language arts and French language arts. It shows teachers in each school how well their students are doing, and how they compare to students across the District.

Who takes the HLAT?

- students in Grades 1 to 9 in English language arts
- students in Grades 2 to 9 in French Immersion
- students in Grades 8 and 9 in Late French Immersion

The HLAT will be administered on during the week of April 20 to 24, 2020.
Results will be available in SchoolZone after May 15, 2020.

The Math Intervention/Programming Instrument (MIPI) measures students' knowledge of the previous year's math curriculum. It shows teachers how well students understand different math concepts so they can identify appropriate programming for students.

Who takes the MIPI?

Students in Grades 8 and 9 this year. Students in grade 7 will be taking the Canadian Achievement Test (CAT-4) instead of the MIPI.

The MIPI will be administered during the time period of September 3 to 20, 2019.

The Provincial Achievement Tests (PATs) measure how well students are learning what they are expected to learn. Results are shared publicly to show how Alberta students are doing, compared to provincial standards. Results from PATs help schools, school authorities and the province monitor and improve student learning.

Who takes the PAT?

- students in Grades 6 and 9 in English or French language arts, math, science and social studies

The PATs will be administered according to [this schedule](#). Results will be available in SchoolZone by mid-October for individual students.

While PATs are an important part of determining student growth and achievement, they are just one part of the assessment process.

According to [Alberta Education](#):

PATs are only one of many ways to evaluate student learning and are not meant to replace day-to-day teacher observations and classroom assessment. They are sources of information that must be interpreted, used and communicated within the context of regular and continuous assessment by classroom teachers.

The Alberta government expects us to report the scores from Grades 6 and 9 PAT's. We will report the results to students and parents/guardians in the following way: Preliminary marks on the year end June progress reports for Grade 9 students.

