



## ADMINISTRATIVE GUIDELINE

Title: **Implementing and Communicating Ministry Policy on the Grading of Students**

**Effective Date:** September 27, 1999

**Responsibility:** Superintendent of Program and Schools

### 1.0 **Rationale**

Board Motion # 03-99-11 stated “that the Near North District School Board develop a process for the implementation of the Grading System and that the Ministry of Education and Training policy be communicated to parents and children”.

The Ministry policy on the grading of students is outlined within the section entitled “Section-by-Section Guide to Completing the Provincial Report Card” on pages 5 to 11 of the Guide to the Provincial Report Card, Grades 1 – 8. Principals must ensure that teachers are familiar with the policy outlined there. Principals and teachers must work together to inform students and parents specifically about section 4, “Achievement of the Provincial Curriculum Expectations”.

### 2.0 **Strategies**

The following are suggestions for communications with students and parents to ensure that they understand the grading system:

- 2.1 In August or early September, principals should review section 4 of the “Section-by-Section Guide to Completing the Provincial Report Card” on pages 5 to 11 of the Guide to the Provincial Report Card, Grades 1 – 8 with teachers.
- 2.2 Principals should ask teachers to relate their comments and grades to the expectations for students contained in each of the program area documents of The Ontario Curriculum.
- 2.3 Principals should direct teachers to the “Achievement Levels” section and rubric in the front of each curriculum document where Levels 1 to 4 are outlined, and teachers should make use of the rubric in writing report card comments.
- 2.4 In October or November prior to report cards being sent home, principals should outline for School Councils the grading policy as specified by the Ministry of Education and Training and as implemented within the school. Notice of this topic on the School Council agenda should go to all parents.
- 2.6 In October or November prior to report cards being sent home, teachers should outline for their students the grading policy to be used on the report cards.

- 2.7 If a student has demonstrated a level of achievement on the expectations addressed in that term that is significantly above average as outlined in section “d” on page 7 of the Guide to the Provincial Report Card, Grades 1 – 8, that student should receive an “A”.
- 2.8 During parent/teacher conferences, teachers should take the opportunity to ensure that parents understand the grading policy so that communication about student achievement levels is enhanced.

These and other strategies that can be developed and implemented within individual schools should ensure that students and their parents are clearly informed about the progress being made by the students.