

INTERNATIONAL SCHOOL OF POZNAN

REGULATIONS CONCERNING PROCEDURES AND METHODS OF ASSESSMENT, CLASSIFYING AND PROMOTING STUDENTS, AND CONDUCTING RETAKE AND CLASSIFYING EXAMS

THESE REGULATIONS HAVE BEEN DEVELOPED ON THE BASIS OF THE FOLLOWING DOCUMENTS:

1. The Regulation of the Minister of National Education (June 19,1992) on General Rules and Regulations for Public Schools.
2. The Regulation of the Minister of National Education and Sport (September 7, 2004) on Circumstances and Methods of Assessment, Classifying and Promoting Students (...).
3. The Regulation of the Minister of Education (September 8, 2006) modifying the Regulation on Circumstances and Methods of Assessment, Classifying and Promoting Students (...).
4. Amended Act of September 7, 2007 regarding the educational system after modifications.
5. *The International School of Poznań* Statute .

THE AIM OF THIS POLICY IS TO SPECIFY THE ENTRIES OF THE STATUTE IN ACCORDANCE TO THE NEEDS OF DAILY EDUCATIONAL AND TEACHING WORK.

SECTION I

ASSESSMENT OF STUDENT'S KNOWLEDGE AND SKILLS

§ 1. GENERAL PROVISIONS.

1. The aims of assessing a student's knowledge and skills are:
 - to systematically and on a day-to-day basis observe a student's learning progress and achievements ,
 - to stimulate a student's intellectual development as well as his/her talents and interests,
 - to make a student aware of the level of knowledge and skills that he/she has achieved and which are required by the curriculum, as well as any shortcomings,
 - to accustom a student to systematic work, self-control and self-assessment,
 - to guide a student when working independently,
 - to correct a teacher's educational and teaching methods and organization of work,
 - to provide a student with an interim (annual) summary of his/her knowledge and skills and, on the basis of this, state the level of achieved learning outcomes specified in the curriculum for that period (school year).
2. The level of knowledge and skills that a student has achieved and specified in the curriculum is represented in the form of school grades, further referred to as 'grades', and shown in the table below. It is important that the starting point for a positive grade has its justification in the level of teaching, the environment differentiations, type of school and the intellectual abilities of the students.

| GRADE | ABBREVIATION | NUMERICAL REPRESENTATION |
|--------------|---------------------|---------------------------------|
| EXCELLENT | E | 6 |
| VERY GOOD | VG | 5 |
| GOOD | G | 4 |
| SATISFACTORY | S | 3 |
| POOR | P | 2 |
| FAIL | F | 1 |

3. Marks, represented in the form of grades, are divided into:
 - partial, which reflect the achieved level of knowledge and skills in the covered section of the curriculum,
 - interim and yearly, which reflect the general achieved level of knowledge and skills as specified in the curriculum for a defined period (school year).
4. The grade is awarded by the subject teacher.
5. The grade awarded by the subject teacher cannot be overruled or changed by administrative decision.
6. Grade descriptors:
 - a) ‘excellent’ is awarded to a student who :
 - has mastered very well the field of knowledge and skills defined in the covered educational programme which incorporates the core curriculum,
 - independently and creatively develops his/her talent, fluently uses the acquired knowledge when solving theoretical and practical problems resulting from the educational programme, offers and suggests unusual solutions,
 - receives a maximum of points in written and verbal forms of assessment;
 - b) „very good” is awarded to a student who :
 - has mastered the field of knowledge and skills required by the educational programme which incorporates the core curriculum,
 - efficiently applies acquired knowledge, is able to independently solve problems (tasks) mentioned in the curriculum ,

- is able to make use of the acquired knowledge to solve tasks and problems in different, new situations;
- c) „good” is awarded to a student who :
 - has mastered, above the level required, the field of knowledge defined in the educational programme (the core curriculum),
 - correctly and independently solves theoretical and practical problems;
- d) “satisfactory” is awarded to a student who :
 - has mastered the required learning outcomes, not exceeding the level required by the educational programme (the core curriculum) ,
 - is able to solve problems of average difficulty ;
- e) „poor” is awarded to a student who:
 - has shortcomings in his/her learning outcomes required by the core curriculum. These shortcomings, however, do not preclude the student from making further progress in a certain subject,
 - is able to solve theoretical and practical problems of a low level of difficulty;
- f) „fail” is awarded to a student who :
 - has not mastered the learning outcomes and skills required by the core curriculum for specific subjects and where such shortcomings do not enable the student to acquire further knowledge in these subjects ,
 - is not able to solve problems (tasks) of a basic degree of difficulty.
- 7. IB Diploma Programme Assessment Rules and Criteria are specified in Appendix 1
- 8. Middle School Assessment Rules and Criteria are specified in Appendix 2.

§ 2. TEACHERS’ ASSESSMENT PRINCIPLES AND RESPONSIBILITIES.

1. It is the homeroom teacher’s duty and responsibility to acquaint the students and their parents with the methods of assessment, classifying and promoting of students as specified in the Regulation of the Minister of National Education and this here document.

The homeroom teacher presents and explains the above mentioned regulations during the first Parents-Teachers Class meeting.

During the first homeroom lesson in September, the teacher introduces and discusses the assessment policy with the students and notes it in the lesson register.

2. It is the subject teacher's responsibility and duty to specify the requirements and criteria for his/her subject and make certain that it is duly noted by the students in their subject notebooks.
3. Subject teachers are obligated to regularly evaluate and assess a student's level of achievement in forms and conditions ensuring objectivity:
 - during a learning period of one week, only three tests may be administered. During a day only one test can be given (this not apply to quick tests as they substitute verbal assessment and, therefore, more than one may be administered during a school day);
 - a written form of assessment (test) should be announced at least one week before the test date and noted in the lesson register;
 - a test cannot be administered if it has not been noted in the lesson register;
 - quick tests can include subject contents covered during the last three lessons and may last up to 15 minutes;
 - tests have to be checked and handed back to students within two weeks of the test date. This does not apply to essays written in Polish;
 - a following test cannot be administered if the previous one has not been handed back;
 - competence tests should be announced one month before the set date;
 - the week that a competence test is being held, no other forms of written assessment (tests, quick tests) should be administered;
 - the scope and range of written tests should be clearly defined and determined with the students;
 - students should be graded on a regular basis, using different forms of assessment:
 - a) verbal assessment,
 - b) homework,
 - c) knowledge checks,
 - quick tests – a student cannot retake a quick test. However, should the student be absent during a quick test, then the teacher has the right to check his/her knowledge within two weeks. The student's absence is marked in the lesson register with a „0” which in the case of further absences will have an impact on the final grade.

- tests (tests, essays and other announced forms of assessment):
 - a) the subject teacher decides whether the students will have the possibility of a retake (e.g. a test or a longer form of written assessment),
 - b) if the subject teacher allows for a retake then it has to be administered within two weeks of the date that the test was handed back.
 - the subject teacher decides how many times a student may come to class unprepared. This, however, does not apply 30 days before classification. A student may not report that he/she is unprepared for class when a written assessment is being administered or it is a review lesson preceding a test.
4. Grades are official and open to both the student and his/her parents.
 5. Written assessments are available for students to see (according to conditions individually specified by the teacher).
 6. On the request of the student or his/her parents, the teacher awarding the grade should shortly justify his/her decision.
 7. The teacher awards interim semester grades according to dates set by the school principal and noted in ‘The School Year Calendar’.
 8. Classification grades are awarded by the subject teacher while the behavior (conduct) grade is awarded by the homeroom teacher.
 9. The classification grade should be a result of the interim grades (but not its average) and should incorporate the student’s classroom performance.

§ 3. INFORMING PROCEDURES FOR STUDENTS AND THEIR PARENTS ON INTERIM AND SEMESTER GRADES

1. The school year is divided into two semesters. Students will be classified twice a year; after the first semester (January) and at the end of the school year (June).
2. Additionally, an extra grading will take place in the middle of each semester. This form of evaluation is referred to as ‘ranking’.
3. A month before the end-of-semester or end-of-school year Teachers Council, the subject teachers are obligated to inform the homeroom teacher of students with predicted failing grades or of those who will not be classified. This information has to be noted in the lesson register and the concerned students notified.

4. It is the parents' duty to contact the homeroom teacher in order to verify if their child is to receive a failing grade. Such information can be obtained during interim semester Parent-Teacher Meetings or Teachers Hours which are held a month before Teachers Councils. The dates can be found in the 'School Year Calendar', on the school web page.

§ 4. AWARDED GRADES APPEAL PROCEDURES.

1. A final failing grade awarded by the subject teacher can only be changed by the student taking a retake exam.
2. If a student is not classified and there are no grounds for classifying the student due to the number of absent hours (more than half of the lessons), then the student has the right to request a classifying exam to obtain a final grade in a given subject/subjects. Such a request has to be filed in advance with the school principal by the student's parents.
3. Such a request must be filed in writing and motivated (e.g. a doctor's certificate) no later than one week before the end of educational classes.
4. A student who received a failing grade in one of the subjects, as a result of final classification, is entitled to a retake exam. In exceptional circumstances (lingering illness, misfortunes) the Teachers Council may grant permission for the student to take retake exams in two subjects. The above procedure does not apply to students of the highest form of a certain school level.

SECTION II

RETAKE AND CLASSIFYING EXAMS

§ 5. PROCEDURES FOR RETAKE AND CLASSIFYING EXAMS

1. A retake exam is conducted on the written and motivated request submitted to the school principal by the student or his/her parents.
2. The specific date, in the last week of the summer holidays, will be set by the school principal.
3. A three-person committee will be appointed by the school principal and shall consist of:
 - the school principal, or teacher acting as school principal, as the chairperson of the committee,
 - the student's subject teacher as the examiner,
 - a teacher of the same, or related subject, as a member of the committee.
4. The subject teacher, at his/her request, may be relieved from the duty of examiner. In such, and other exceptional cases, another teacher of the same subject from the school or another school may be appointed as examiner (in instances of it being teachers from other schools this has to be agreed with the principal of the other school) .
5. A retake exam has to be administered in written and verbal form, with the exception of subjects such as arts, music, IT, technology and PE. In these cases, the exam should be conducted in the form of practical tasks.
6. The retake exam questions (exercises, practical tasks) are formulated by the examiner and approved by the chairperson in agreement with the member of the committee .
7. A protocol is drawn up of the conducted exam which includes: the names of the members of the committee, the exam questions (exercises, practical tasks), the result of the exam and the grade awarded by the committee. The student's written answers are attached to the protocol, as well as a short summary of his/her verbal answers.

The protocol is regarded as an appendix to the student's grade transcript and where the date of the exam and grade awarded are noted .
8. A student who due to unfortunate circumstances was not able to take part in the retake exam may sit the exam at a later date set by the school principal.

The following documents justify a student's absence during the exam:

- a doctor's certificate
- a written notice from the parents explaining the unfortunate life circumstances,

ALL DOCUMENTS HAVE TO BE LODGED THE LATEST ONE DAY AFTER THE DATE OF THE EXAM.

After having thoroughly analysed the circumstances, the school principal sets a new date for the exam and notifies of it the homeroom teacher. The homeroom teacher then informs either the student or his/her parents about the principal's decision, not later than a day before the exam date.

9. A student who has failed the retake exam will not be promoted and only in exceptional cases (lingering illness, unfortunate life circumstances) may he/she repeat the class. The school principal grants permission for the student to repeat the class after having consulted it with the Teachers Council.
10. Conditions for administering a classifying exam are defined in § 4 point 2.
11. Procedures for administering a classifying exam:
 - a classifying exam is administered by the student's subject teacher or, in exceptional cases, by another subject teacher appointed by the school principal ,
 - after considering the motion mentioned in § 4 point 2, the date of the exam is set by the school principal after consulting the student's parents (legal guardians) ,
 - the form of the exam is determined by the examiner,
 - the teacher makes a note of the conducted exam which includes the name of the student, the exam date, the subject and the grade awarded. The grade marked as „classifying exam” is noted in the lesson register on the page „learning achievements assessment” or on a form used by the school,
 - the grade awarded during the classifying exam is final and no appeal may be lodged.
12. Regarding the learning capabilities of gymnasium level students, the Teachers Council may grant permission for a student who has failed his/her retake exam to be promoted to the next class. This applies only once during the 3-year gymnasium educational programme.

SECTION III

ASSESSMENT OF STUDENT'S BEHAVIOUR (CODE OF CONDUCT)

§ 6. GENERAL PROVISIONS.

1. The behaviour grade expresses a student's attitude towards school duties, his /her personal culture, his/her relations with other students, school Staff members and other people.
2. The behavior (conduct) grade may not influence::
 - the subject grade
 - class promotion or school graduation.
3. A student's behaviour is assessed according to the following grades:

| | |
|----------------------|----|
| EXCELLENT | E |
| VERY GOOD | VG |
| GOOD | G |
| SATISFACTORY | S |
| INAPPROPRIATE | IA |
| REPREHENSIBLE | R |

4. The starting grade for assessing a student's behaviour is 'good'.
5. The number of unexcused absent hours is one of the criteria when assessing a student' s behaviour.
6. All detailed criteria for behavior assessment, conditions and procedures, as well as the appeal procedures are determined by the Teachers Council.

§ 7. PROCEDURES FOR AWARDING A STUDENT'S BEHAVIOUR GRADE.

1. It is the homeroom teacher's duty and responsibility to acquaint the students and their parents with the detailed behavior (conduct) assessment criteria and procedures specified in this document.

During the first homeroom class period, the homeroom teacher will present and discuss in detail the Behaviour Assessment Criteria (Code of Conduct) and note it in the lesson register.

2. The homeroom teacher awards a student's behaviour grade by a date set by the school principal. When awarding the behavior grade, the homeroom teacher considers the following:
 - subject teacher's opinion of the student and proposed grades,
 - comments noted in the observation notebook,
 - the opinions of a student's peers,
 - a student's self-evaluation.
3. Behaviour grades awarded for a given period include the student's conduct in the previous grading period.
4. The homeroom teacher informs the following people of the awarded behaviour grade:
 - other teachers; (the latest one week before notifying the students of the awarded behaviour grade, the homeroom teacher presents a list of proposed behaviour grades for other teachers to see and make any necessary remarks in the „COMMENTS” column) ,
 - the students: one week before the Classifying Teachers Council the homeroom teacher notifies the students of the awarded behaviour grades and notes them down in the Student Diary ,
 - the parents : parents are informed about a student's inappropriate behaviour through a written note in the Student Diary. It is the parents' duty to personally contact the homeroom teacher, school psychologist or the school management in order to discuss a student's offensive behaviour.
5. Behaviour grades awarded by the homeroom teacher and approved by the Teachers Council cannot be overruled or changed by any administrative decision.

§ 8. DETAILED CRITERIA REGARDING BEHAVIOUR ASSESSMENT.

1. Assessment of a student's behaviour should include his/her individual characteristics as well as social conditions.
2. A student's attitude towards learning and his/her individual intellectual development.
 - a) lesson attendance, as well as the number of unexcused absent hours :
 - 0-2 unexcused absent hours - E
 - 3-5 unexcused absent hours – VG
 - 5-10 unexcused absent hours - G
 - 11-18 unexcused absent hours – S
 - above 18 unexcused absent hours – IA or R .

3 tardies are counted as one unexcused, absent hour.

A tardy is a 10-minute absence at the beginning of the lesson. If a student is absent longer than 10 minutes then it is regarded as an absence.

A student's absence must be confirmed and justified by the parents within 7 days.
 - b) a student's motivation towards learning, his/her attitude towards subjects taught .
 - c) a student's cognitive activeness (his/her participation in after-school groups, extra-curricular activities, additional lectures, etc.).
 - d) a student's self-development (pursue of interests, setting goals for self, participation in subject and school contests).
3. A student's personal culture:
 - a) attitude to teachers and other members of the school staff,
 - b) school culture (honesty, truthfulness, helpfulness, tolerance, etc.),
 - c) relations with peers,
 - d) adherence to school rules and regulations (the School Statute, to protect the school's good reputation, etc.),
 - e) dress in accordance with school dress standards.
4. Social attitude :
 - a) systematically undertake activities for the benefit of the class and school (duties, permanent tasks, etc.),

- b) show initiative in developing different aspects of class and school life (undertake temporary tasks and duties),
 - c) the student's attitude with which he/she performs assigned tasks and duties.
5. A student who demonstrates severely disruptive behaviour that flagrantly violates moral standards and principles of social coexistence will have his/her behaviour grade lowered, even to reprehensible.
6. If a student commits a serious breach of the Code of Conduct in the time period between the announcement of his/her behaviour grade and its acceptance by the Teachers Council, then the homeroom teacher has the right to change the grade and inform the school principal and Teachers Council about it.

§ 9. DETAILED STUDENT RIGHTS AND RESPONSIBILITIES.

1. A student has the right to:
- a) a suitably organized and implemented teaching and learning process, following the rules of mental health work,
 - b) show one's activeness in acquiring knowledge and skills by making use of resources in the school, by expressing his/her own opinions and doubts concerning taught contents and to receive explanations and answers,
 - c) educational care, safety, protection and respect of his/her dignity,
 - d) kind and objective treatment during the educational and teaching process,
 - e) freely express his/her thoughts and beliefs, especially those concerning school life, as well as those connected with his/her philosophy of life, as long as they do not affect the welfare of others,
 - f) present his/her problems to the homeroom teacher, the school principal, other school staff members in order to receive help, answers and explanations,
 - g) develop his/her talents, interests and abilities, to represent the school in appropriate contests and competitions that are consistent with his/her level and skills,
 - h) a just, objective and open assessment of his/her learning achievements according to clearly defined criteria.

Subject grades are awarded only for learning achievements in a certain subject; in- and out-of-school behaviour is assessed separately.

- i) receive learning support, when needed, according to the following rules:
 - learning support for students is organized by the Class Council in agreement with the homeroom teacher and subject teacher ,
 - at the request of the students, the teacher is obligated to once again explain any unclear or difficult issues taught. Students may not be assessed until questions have been clarified.
 - weaker students may seek help from other students who have mastered the contents or from the subject teacher;
 - j) rest during lesson breaks; homework may not be assigned during school breaks and holidays,
 - k) during extra-curricular activities use school space, equipment and rooms, educational materials and library resources ,
 - l) influence school life by becoming a member of the Students Council or other organizations operating in the school,
 - m) receive appropriate care when on school grounds, during compulsory and extra-curricular activities, as well as others organized by the school but not on school grounds.
2. It the student's duty to adhere to the rules and regulations stated in the School Statute and Policy, as well as to :
- a) systematically and actively participate in school lessons and in school life. **If a student is absent for a longer period of time it due to lingering illness, unfortunate accidents, etc., then it is the parents' duty to file within 7 days a documented request for leave of absence,**
 - b) adhere to the principles of social coexistence, in regard to peers, teachers and other employees of the school ,
 - c) be responsible for his/her own development, life and hygiene
(a student is not allowed to smoke, take any kinds of drugs or drink alcohol; a student should always be clean and neatly dressed),
 - d) care for common good and law and order in the school,

- e) comply to the regulations and rules issued by the school principal, the Teachers Council, teachers and other members of the school staff.
 - f) show respect for other students, their dignity and personal freedom, as well as their health and life,
 - g) honestly fulfill all school duties.
3. Students of higher levels should help students from first grades.
4. Exemptions from school lessons:
- a) in order for a student to be exempted from school lessons, he/she must have in the Student Diary a written request from the parents (only in exceptional cases may this request be written by the student personally),
 - b) the request must be acknowledged in written form by the school principal and homeroom teacher,
 - c) in the case of an earlier announced written assessment the subject teacher may not grant permission for the student to be exempted from class.

§ 10.CLASS RIGHTS AND DUTIES.

1. A class has the right to:
- a) participate in class trips which include:
 - tourist, sightseeing and ecological trips and tours (two during the year, one or more day trips which include Saturday and Sunday).

If the time of return is later than 10:00pm then the following day the students should not be assessed.

 - subject connected outings should be organized on the day that the subject is taught,
 - outings to the cinema or theater during lesson time are allowed only twice a year.
 - b) participate in class contests,
 - c) organise class parties/ class events,
 - d) organise different forms of school entertainments/ events,
 - e) request a change of the homeroom teacher, class guardian or subject teacher should the above mentioned teachers not fulfill their basic duties and responsibilities defined in the School Statute and School Regulations documents ,
 - f) allocated time in the timetable in order to resolve class problems and issues.

2. It is the responsibility of the class to:
 - a) perform school duties,
 - b) look after the allocated classroom.

§ 11. AWARDS

Students who are outstanding in learning achievements, actively participate in school life, worthily represent the school, who participate in subject competitions and contests and who are an example for others to follow, may receive one of the following awards:

- a verbal approval in front of the whole school,
- a book award,
- a school scholarship,
- application for a scholarship from a superior entity.

§ 12. TYPES OF STUDENT PENALTIES AND PROCEDURES OF IMPOSING.

1. Penalties may be imposed on students who do not fulfill basic student duties or who do not comply with school rules and regulations. The following forms of penalties may be imposed:
 - a) an admonition or reprimand given by the homeroom teacher,
 - b) an admonition or reprimand administered by the school principal along with information to the parents,
 - c) additional work for the school,
 - d) lower the student's behaviour grade for reprehensible behavior or not complying with the provisions stated in the School Statute and Code of Conduct (the decision to administer the mentioned penalty is made by the Teachers Council at the request of a teacher or the homeroom teacher),
 - e) a warning from the school principal about expulsion from school, (such a warning will also be given to a student who has missed 40 or more hours of school lessons).
 - f) expulsion from school .
2. Penalties mentioned in point 1 may be suspended on the basis of a guarantee from:
 - the homeroom teacher,

- the Student Council.
Suspension lasts 8 months.
- 3. The school is obligated to notify the student's parents (legal guardians) each time a penalty is imposed.

§ 13. EXPULSION FROM SCHOOL.

1. A student may be immediately expelled from school on the basis of an administrative decision made by the school principal after a resolution has been adapted by the Teachers Council .
2. The administrative decision should include the following:
 - quote the specific rule in the School Statute and Rules and Regulations Document that has been broken.
 - a description and justification of the student's reprehensible behaviour,
 - present possibilities to appeal from the decision.
3. A student will be expelled from school if :
 - a) he/she is under the influence of drugs or alcohol when on school grounds or during any events organised by the school,
 - b) will advertise or sell any form of the above mentioned stimulants,
 - c) he/she has committed theft (of school property or other students' personal items),
 - d) uses physical or psychological violence-any forms of beatings or mistreatment of others,
 - e) devastates school property (in individual cases the school principal may administer other types of penalty such as additional work for the school, request from the parents to cover the costs of specialist repair),
 - f) disrupts lessons (tardiness, redundant discussions or/and conversations),
 - g) has missed 50 or more lesson hours during the semester (only in exceptional cases, such as unfortunate accidents, hospitalization, etc., may the school principal, in agreement with the Teachers Council, reverse the decision to expel a student),
 - h) outright refuses to comply to instructions given by school staff members.
4. A minor student may be expelled from school if:
 - a) he/she consumes alcohol ,

b) he/she takes drugs ,

c) he/she is under the influence of the above mentioned stimulants.

The above noted points apply also to all public places outside the school grounds.

Approved and ratified on August 30, 2008