



Policies and Procedures
Section Four – Curriculum and Instruction

402 – ACADEMIC POLICY

Policy 402.1

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

Policy 402.2

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

PROCEDURES

Grade Reporting

Report cards will be issued according to the setup of each campus. The Elementary campus will have three reporting periods. The Middle and High School campus is on a semester system, so there will be four reporting periods. The reporting/grading system is a combination of letter grades and teacher comments that follow provincial Ministry of Education guidelines. In subjects where letter grades are based upon percentages, the following scale is used.

Under 49	I / F
50 - 59	C-
60 - 66	C
67 - 72	C+
73 - 85	B
86 - 100	A

A pass consists of a final mark of C- or higher. Other letter grades can be used and are based on the following descriptors:

- F An “F” may only be used as a final letter grade if an “I” letter grade has been previously assigned.
- I (In Progress or Incomplete) The student is making progress, but requires additional time to meet expected learning outcomes. “Additional time” will be prescribed by the teacher in the “I” plan. The “I” must be converted to a percentage at the end of the time period prescribed in the “I” plan.

- SG (Standing Granted) Although completion of normal requirements is not possible, a sufficient level of performance has been attained to warrant, consistent with the best interests of the student, the granting of standing for the course or subject or grade. Standing granted may be used in cases of serious illness, hospitalization, late entry or early leaving, but may only be granted by an adjudication process authorized by the principal or vice principal.
- TS (Transfer Standing) The student has completed an equivalent course at an institution other than a school as defined in the School Act. There is no final percentage. "TS" may be granted by the principal or vice principal.
- W (Withdrawal) The student has been granted permission to withdraw from the course. This may be granted by the principal or vice principal, upon the request of a parent, or when appropriate, a student.

Equivalency

Courses taught outside the British Columbia system that substantially match (80% or more) the learning outcomes of Ministry developed or Board/Authority Authorized Grade 10, 11 or 12 courses are eligible for credit through equivalency. Application for Equivalency should be made directly to the Counseling department. The counselor and the Principal will assess documentation provided by the student to determine if the learning outcomes were successfully completed. For students pursuing equivalency in trades or language courses, Kelowna Christian School will follow the detailed equivalency examples published in the Handbook of Procedures for the Graduation Program.

Challenge

Students are entitled to use our challenge process to receive credit for Ministry developed or Board/Authority Approved Grade 10, 11 or 12 courses. Application for Challenge should be made directly to the Counseling department. The counselor and Principal will collaborate with a subject area specialist to develop a comprehensive assessment strategy that will include all course learning outcomes. A challenge can be deemed successful if it is demonstrated that a minimum of 80% of the learning outcomes for the course are met. Challenge assessment strategies can include hands-on demonstrations, oral performances, interviews, written exams, or presentations of a collection of work. Provincial or sample exams will not be used for Challenge purposes.

Independent Directed Studies

Independent Directed Studies allows students to initiate their own learning under teacher supervision. An IDS must be based on the learning outcomes of a Ministry Developed or Board/Authority Authorized Grade 10, 11 or 12 course. An IDS course can be one, two, three or four credits. (one credit represents the value attached to the knowledge, skills and attitudes that most students can acquire in approximately 30 hours of instruction.) There are 3 purposes for IDS courses: 1. Pursue course curriculum in more detail (students can receive the regular course credits plus IDS credits). 2. Pursue curriculum from a course not taken (students will receive IDS credits only). 3. Recognize learning from courses that students do not complete (partial credits for courses can be reported in the IDS format). Students wanting to pursue

credits in IDS should first speak with a teacher. When a plan that includes assessment strategies and a completion plan are determined, the student can speak with the counselor to get final approval from the Principal. IDS courses can only count toward the 28 elective credits needed to meet graduation requirements.

Bible Courses

Bible & Christian Perspectives are required courses. Enrolment at the school is dependent upon successful completion of these courses. Students receiving a failing grade will be required to do one of the following:

1. Redo the course.
2. Redo a portion of the course (as determined by the teacher).
3. Withdraw from the school.

Passing / Failing in K-9

Proceeding from one grade to another is dependent on successful completion of all academic courses. In the event that successful completion does not happen, the school will determine placement after considering factors such as:

- The student's ability or potential.
- The student's attitude and/or effort.
- Physical or emotional handicaps.
- The student's marks in the full range of subjects.
- The availability (and completion) of summer courses.

The teacher will notify the parents as soon as a child's promotion is in question. Such notice shall be given no later than the second report card and progress will be closely monitored for the remainder of the school year

Passing / Failing in High School

Because of the wide variety of program choice, students are not usually in the position of failing a grade, just individual courses. Students must achieve a minimum of 50% to pass a high school course. If a course is failed the student will have the choice to:

- Make alternate program choices.
- Retake the course.

Proceeding from one course to another (ex. Science 9 to Science 10)

Prerequisites are in place for most high school courses. A prerequisite is a minimum standard that must be achieved before admittance to a course is permitted. Refer to the course handbook for specifics on prerequisites. In addition, recommendations for minimum achievement are included.

Graduation

For the Graduation Program (grades 10-12), Kelowna Christian School follows provincial guidelines for earning credits towards the Dogwood Diploma. For students not able to meet the requirements of the Dogwood Diploma, a "School Completion Certificate" is available under the following conditions: A student has met the goals of the school based Individual Education Plan. The school principal, in consultation with teachers, will ensure that the student has met the goals of his or her educational program.

HOMEWORK

Grades 1 - 4 Homework will be mainly assigned for catch-up work, or to help individual students strengthen skills. The workload is normally gauged so that the average child will be able to complete the work during regular school hours. Parental cooperation to supervise homework is encouraged.

Grades 5 and up - Homework can be expected. At these grade levels, good study habits and an increasing amount of responsibility will be developed. Parents are encouraged to take an active interest in the various accomplishments of their children. Praise as well as constructive criticism is necessary for a child's emotional development.