

Assessment and Communication Plan for Parents, 2022-23

The following details are provided as an overview for parents to ensure their understanding of the assessment and communication plan at IAS.

Academic Calendar: The year is broken into the Fall and Spring semesters. Each semester has a mid-term grading period. Following are important dates:

- Mid-Semester 1 reports/meetings: November 9-18, 2022
- Semester 1 reports/meetings: January 25-February 3, 2023
- Mid-Semester 2 reports/meetings: April 12-21, 2023
- Closing Ceremony: June 22, 2023

For a complete listing of important dates throughout the year, please visit the school's Events Calendar at: <http://ias.edu.pl/en/ias-events/>

Reporting: Students receive grade reports with teacher comments 3 times/year to coordinate with the mid and end of semesters. These reports are delivered electronically to both students and parents via the Managebac Learning Management System (LMS). You will receive your Managebac login information during the first week of school.

Student Progress Meetings: These are held by the faculty 3 times/year to coordinate with the grade reporting cycle. The purpose is to review the academic progress of each student and flag up issues that need to be addressed. Parents who must attend parent-teacher meetings based on this meeting will be contacted directly.

Final Exam Periods: In grades 6-12, formal final exam periods occur at the end of the school year:

- June 5 - 14 (grades 6 - 11); May 3 - 26 (grade 12)

Subject Assessment: Each subject teacher maintains an assessment rubric consistent with his or her class goals. The details of this rubric are included in the class syllabus which is distributed to all students via the Managebac LMS. All unit plans, assessments, and grade reporting are made public via the Managebac LMS.

Final year grades for each subject are based on the following rubric:

- Semester 1: 40%
- Semester 2: 40%
- Final Exam: 20%

Homework Policy: IAS believes that homework is an important aspect of learning as it teaches students skills in time management, initiative and self-study. However, discretion on workloads must be considered based on the students' holistic needs. The following levels of homework are deemed acceptable for each of the schools:

- Grades 1 - 4: 2-4 hrs/week
- Grades 5 - 8: 4-8 hrs/week
- Grades 9-10: 8-12 hrs/week
- Grades 11-12 (Diploma Programs): 12-16 hrs/week

The Managebac LMS allows all students to see all their class assignments and exams in one calendar, with clear deadlines. This is a useful tool for assessing workloads throughout the year and prioritizing time.

Communications: Parents have direct access to their child's curriculum, assignments and grades via the Managebac LMS. Students are provided with a school email and file sharing account via the Microsoft Office 365 suite. Lastly, attendance is maintained by the Librus platform.

Homeroom Teachers: Each class is assigned two Homeroom Teachers to serve the needs of the community. These teachers are the first points of contact for any questions, concerns or issues you may experience throughout the year. You will meet the Homeroom Teachers on the 1st day of school and receive their contact information. The list is below: