

Reporting Procedures

Formal reports to parents are issued four times during the school year. In addition to these formal reports, teachers may issue Interim Reports at any time. Sullivan Heights Secondary uses the following prescribed provincial grading system:

Letter Grades and Calculations

Letter Grade	Achievement	Percent %	GPA Value
A	Excellent	86-100	4.0
B	Very Good	73-85	3.0
C+	Good	67-72	2.5
C	Satisfactory	60-66	2.0
C-	Minimal pass	50-59	1.0
F	Fail	0-49	0

Other Indicators

- I = In progress or incomplete. The student is not demonstrating minimally acceptable performance.
- W = Withdrawal
- 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.
- TS = Transfer Standing -Credit granted for a course taken elsewhere.

Work Habits

G	S	N
Consistently focussed	Routinely focussed	Often distracted
Self-disciplined	Generally self-disciplined	Poor work ethic
Able to work independently and /or cooperatively	May require some guidance	Frequently needs reminding
Organized, punctual and prepared	Works to maintain organization	Unorganized
Consistently completes homework	Punctual and prepared	Pattern of being late and/or unprepared
Contacts the school and/or a friend for material when absent. Is prepared and up to date upon return to classes	Homework is completed on a regular basis. Catches up from absences	Homework completion is inconsistent. Does not take responsibility to complete work
Active listener	Working towards active listening	Passive listener and frequently inattentive
Models good classroom behaviour	Usually models appropriate behaviour	Often expresses inappropriate behaviour
Respectful of all individuals	Respectful of all individuals	Pattern of disrespect
Effective and efficient use of time	Working towards effective and efficient use of time	Frequently disengaged and unproductive
Constantly aware of surroundings and potential hazards	Constantly aware of surroundings and potential hazards	Does not show constant awareness of surroundings and potential hazards
Adheres to strict use of safety equipment and procedures	Appropriate use of safety equipment and procedures	Needs reminders of safety procedures
Follows procedures regarding preparation, instructions and clean up.	Follows procedures regarding preparation, instructions and clean up.	Ineffectively follows procedures regarding preparation, instructions and clean up.
Always uses equipment carefully and appropriately	Always uses equipment carefully and appropriately	Does not always use equipment carefully and appropriately