

<b>Kelsey School Division Box 4700 The Pas, MB R9A 1R4</b>	<b>Code: JGF</b>
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**RETURN OF STUDENT MATERIALS**

Kelsey School Division believes that in order to promote positive feedback to the students in our school system, the majority of students' work and materials will be returned to the individual students. Though there are certain exceptions to this premise, materials produced by the student are basically the students' own.

In general, student materials will be returned in the following manner:

A. Kindergarten - Middle Years Level

1. Workbooks/Notebooks: All notebooks are considered the student's own private material. All workbooks, once the child has completed the work as required by the teacher, will be returned to the students as these materials no longer serve any useful purpose to the school.
2. Tests, quizzes, essays, and creative written work shall be returned to the students for their own use after the necessary re-teaching, record keeping, review, and student progress reporting has been done by the classroom teacher. The exception to this will be publisher produced materials which relate to a particular discipline e.g. final exams, CTBS Tests, standardized tests, etc. These materials will not be returned to the students.  
This classification shall extend to teacher produced curriculum based tests which have been developed over a long period of time and serve a specific purpose. Such tests will be considered by the teacher on an individual test basis as to whether they are returned or not.
3. Essays, papers, reports, short answer tests, and quizzes will be returned to the students.

B. Margaret Barbour Collegiate Institute

1. Due to the diversity of the courses offered at MBCI and the consequent differences in evaluation required, each school department has developed evaluation criteria suitable to the particular content of each course.

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2. Each teacher will communicate to students, at the beginning of the course, the evaluation procedure that will be followed in that school department and the disposition of materials used in evaluation.
3. All materials used for evaluation that are not returned to the student will be available for student and/or parent perusal for a period of three weeks after each reporting period. (Teachers may wish to retain the material for a longer period of time but are not obligated to do so).
4. Materials to be returned to students at the end of a semester must be picked up no later than three weeks after the beginning of the following semester or they will be destroyed.