

GRADING SYSTEM

HOMework

Teachers assign appropriate home study to reinforce and supplement the lessons presented in a class and to keep parents/guardians aware of the various curriculum areas. Study homework is very important for progress.

Parents/guardians should strive to help students develop good study habits and provide them with a quiet atmosphere whenever possible. Ten minutes of homework per grade level plus 5 minutes is generally expected for an average student. If a student is spending excessive time on homework, please contact the teacher. This may indicate a learning difficulty and evaluation by the Student Instructional Team (SIT).

Parents/guardians should see that homework is completed and checked for neatness **after** the student has completed the homework assignment(s). If it is required by teacher policy, parent/guardians should sign homework books on a daily basis.

ASSESSMENT RESULTS

Grades are available through the school's student management system: Option C. Parents and students will be able to access and view all grades. Teachers will post graded assessments within a week of the assessment. An account must be set up for this purpose. Please contact the office to set up an account.

If a parent would like to see a particular test(s) he/she may contact the teacher and it will be sent home with the student. It needs to be returned to that teacher within a week.

REPORT CARDS

According to the Diocesan schedule, report cards are issued three times a year.

If a student is failing a subject, parents/guardians are contacted in a time to allow for improvement. Progress Reports will be sent out in the middle of each trimester.

Each trimester, students in Grades 3-8 can achieve Distinguished Honors, First Honors, or Second Honors if the following criteria is met:

Distinguished Honors: 95% or higher general average, with no trimester grade lower than 90% in a major subject area, a G or above in all minor subjects and a G or above in effort and conduct

First Honors: 90-94% general average, with no trimester grade below an 85% in a major subject area, an S or above in all minor subjects and an S in effort and conduct

Second Honors: 85-89% general average, with no trimester grade below an 80% in a major subject area, an S or above in all minor subjects and an S in conduct and effort

EVALUATION CODES

Primary Grades (K-2)

A letter grade on the dark ruled line indicates progress in that subject or area of development. Progress in basic skills is reported according to the specific level on which the student is working.

O – Outstanding	97-99	N – Needs Improvement	70-74
VG – Very Good	90-96	U – Unsatisfactory	below 70
G - Good	85-89		
S - Satisfactory	75-84		

A plus mark underneath the letter mark indicates strength in a specific area of achievement or development. A check mark indicates that the student meets expectations. A minus mark indicates areas of weakness. If the skill has not been assessed, the area will be left blank.

Grades 3-8

Exact numerical grades are used. This grade reflects the major areas of evaluation, namely tests, quizzes, homework, projects, class participation, and daily work.

The codes O, VG, G, S, N, U are used to evaluate Minor Subjects (Handwriting, Computer, Art, Music, Foreign Language, Physical Education) The evaluation should reflect the philosophy of continuous progress. Frequent parent/guardian conferences should clarify this concept of continuous progress.

PROMOTION/RETENTION POLICY

Students who successfully complete the course of study as prescribed by the Diocese of Allentown in a given grade level are promoted to the next grade level. Students who fail two or more major subjects for the year will be retained. The school shall have the final decision for retention. Students who fail one or more subjects must receive tutoring during the summer.

PARENT/GUARDIAN CONFERENCES

Formal Parent/guardian – teacher conferences are held in October. If questions or concerns arise at other times of the year, parents/guardians are strongly encouraged to contact the teacher and arrange for a conference. Please make arrangements for a conference through a sealed note to the teacher, voicemail, email, or calling the school office.

“THE ART OF TEACHING IS THE ART OF DISCOVERY.”

Mark Van Doren