

ACADEMICS

In addition to promoting good study habits, homework provides an opportunity for parents to be involved in the education process of their children. Homework will be assigned on a regular basis within the following ***general guidelines for the average student***:

Primary Grades (K-2)	10-20 minutes
Intermediate Grades (3-6)	30-45 minutes
Junior High Grades (7-8)	45-70 minutes

Homework may consist of completing assignments not finished during the school day or working on special projects or reports.

Homework must be completed only by the student; turning in work completed by another person or the parent will result in a zero for the assignment. Homework on weekends will be up to the discretion of the teacher. If a child is having difficulty completing the homework or spending too much time on homework, parents should contact the teacher.

Homework policy for 5th, 6th, 7th, and 8th grade students:

- If a student comes to a class (subject) with an assignment missing or incomplete, the student will receive 20 points off the grade.
- The student will be sent to Sr. Pat to call and notify their parent that the assignment is late and they will be expected to **stay after school until 4:00 p.m. that day to finish the work**. Parents are asked not to bring in lost work as the student will still be required to stay and redo the missing assignment.
- Student will turn in the work completed by 4:00 p.m. that day, and will be graded on the entire assignment.
- If the student has work unfinished in multiple subjects in one day, the child will have to call the parent for as many assignments as he/she is missing and stay until 4:00 p.m. and complete as much work as possible..
- **Long-term projects such as book reports, class projects, papers:** If these projects are not completed and turned in on the assigned due date, the teacher will take the same action as a daily paper, and will grade the student on the percentage of the project that is complete. Teachers will use their own discretion on long-term projects.
- **If there is a previously scheduled medical appoint, arrangements can be made to stay the next school day.** However, if a student is involved in a club, practice or sports event after school, they ***will not*** be excused from late work but may join their activity after 4:00 p.m.
- **On days of 1:30 dismissal,** late work is moved to the next regular school day.

North American Martyrs School sends out notification of grades on a *monthly* basis, either progress reports at the middle of the quarter, or final quarter report cards. **Parents will be notified through the mail/e-mail if their child's average falls below a D in a particular subject.**

Homework policy for 2nd, 3rd, and 4th grade students:

- If a student comes to a class (subject) with an assignment missing or incomplete, the student will receive 10 points off the grade.
- If a student turns in a paper with no name on it, the student will receive 5 points off the grade.

For all grade levels, students may be allowed to “fix” papers but can earn no higher than 70% on these fixes.

Report Cards

Report cards will be issued quarterly using the following grade marking scale. Letter grades will be given in all grades with a more defined distinction (+ or -) in grades 1-8.

"A" Highly Satisfactory		Qualities:
A+	99-100%	✓ Work of excellent quality; neat; original; completed on time. ✓ Consistent and methodical in doing extra credit or supplementary work, reports or activities.
A	95-98%	
A-	93-94%	
<u>"B" Doing Well</u>		
B+	91-92%	✓ Work of high quality; neat; completed on time. ✓ Some supplementary work, reports or activities. ✓ Superior degree of class participation; worthwhile contributions.
B	87-90%	
B-	85-86%	
<u>"C" Satisfactory</u>		
C+	83-84%	✓ Work completed on time; moderate quality; neat ✓ Good class participation; does not work beyond assignments.
C	79-82%	
C-	77-78%	
<u>"D" Needs Improvement</u>		
D+	75-76%	✓ Assignments completed in an inferior manner and/or not completed on time. ✓ Work lacks neatness, originality and content.
D	72-74%	
D-	70-71%	
<u>"F" Failing</u>		
	Below 70%	✓ Fails to meet minimum requirements of the subject matter.

A \$1.00 replacement fee will be charged for lost report card envelopes.

Promotion/Retention – A student shall be promoted or retained according to the possibility of academic growth for the student. A student who does not complete the required course of study for the year should be retained in the same course or grade and be given another year, if needed, to learn the material. If the student has already taken a second year to acquire the skills and knowledge for a given grade level, and is still deficient, he will be placed rather than promoted, so that the receiving school or employer knows the extent of education the student has received in the diocesan system.

Honor Roll (Grades 5-6-7-8)

An honor roll will be issued quarterly based on grade percentages for academic subjects (Reading, Social Studies, Math, Science, English, Vocabulary, and Religion). Grade averages will be rounded to the nearest tenth. A grade of D or F on the report card will disqualify the student for honor roll.

Silver Honor Roll: 96.5-100%

Burgundy Honor Roll: 92.5-96.4%

Computer

Students in grades 1-8 will go to the Computer Lab twice a week for computer class. Kindergarten students will receive computer instruction once a week. Students in grades 2-8 will be asked to sign a computer/Internet user agreement. The computer policy is included in Appendix E of this handbook.

Library

Classes will visit the library weekly to select books that may be checked out for a two-week period. Fines of five cents per day are assessed for overdue books. The student must pay for lost or damaged books before the end of each semester.

Band

Instrumental music is offered in grades 5-8 through the Pius Music Department. This year grades 7 and 8 will receive band lessons on Friday mornings. Grades 5 and 6 will have band lessons on Thursdays and the large band (6-8) will meet on Thursdays.

Textbooks/School Supplies

It is the responsibility of each student to give proper care to all instructional equipment and supplies. The school furnishes textbooks and students are asked to keep these books covered to prevent damage. A fine will be assessed for loss or excessive damage beyond normal use. School supplies for each grade are listed in Appendix F.

Testing

Terra Nova Complete Battery Plus Achievement Tests are given to students in grades 3-7 the week of March 1-5. The Test of Cognitive Skills is also given to students in grades 3-7.

Speech Therapy

Students who qualify for speech therapy provided by the Lincoln Public School will attend class in a specially equipped van.

Field Trips

Each class may take one "educational" field trip per semester. A permission slip with parent's signature must be on file before the student goes on any trip. Admission fees to museums, exhibits, etc. are paid by the activity fee. Students will wear uniforms when they are on field trips (Martyrs t-shirts is allowed). Parents may be asked to assist with transportation and supervision for field trips. Younger siblings should not be brought along on most field trips. Parents should not make plans to accompany the field trips unless they have been asked to drive or supervise.

School Records

Individual school records are kept in permanent files in the office. These contain information on academic grades, enrollment dates, attendance, dates Sacraments were received, family information, achievement test results, and health information. Parents are asked to notify the school office as to any changes or updates in information on registration forms.