

DAILY SCHEDULE:

The regular daily schedule is as follows:

- 7:45 First bell: Students enter school
- 8:00 **Tardy bell:** All students should be in homeroom
- 8:01 Daily prayer, announcements, attendance
- 8:30 Mass: Tuesday – ALL SCHOOL MASS
Thursday – ALL SCHOOL MASS
- 3:00 Dismissal**

HOMEWORK:

Homework is a necessary supplement of regular classroom instruction and provides necessary reinforcement of the curriculum. Homework, which may take the form of reading, studying, creating, researching, problem-solving, and/or writing, will be given at all grade levels. Because students vary on the level of ability and areas of concentration, it is difficult to project a definite span of time to be spent for homework. However, the following total lengths of time are suggested, and parents should ordinarily expect that their child/children is (are) assigned homework every night.

Kindergarten	Occasionally
Grades 1 & 2	15-30 minutes TOTAL
Grades 3 & 4	45 minutes to 1 hour TOTAL
Grades 5 - 8	1 1/2 to 2 hours TOTAL

Homework/in-class work is to be a reflection of a **student's** understanding of a concept that was discussed in the classroom. **Only one assignment per subject per quarter will be allowed to be redone and therefore re-evaluated/re-graded by the teacher. This may be requested by the student or parent.** A student may be asked to redo an assignment due to not having completed a given assignment correctly. For example: a student added all of the problems on a worksheet that was supposed to have been subtracted. The teacher may ask the student to complete another worksheet for partial credit. It is at the teacher's discretion if any other homework assignments may be redone. ****All requests to redo an assignment must be made within two weeks of the assignment being returned to the student.****

LATE ASSIGNMENTS/MISSED ASSIGNMENTS:

The teachers in each grade will provide the parents with the policy on missed or late assignments. The policy on assignments will be sent home in the Brown Envelope within the first 2 weeks of school.

MUSIC PROGRAM PARTICIPATION:

Non-participation in the Music Programs will result in an adjusted grade in music for the applicable quarter.

PLACEMENT:

There are situations where a student shows marked improvement toward the end of the year and the teacher has the option of placing a student in the next grade level on a trial basis. After the first Progress Report Period if the student is doing well, he/she will remain with their present class assignment for the remainder of the academic year. If at this time the student is demonstrating academic difficulties, he/she will be returned to the previous grade level in order to enhance the necessary skills.

PROGRESS REPORTS:

A Progress Report is issued to every student at the mid-point of the marking quarter via **EDLINE**. The Progress Report is intended to show student strengths, and possible weaknesses, prior to the official Report Card. Parents are encouraged to call, or write the teacher **whenever** they have a question concerning progress. It is not necessary to always wait for a Progress Report or Report Card. **Please check EDLINE FREQUENTLY for the betterment of your child.** A paper copy of the Progress Report will be issued to the parent after the parent requests a written copy, **in writing, to the school office.** In grades K-8 progress reports for the academic subject areas are on EDLINE and a progress report for specials only will be issued to those students. If a parent in any grade (K-8) would like a copy of a progress report at any other time during the quarter please feel free to contact the school office to request a copy or stop in and ask to use one of our computers in order to access EDLINE. **Parents are welcome to use a computer in the Computer Lab anytime that school is open if you do not have access to EDLINE from home.**

RE-TEST:

Re-tests will not be offered. A teacher may administer another test to the entire class for reevaluation of a skill or concept and have that score replace an existing score if the new score is higher. **This is at the teacher’s discretion.**

REPORT CARD/GRADING SYSTEM:

An official Report Card is issued four times per year (approximately every nine weeks of school) and indicates student progress in academic and social areas. Parents are asked to discuss the report card carefully with their student. Questions should be referred to the student’s teacher.

This **is** an official document, and **does** become a part of the Permanent Record of the student.

The Diocese of Gary Catholic Schools Office establishes the grading scale used at Queen of All Saints School.

Grading Scale for Grades 1 through 8:				
<u>Excellent Achievement</u>	<u>Very Good</u>	<u>Satisfactory</u>	<u>Below Average</u>	<u>Unsatisfactory</u>
A+ = 100%	B+ = 92%	C+ = 84%	D+ = 74%	F = Below 70%
A = 99 – 94%	B = 91 – 86%	C = 83 – 76%	D = 73 – 71%	(percentage will be given)
A- = 93%	B- = 85%	C- = 75%	D- = 70%	

PreSchool, PreKindergarten and Kindergarten will use the following 1-4 Grading Scale:			
4 – Outstanding	3 – Satisfactory	2 – Needs Improvement	1 – Below Grade Level
* - Adjusted Program		NA – Not Assessed	

Grades 1 – 8 Effort and Conduct grades will follow the following scale:			
4 – Outstanding	3 – Satisfactory	2 – Needs Improvement	1 – Unsatisfactory

REPORT CARD HONOR ROLL STATUS:

An HONOR ROLL is made at each report card time for students in **Grades 4 to 8** to recognize students and their accomplishments regarding academic achievement and/or significant effort.

Principals’ List: Students in grades 4 to 8 earning **all** “A’s” on his/her report card in ***Scholarship AND** an average score of 3.5 or above in **Conduct** with no conduct grade below a ‘3.5’. This is for all classes including specials.

Honor Roll: Students in grades 4 to 8 earning grades of “A’s” and “B’s” on his/her report card in ***Scholarship AND** an average of 3.0 or above in **Conduct** with no conduct grade below a ‘3’. This is for all classes including specials.

A Conduct: Students in grades 4 to 8 earning **all** “4’s” on his/her report card in **Conduct.**

RETENTION:

Sometimes, it is deemed advisable for a student to be retained at the present academic level for another year. This should not be considered punitive action. The teacher will schedule a conference with the parent and Principal, if a student is being considered for possible retention.

STANDARDIZED TESTING:

Standardized Achievement Tests are administered to students throughout their elementary school education. The State of Indiana and the Diocese of Gary Catholic Schools Office coordinate these. These tests focus on measuring reading, language, mathematics, science, and social studies skills. When the school receives test results, parents will be immediately notified.

TUTORING:

Students encountering **any** academic difficulty should always seek assistance first from the classroom teacher. Student Tutors are available by contacting Mrs. Ann Pearson.