

ACADEMIC POLICIES

Academic Expectations

Incarnation School expects students to perform to the best of their ability. Teachers are expected to evaluate student progress on a regular basis. Students will be given quizzes or tests regularly. After the test is graded, it will be sent home for the parent to review and sign. Parent signature indicates that the parent is aware of the student's progress. If a parent does not receive quizzes or tests to sign, the parent should contact the teacher.

Homework

Homework is an essential part of the instructional program and reinforces learning. It serves as a means for clarifying and reviewing material learned in class, for providing motivation and opportunity for individual growth, and for creating experiences of in-depth study and supplementary reading.

The time allotments for homework (written and study) are as follows:

| | |
|-----------------|---------------------------|
| Grades PreK & K | approximately 15 minutes |
| Grades 1 & 2 | approximately 30 minutes |
| Grades 3 & 4 | approximately 45 minutes |
| Grades 5 & 6 | approximately 90 minutes |
| Grades 7 & 8 | approximately 120 minutes |

Students are required to complete all homework and it is expected that parents or guardians sign the completed homework.

Grades and Grading

Report cards are distributed four times a year for Kindergarten through Grade 8. Pre-K report cards are distributed two times a year. The report card is a link between the school and the home.

Academic Achievement

The first part of the Archdiocesan Report Card is used to mark the student's achievement in academic subjects.

- The achievement mark is based upon the demonstration of mastery of material covered in class such as:
 1. class work/participation (20%)
 2. homework (10%)
 3. tests/quizzes (50%)
 4. projects (20%)

The June grade on the report card is an average of the four previous record card grades. This grade will be recorded on the student's permanent record card.

- Numerical marks are recorded on report cards for Grades 1 – 8
- Passing is any mark 70% or above or any mark of D or higher
- The Kindergarten Scale is as follows:

E = Exceptional performance
S = Satisfactory performance

I = Improvement Needed
U = Does not meet expectations

A check mark indicates improvement needed in a sub-area.

Cheating:

Any student who chooses to cheat on an exam, assignment, etc. will earn a zero for that exam, assignment, etc.

Character Development

The conduct/effort mark is placed under Character Development as a "Conduct Grade". This mark indicates that the student:

1. follows class and school rules
2. shows care in the use of personal property
3. treats teachers with respect
4. treats other students with respect
5. exercises self-control
6. listens attentively
7. uses technology appropriately

Honor Roll

| | | |
|-------------------|---------------------------|---------------------------------------|
| Grades 3-8 | Principal's Honors | 95% average; no mark less than 90% |
| | First Honors | 90% average; no mark less than 85% |
| | Second Honors | 85% average; no mark less than 80% |

Good conduct and attendance are requirements to receive Honors Recognition. Therefore, a student must receive an A (excellent) or B (good) in conduct to be eligible for honors. A student who does not receive an A or B in conduct or has been late will not receive Honors Recognition even though marks might warrant it.

Report Card Distribution

Report cards are distributed 4 times a year. Report cards will be withheld if financial obligations have not been met and fees are outstanding.

Report cards may not be given before the assigned date. In the event that a student will leave school prior to the last day in June and all financial obligations have been met and all school property (textbooks, library books, sports uniforms, etc.) has been returned, the student may give the teacher a self-addressed stamped envelope and the report card can be mailed the last day of school.

Promotion/Retention

Very few decisions we make about children are more important than recommendations to promote or to retain a student. Most students will be able to follow the school's regular program of sequential learning objectives. If the student successfully achieves the year's objectives, the student progresses to the next grade.

Testing, diagnosis, and actual performance, however, may indicate that some students cannot follow the school's complete course of study. Therefore, the decision to retain a student indicates that although the school has done everything to help the student achieve success, the student has not made satisfactory progress.

ACCREDITATION

Incarnation School is accredited by the *Middle States Association of Colleges and Schools*. The entire school community is involved with meeting the rigorous expectations of the *Middle States Association* by following an on-going Action Plan designed for school improvement.

ASSESSMENTS

In addition to class and school exams your child will also take part in the Archdiocesan testing program which includes the Archdiocesan religion test, annual standardized tests, and New York State Education Department assessments. These tests measure academic growth over a period of time.

Standardized Tests:

| | |
|--|--------------|
| <u>ITBS Testing – Administered in the Fall of each Academic Year</u> | |
| Grades 1-8 | Core Battery |
| Grades 2, 4, 5 and 7 | CogAT |

Archdiocesan Tests:

| | | |
|---------------|---------------|------|
| Religion Exam | Grades 3 to 8 | June |
|---------------|---------------|------|

NY State Tests:

| NEW YORK STATE TESTING | |
|-------------------------------|--|
| Grade | Tests |
| 4 | English Language Arts, Mathematics and Science |
| 5 | Social Studies |
| 6 | English Language Arts and Mathematics |
| 8 | English Language Arts, Mathematics, Science and Social Studies |

The faculty of Incarnation School reviews these test results regularly for the purpose of promotion or retention in conjunction with classroom performance and grouping for reading and math.

ACCIDENTS

A student accident insurance fee is added to every child's book bill. In the event of an accident at school you may obtain a claim form from the office. Please note that the school accident insurance usually is secondary to the parent's own medical insurance coverage.