

Grades

Grading Code

A	93 - 100
B	85 - 92
C	75 - 84
D	70 - 74
F	0 - 69

Test scores and daily work yielding numerical scores are only one component of a student's grades. Multiple assessments including classroom participation, homework, etc. are all part of the student's overall grades.

Progress Reports

Progress (mid-trimester) reports are issued (3) times per year to alert parents to declining grades, etc.

Progress reports will be issued on the following dates:

- **October 5, 2011**
- **January 11, 2012**
- **March 30, 2012**

Report Cards

Please note that report cards for any trimester will be withheld until all financial obligations are met.

Report cards are issued (3) times a year as part of the ongoing process of evaluation. Report cards will be issued on the following dates:

- **November 18, 2011**
- **February 28, 2012**
- **June 6, 2012**

Testing

Terra Nova Tests are administered by the school to all students in grades 3, 5 and 7 in the spring (March 5 thru March 16, 2012) of the school year. The purpose of this testing program is to provide diagnostic information for

instructional purposes, to evaluate student progress, and to help evaluate the instructional programs and goals. The testing program is one element of the assessment and evaluation process of St. Michael School.

Homework

Homework is assigned for the purpose of remediation, review, reinforcement, or enrichment of material presented in class. The teachers will work together as much as possible to balance the work load. Parental involvement is considered vital. The administration and faculty encourages parents to assist their children as they do their homework assignments. We stress the word “assist” and ask that you do not do their work for them. Homework may be written, studied, read, recited or shared. The approximate amount of homework per grade should be:

- Grade K-1-2-3 Primary 15 minutes to 45 minutes
- Grade 4-5-6 Intermediate 45 minutes to 1 ½ hours
- Grade 7-8 Junior High 1 hour to 2 hours

Textbooks

The cost of textbook rental is collected at the time of registration. It is the policy of St. Michael School that any textbooks defaced or damaged during the school year will be the responsibility of the student and parent/guardian to replace, or be assessed a fine for damages. Books should be covered at all times. **No adhesive contact paper should be used to cover textbooks.**

A set of textbooks used for all grades at St. Michael School is made available for school families on the shelves at the Orland Park Library. These books may not be checked out, but are made available to help students that may have inadvertently forgotten one or more of their textbooks.

Mandatory Parent Teacher Conferences

Parent teacher conferences will be held following the first trimester on **November 21, 2011 and November 22, 2011.**

An additional parent teacher conference will be held in the Spring on March 26, 2012. This conference will be held only at the request of the parent/guardian OR teacher.

Students in grades 4 thru 8 are required to attend conferences with their parent/guardian. In order to maximize the benefits of St. Michael's educational program, it is necessary for parents to meet with the student's teacher for an evaluation of the student's progress.

Additional conferences may be initiated at any time during the year by the teacher or parent/guardian. Please call the teacher to arrange an appointment.

If a parent/guardian has a concern regarding their child, the parent/guardian should contact the teacher. Although the principal is always open to communication, it is expected that the parent/guardian will contact the teacher first. In most cases, the issues are resolved with the parent/guardian and teacher working together.

Graduation

Diplomas will be awarded to those students who have:

- completed the school's academic requirements
- achieved a passing grad on the Constitution of the United States and State of Illinois examination
- adhered to the school's code of conduct
- returned all school materials
- Diplomas will **not** be awarded until all financial obligations are paid in full.