

## ACADEMIC POLICIES

### **Middle School Retake, Redo, Missing & Incomplete Assignment Policy**

Annunciation teachers are committed to take the steps necessary to help students succeed. One of the methods utilized to ensure success is the ability and expectation for students to Retake and Redo tests and major assignments. The procedure in place for Retakes, Redo, Missing and Incomplete Assignments helps instill a positive work ethic, grit, organization and time management. If a student earns below a C on a test or major assignment, they are required to Retake the test or redo the assignment. A Test Retake or Assignment Redo Form is used to develop a teacher approved action plan with evidence, parental signature and test Retake date or Redo due date. If a student turns in an incomplete assignment or fails to turn in an assignment, they will be required to turn it in or to complete it correctly using the appropriate form and procedures. If a student fails to turn in the specific required form by the date specified by the teacher the student will stay after school for 45 minutes on the day it was due.

### **Parent Teacher Conferences**

In accordance with ASF Policy No. 4410, the teacher is expected to meet periodically with the parents of each student for the purpose of discussing the student's development and academic progress in school. The student may be present for all or part of the conferences at the discretion of the teacher.

Conferences should take place at the designated school conference times and at other times deemed necessary by the teacher or parent.

Designated conference days may be considered contact days, provided students are required to attend all or part of the conference.

Unless specifically prohibited by a court order, the non-custodial parent has the right to the same information and opportunities for conferences provided for the custodial parent

### **Promotion and Retention**

Annunciation follows the ASF Policy No. 2240 for Promotion and Retention.

- A. Promotion of students shall be based on completion of academic work and mastery of academic skills. Credit for courses shall not be given solely on the basis of class attendance.
- B. Retention - All decisions regarding retention are the responsibility of the principal in consultation with the teacher(s). In cases of inadequate progress, each student should be considered individually. Any decision concerning non-promotion must be made after considering all the factors related to the student's development (emotional, physical, social, as well as intellectual and academic) collected from a wide range of sources throughout the year. Excessive absences

and/or tardies may be cause for retention or withdrawal from the school. The following are minimum procedures for retention:

1. Consultation between teachers and principal,
  2. A conference is held with the parents no later than the end of the first semester to advise them of the possibility of retention and to discuss possible remedial actions,
  3. Follow-up conferences with the parents are held to evaluate the progress of the student,
  4. Evaluations and reports to parents must indicate lack of student progress,
  5. Ordinarily, a decision will be made by the end of the third quarter regarding retention.
- C. No student shall be retained more than one year at any given grade or level. Ordinarily, a student should not be retained more than once while in elementary school (grades K-5) and once in middle school (grades 6-8).
- D. Local school policy should define the extent to which the school can serve students with special needs. Schools may accommodate students with learning challenges who require curriculum modifications. Adaptations and modifications should be regularly discussed with parents and use of significant modifications should be noted on the report card and in the permanent record. Such a record should say, "Grade indicated by an asterisk denotes progress made based on a curricular program adapted to the needs and abilities of this student."