

6. ACADEMIC INFORMATION

Curriculum:

St. Stephen School follows the Archdiocese of Hartford Curriculum. The school offers both core and academic enrichment subjects. Courses offered at St. Stephen School are:

Religion
Mathematics
Language Arts
Reading
Literature
Phonics
English
Spelling
Handwriting
Science
Social Studies
Physical Education
Library Time
Computer Skills
Music
Art

Core academic courses include religion, English, literature, mathematics, social studies and science.

Homework:

Homework reinforces classroom work and is a necessary part of every student's schoolwork. Parents should establish a definite routine of study with their children.

Homework is the student's responsibility. Parents may assist their children, provide support and encouragement, check homework, and express interest in all work the children do. As the Family Circus cartoon says, parents are not independent contractors for doing homework.

Grades 1, 2	15 – 30 minutes
Grade 3	30 – 60 minutes
Grades 4, 5	60 minutes, minimum
Grades 6, 7, 8	90-120 minutes

In addition, homework may include book reports, short and long range projects, experiments, or other types of activities to enhance the student's learning. Homework is checked regularly and recorded. Our homework policy beginning with Grade 1 will foster life long study habits. Students are penalized for late, missing, and incomplete assignments and for work not done according to teachers' directives. A missing homework notice will be sent home with the student and must be signed by a parent/guardian, and homework must be completed and given to the teacher the following day. **Students who forget homework will NOT be allowed to call home.** Homework may have to be done over if it does not meet the expectations of the teachers.

It is the student's responsibility to make arrangements with teachers for making up assignments and tests missed during an absence. Students are allowed the equivalent of time missed i.e., 24 hours for 1 day absent, 48 hours for 2 days absent, 72 hours for 3 days absent, 96 hours for 4 days absent and 1 week for 5 days absent. While the student is absent, a classmate should be contacted to gather homework, assignments, and class notes. With sufficient notice, these which will be available in the school office for parents/guardians to pick up.

Plagiarism:

Students' written work, projects, reports, etc. must be of their own creation. Support material and sources, including material from the Internet, must be accurately noted and referenced. "Copying" – in lieu of original work – is not permitted. Group work is held to the same standard; the group is responsible for the work it produces. Parental support for students' efforts is encouraged; the work submitted must be the students' own. Students are also, of course, required to obey copyright laws.

Cheating:

Students who are caught cheating will automatically receive a zero and a parent/guardian as well as the principal will be notified.

Academic Requirements:

Students must take all courses appropriate to their grade level. Students are expected to satisfactorily meet all the academic requirements for their grade level in order to be promoted.

Extra Help:

The teachers at St. Stephen School are available to provide extra help for students. Teachers in grades K-6 will inform students and parents of their extra help plans. For students in grades 7 and 8, teachers will identify specific extra help days in the core subject areas at the beginning of the school year.

Promotion, Retention and Placement:

Students who are in danger of failing a core academic course or courses are expected to participate in extra help on a regular basis and to follow any other recommendations made as part of an intervention plan to improve their academic skills and performance. St. Stephen will provide extra help in each of the core academic subject areas. Teachers will notify parents/guardians of students who are in danger of failing through progress reports issued midway through each term or through supplemental failure warning issued no later than two weeks before the end of the term. A grade of "D" or "F" on the midterm progress report constitutes a failure warning for that term.

Teachers will hold a conference with the student and his/her parent or guardian to review the steps that must be taken to assist the student in meeting the academic requirements for promotion. Promotion or retention of students is ultimately the decision of the principal who will include consultation with parents/guardians and teachers as part of the decision making process. Regular participation in extra help sessions and fulfillment of any other recommendations made during parent/guardian and teacher conferences will be an essential component of the decision making process. If a parent/guardian does not agree to abide by the principal's decision to promote or retain a child, the parent/guardian will need to consider educational options other than St. Stephen School.

It is also the school principal's responsibility to assess all factors and determine if the school can provide for the child's needs. In such cases, the principal may recommend continuation at St. Stephen School, a probationary period, or transfer to a different educational setting.

Grade 7 and 8 Promotional Policy:

Students in grades 7 and 8 must pass all core academic subjects by the start of the new school year. A limit of two subjects may be made up in summer school.

Academic Eligibility for Athletics:

Athletics are secondary to academics. Students must be in good standing in their course work in order to participate in the athletic program of St. Stephen School. Students must receive a minimum grade of 75 in their six core subjects of religion, English, literature, mathematics, social studies and science in order to participate in the athletic program. Eligibility will be determined on the basis of the student's grades on his/her most recent quarterly report card or midterm progress report.

Summer School and Tutoring:

Summer school or tutoring may be required, at the direction of the principal, for any student who is absent in excess of thirty (30) school days, who performs much below grade level on the achievement tests, who fails a major subject, or whose long-range progress is hampered by a lack of basic skills or reinforcement. Teachers may suggest tutoring; the principal can be contacted for the names of tutors. Teachers may also work with students after school for shorter periods of time to aid in remediation.

The cost of summer school or outside tutoring is the responsibility of the parents/guardians.

Report Cards:

1. We use IEI/EDGE to handle our school's academic environment. The traditional report cards and progress reports have been completely replaced with 24/7 secure, daily parent access for students in grades 1-8 (Kindergarten students will continue to receive a paper report card). Access includes Report Cards, Progress Reports, Attendance and school notices. Report cards are available quarterly to students from Grades 2 through 8, three times per year to grade 1 students and a traditional paper report card, twice per year to Kindergarten students. The first report card is available prior to a required conference with parents/guardians.
2. D or F warnings, in any subject, will be indicated at mid-quarter on the progress report. If it becomes necessary to issue a failure warning after the midterm progress report, the warning must be issued no later than 2 weeks prior to the end of the term.
3. Tests sent home for signature should be returned promptly. An appointment may be made with the teacher to review such tests.
4. Daily, weekly, or bi-weekly reports will not be forthcoming.
5. Parents who wish to have a conference with a teacher, at any time, are free to request one.

**Please note that the final report card will not be issued to any student who has a delinquent tuition or Extended Day payment

Testing:

In keeping with the policy of the Catholic Schools Office of the Diocese of Worcester, St. Stephen School will be participating in a new testing system for students. The MAP Suite is an assessment system that will measure student learning. It specifically supports growth and skill mastery for each student. The measures will show student's learning needs, helping teachers to target instruction and administrators to make informed school-wide decisions.

Library:

All classes are assigned a weekly library period to encourage independent reading and explore other areas of interest. Reference books do not leave the library. The librarian will charge for books that a student loses or holds beyond the due date. The cost for books that sustain considerable damage will be levied. Students are not allowed to take another book from the library if the first has not been returned.