

Academic Policy & Procedures

Formal Grade Policy

- End of Session 1 grade report available on Engrade
- Year end grade report will be mailed to home

Test-Taking Procedures:

- All tests go home in a sealed envelope with a stamp or label on back from teacher
- Parent must provide an environment where books/study guides are put away and cheating is not a possibility. It is the PARENT'S responsibility to provide the appropriate test environment
- Tests must be administered and completed in ONE sitting (usually an hour is sufficient). Once the test is completed, immediately seal it in an envelope for student to return.
- When tests are returned, they must be brought back in a sealed envelope (provided by parent) with their signature over the sealed portion. This signifies to us that the test was taken properly at home.
- Test will not be accepted by teacher unless in a sealed/signed envelope.

Late Policy

Unexcused late assignments/tests may be handed in up to one week after due date. However, please note that all late assignments will be deducted one letter grade (11 points). No unexcused late assignments/tests will be accepted after one week. The student will receive a zero for that assignment/test. It is the teacher's decision to accept or not accept late tests with an unexcused absence (see NOTE below).

NOTE: If a teacher has communicated that tests will not be accepted late and there is not a legitimate, excused absence/reason, the student will be given a zero for a test grade.

Excused late assignments/tests are considered excused when the parent/student has made previous arrangements prior to the due date. It is at the teacher's discretion regarding emergency situations. It is imperative that the parent communicate with the teacher.

Plagiarism

- If a student is caught plagiarizing, this will be an automatic “0” on the assignment.
- If a student is caught sharing work with other students, or “cheating” in any other way, this will be an automatic “0”.

Ed-line

- All assignments for the week will be posted on Edline no later than 8:00 a.m. Wednesday morning following Timothy Ministry on Tuesday.
- Tests are NOT allowed to be posted on Ed line. Test will be sent home via the student in a sealed envelope.

Communication with Parents/Students

- Teachers are expected to check their emails/voice mail on a daily basis.
- Teachers may have a “no email/phone call rule” on Monday prior to classes on Tuesday unless an emergency arises.