



## CIRCLE CHRISTIAN SCHOOL

### Upper School Academic Policies, Probation, and Procedures

#### **Student Success is our Passion**

*It is our deepest desire for students to succeed in our university model of education. However, because this is not a model that fits the academic inclinations of all students and because we desire the best for our families, the policies, probation and procedures listed below are designed to help students be responsible for their academic achievements.*

#### **Late Work Policy**

All assigned work is required to be submitted on time. Students are allowed to receive credit or partial credit for a maximum of three late assignments submitted per year (graces). Two will be allowed in the first semester and one in the second semester. The instructor may also limit the time window and deduct points for late assignment acceptance. Students are responsible for knowing the late work window and point deductions for each teacher. No work that is more than 4 weeks past due will receive any credit. After the graces are used (two in the first semester, one in the second semester), all subsequent late work will receive a zero.

**Important:** To request one additional grace to replace a late work zero the student and a parent must appeal together to the Upper School Director within the 4-week maximum time frame. No work that is more than 4 weeks past due will receive any credit.

**Note:** A student may not use a late grace to ‘skip’ an assignment or ‘redo’ an incomplete assignment. Work due in class from a student with an excused absence (parent submitted **prior** notification to the campus manager and the teacher) is not considered late but must be made up in accordance within the teacher’s new deadline(s). No work (even from an excused absence) that is more than 4 weeks past due will receive any credit. Any appeal must be made to the Upper School Director.

#### **Mandatory Academic Probation Program (MAPP)**

In order to remain enrolled, any student whose grade falls below a D (59 and under) in any grade reporting period may be referred to the Circle Administration for the Mandatory Academic Probation Program.

- Parent partnership with the MAPP process is required to remain enrolled.
- A detailed MAPP contract will be developed by the student and/or parents, together with the Circle Administration, (the MAPP team) to help the student earn a passing grade and/or complete work in a timely manner.
- Completion of all incomplete assignments, as designated by the Circle Administration, will be required. Teachers and administration, will determine the appropriate level of credit for late work as a part of academic probation. This may differ from the general class or school policy on late work.
- The weekly assignment sheet (WAS), printed each week by the student, and initialed by the parent and/or other designated adult(s) will be turned into the Circle Administration to track progress.
- A weekly organizational/time management plan will be created by the student with a responsible adult showing how the assigned work will get accomplished each week, and initialed weekly by each of the MAPP team.
- A minimum grade of C in next month’s grade reporting period is required to be released from the Mandatory Academic Probation Program.

- MAPP is a minimum four-week and a maximum eight-week process. If the student is unable to improve their grade(s) by the end of the eighth week, a dismissal hearing may be scheduled at the discretion of the Circle Administration.
- Students in the MAPP may face limitations in CCS Athletics and Arts.
- Students who have entered the MAPP more than two consecutive months or more than twice in an academic year are subject to a \$100 administrative charge in addition to meeting with the Circle Administration in order to continue enrollment.
- **Students who fail to complete any part of the program as outlined by the Circle Administration may be removed from the Mandatory Academic Probation Program and dismissed from the class or classes through the Dismissal Hearing Process.**

**Dismissal Hearing / Dismissal Process:**

The Circle Administration may send non-compliant MAPP students to the Director of Guidance with a recommendation for dismissal from the class or classes. Mrs. McIntyre will meet with the family to advise parents on the most appropriate academic options available for the student. It may be determined that the university model of education is not a good fit for the student or the family resulting in dismissal from CCS classes. There is no reimbursement of class fees.