

This excerpt is taken from the Assessment Policy:

*\*Students who fail a subject are given a chance to pass the subject over the summer term (July-August). Assignment lists and make-up exams will be provided [to] the students in up to 3 failed subjects. The decision to do so is made by vote at the [Student Promotion] Meeting. Students who have failed 4 or more subjects do not earn this exception.*

## Summer Term Procedure

1. All students placed on Summer Term are listed in this document: [SummerTermList 2021 22](#) This list includes the subject teacher and administrator overseeing the completion of the work.
2. Make a folder for each student in this folder found in teacher's SharePoint. [Summer Term Work](#)
  - a. Make a Word document in that folder with the student's name, grade, and the subject. "JoeSmith5\_Math"
  - b. Write a detailed list of the assignments required for completion and exact due dates. Provide links, explicit instructions, etc. Anything that will assist the student in completing the work. The student should not have to contact you for clarification over the summer and it should be clear enough that an administrator or another teacher can check the work if the circumstances require.
  - c. Include documents/pdfs for assignments within that folder.
3. Share the folder with the parent and student by email and cc the appropriate administrator.
  - a. Set due dates for all assignments. Suggested date for submissions is July 31 and give yourself a week to check the assignments.
  - b. Ask that the student upload their work to a folder labeled "Done" or "Completed."
4. Once you have checked the assignments and have determined if they are adequate, send a message to the corresponding administrator.

| Teachers                                                                            | >                                 | Documents     | >                | Summer Term Work> | <b>JoeSmith_English</b> |  |
|-------------------------------------------------------------------------------------|-----------------------------------|---------------|------------------|-------------------|-------------------------|---------------------------------------------------------------------------------------|
|  | Name                              | Modified      | Modified By      |                   |                         |                                                                                       |
|  | Blog Post Assignment              | June 22, 2021 | Melissa Roginski |                   |                         |                                                                                       |
|  | Final Novel Test                  | June 22, 2021 | Melissa Roginski |                   |                         |                                                                                       |
|  | Flora and Ulysses Final Essay     | June 22, 2021 | Melissa Roginski |                   |                         |                                                                                       |
|  | Letter to Teachers                | June 22, 2021 | Melissa Roginski |                   |                         |                                                                                       |
|  | <b>JSmith</b> Eng assignment done | July 19, 2021 | Guest Contribut  |                   |                         |                                                                                       |
|  | <b>joeSmith_English</b> docx      | June 22, 2021 | Melissa Roginski |                   |                         |                                                                                       |