

NEWPORT INDEPENDENT DISTRICT

NEWPORT HIGH SCHOOL

**POLICY: 09.01**

**STUDENT GRADES AND ASSESSMENTS**

In pursuit of accurately reporting progress toward standard mastery to each student and those with a direct interest in the student's progress; the staff of Newport High School will assign grades and scores that are accurate, meaningful, and consistently support learning. Grades and scores will communicate a quantitative indicator of progress toward standards-based learning goals. The formulas for calculating grades and scores will be consistent school wide.

**GRADES AND REPORT CARDS**

Grades and report cards will accurately reflect achievement and the outcomes as defined by the curriculum and/or individual program plan. As such, individual student achievement will not be based on, or measured by, students' social development, classroom behavior, work habits, bonus points, student absences, missed/late assignments, group scores, neatness, etc.

**DEADLINES**

Students are required to submit both formative and summative tasks on the due date. Practices related to supporting students in meeting deadlines include, but are not limited to, the following:

- Firm due dates for major summative assessments are communicated in advance, based on school reporting schedules (e.g., mid-terms/semester/final grades).
- Due dates are negotiable for major summative tasks/tests within the class based on individual student needs/circumstances and at teacher discretion.
- Due dates are allowed within a range of dates as established by the teacher (student input on date range will be considered). Extensions for submission of assignments are based on individual circumstances.
- Students who miss a firm due date for a summative task will make arrangements with the classroom teacher to complete the work. The teacher may place the student in after school detention for completion.
- For reporting purposes, there will be firm, school-wide cutoff dates for teachers to evaluate student work.

If work is not submitted by the due date, the report card will indicate "incomplete" to reflect the fact that there is insufficient evidence to make a fair evaluation of student performance of major expectations. In this case, no credit will be granted until the assignment is submitted. Students will fail a course based on insufficient assessment evidence.

- If a student fails to submit formative or summative work on time, there will be escalating consequences:
  - A teacher must call the parent/guardian.
  - The student must attend ESS.
  - The student will attend ESS until the work is complete.
  - For summative tasks, a student may be required to attend after school detention or make arrangements with classroom teacher.
  - Report card will indicate an "incomplete" and a grade will not be

assigned until the work is complete, resulting in no credit for that course.

### **EXTRA CREDIT**

The purpose of extra credit is to provide additional academic options to enhance the learning of course standards at a higher/rigorous level (e.g., donation of classroom, instructional supplies, Spirit Week activities, attendance at sporting events, will not result in extra credit). Guidelines for application of extra credit:

1. A teacher is not required to offer extra credit in any given course. Teachers of the same course will agree to any offering of extra credit.
2. In any given class in which extra credit is offered, all students in that class are eligible to earn extra credit.
3. Extra credit should encourage learning as opposed to a last minute effort to raise a grade.

### **ACADEMIC HONESTY**

All students are expected to adhere to the rules of academic honesty. Honesty includes, but is not limited to: submitting only work that is completely yours and learning about and following plagiarism rules.

- 1<sup>st</sup> Offense – 1 day NIC
- 2<sup>nd</sup> Offense – 2 days NIC
- 3<sup>rd</sup> Offense – 3 days NIC

Assignments will be completed individually and honestly during NIC.

### **ATTENDANCE**

Attendance is an essential piece of student learning and excessive absences can have a negative impact on student demonstration of mastery of the content. Attendance will not be used in the calculation of student grades. Missing assignments due to absences will be made-up (e.g., on their own time and/or during other school related activities such as "club days", lunch, after-school tutoring).

### **GROUP WORK**

Group work will be an important component of the instructional program. However, grades will only be determined by individual student performance.

### **INDIVIDUAL LEARNING**

Grades will be based solely upon individual learning and will accurately reflect achievement of the outcomes as defined by state/national standards. An "incomplete" ("I") will be used when a student has not submitted required evidence of learning.

1. Assignments that have not been submitted by the due date should be recorded as "missing" and not recorded as "zeros." The conditions for completing a missing assignment must be established between the teacher and the student and it is the student's responsibility to meet those conditions.
2. When there is insufficient evidence of learning to report a semester grade, an "incomplete" will be used for reporting student achievement.
3. If an "I" is used for a semester report, the student has up to 15 week days following the semester to submit the required evidence of student learning to convert the "I" to a grade. It is the student's responsibility to submit the required evidence to the teacher. If inadequate evidence is submitted, then the "I" remains on the student transcript and no credit is given for the course.

**FAILING GRADES**

Students are expected to pass all classes. If at any time a student gets an F in any class, they must attend ESS. ESS is offered twice a week and is mandatory for failing students. The student will attend ESS until the failing grade is brought up to passing.

**CREDIT RECOVERY**

Students will be required to attend mandatory credit recovery if they fail the first semester with a 60 or lower. Credit recovery will be offered twice a week. The student will attend credit recovery until the credit is made up.

First Reading:  
Second Reading:  
Date Adopted: