

JOHNSTON GRADING POLICY

Spring, 2012

Grades shall be based solely on achievement of course/grade level standards. Student attendance, effort, ability, participation, improvement, attitude, and other behaviors shall be reported separately from achievement.

GRADES

Teachers will update grades once a week. A minimum of 2 grades per week in all core subjects will be assigned per student, including assessments. Though 2 grades a week may be assigned, it does not mean that faculty will be able to enter every grade that week. Assignments of varying length require additional time for a teacher to grade. Each grade level department will assign categories and percentages with the approval of the Principal.

No one grade should count for more than 20% of the overall cycle grade. This means most categories will require a minimum of 2 grades.

Teachers may drop grades in each grading cycle. However, teachers must maintain a minimum of 2 grades per week per grading cycle and category weights must also be maintained.

Definitions of categories:

- Class work is an activity or task that allows a teacher and a student to identify what students already know, or have learned, as well as areas for intervention and remediation. Class work can include an activity or task that a student performs or works at repeatedly for the purpose of improving or achieving proficiency. Class work that is finished at home reverts to the homework category.
- Homework is any type of independent practice or assignment which will likely be completed outside of the classroom. Homework should have clearly defined learning targets that are appropriate for the age and ability of the student. Homework should foster the review and practice, application and enrichment of skills that have been previously taught during the school day. A general rule of thumb is a maximum of 10 minutes of homework times the grade level of the student. Therefore, no more than 60 minutes for 6th graders, 70 minutes for 7th graders, etc. This time frame is for all homework for all subjects total.
- Quizzes are assessments that provide information so that teachers can adjust instruction and students can improve performance. Quizzes have fewer questions and take less time to complete than tests.
- Tests/Performance Assessments are assessments based on the District's standards-based curriculum that measure the skills and knowledge that a student has mastered. Specifically, performance assessments are assessments based on observation and judgment of the quality of a skill or product. Performance assessments are products, performances, and projects (e.g. essay artwork, visual representations, models, multimedia, oral presentations/recitations, lab experiences, live/ recorded performances).

Corrections on Class Work and Homework

Corrections may be made on any class or homework assignments that earn a grade below 70. Corrections must be turned in within one week from when the assignment is returned to the student.

Test Reassessment

Teachers shall provide students an opportunity for reassessment for major tests and projects when the grade received on an assignment indicates that the objective assessed was not mastered (below 70%).

Reassessment may include, but is not limited to, any of the following:

- Alternative assessment
- Same assessment
- Oral assessment

Student must attend a mandatory tutorial before allowed to retest. All reassessments must be completed within one week from the time the assessment is returned to the student. A student may earn no higher than a 70 on the reassessment.

Late Homework (not associated with an absence) and LATE WORK:

Late homework will be accepted for two school days after the assignment is due with 10 points deducted for each day. LATE WORK, work that is not completed upon assignment submission date, i.e. projects, assessments of learning, etc., will have the same rule applied, 10 points deducted for each day up to two days.

Academic detention may be assigned if the work is not received within two days. The maximum grade assigned if completed to the instructor's satisfaction during academic detention is a 65. If work is still not completed, Saturday academic detention may be assigned by administration with a maximum grade of 50 on the assignment.

Work never returned will receive a zero.

Incomplete Six Week Averages

A teacher shall give a grade of "Incomplete" for a grading cycle to any student who does not complete assignments or assessments due to excused absences or other extenuating circumstances. The grade of "Incomplete" shall be resolved by the end of the next grading cycle immediately following the grading cycle in which the incomplete was first given. The PIEMS clerk under the supervision of the Principal shall convert any unresolved grade of "Incomplete" to a grade of 50%.

Teachers must immediately notify their grade level assistant principal and grade level counselor of any student who has been assigned an incomplete on their report card. Incomplete grades must be cleared in the first week of the following grading period or an academic detention will be assigned until the incomplete is resolved.

Midterms and Final Exams

A weight of 25% shall be assigned to the final examination given in each high school credit course. The school board is voting on this very issue next week. We will include the revisions once they approve it – so please know that this will probably change to match new district policy.

Extra Credit

Extra credit is up to the discretion of the teacher. Extra credit must be aligned to the curriculum.

Academic Dishonesty

Academic Dishonesty is a behavioral issue which will result in a **Level 2 offense**. An alternative assessment may be assigned. No grade of "0" will be issued for any graded assignment.

Plagiarism OF ANY KIND will not be tolerated in any classes. It is a **Level 2 offense** and will be handled accordingly. The following are examples of plagiarism:

You go to the Internet, download an essay word for word, and put your name on it.

You go to the encyclopedia, rewrite the information in your own words, and put your name on it.

You buy the *Cliff Notes* for a novel, read the comments, analysis or notes about theme, style etc., write a paper using those ideas, and put your name on it.

You turn a paper in written **totally or partially** by a friend, a sibling, or parent and you put your name on it (This happens often).

Cheating OF ANY KIND will not be tolerated in any classes. It is a **Level 2 offense** and will be handled accordingly. The following are examples of cheating:

1. You give your paper, homework, project, etc to someone else to copy.
2. Copying / looking at someone's paper, homework, project, etc. that is not your own.

If you are caught cheating or plagiarizing, you will be required to complete the assignment or an alternative assignment (at the discretion of the teacher) and you will receive a P in conduct for the six weeks during which the offense occurs. If the assignment is a major project, for example a research paper, then the student may receive a "U" in conduct for the six weeks with Assistant Principal or Principal approval.

Promotion Standards

Course assignments and unit evaluation shall be used to determine student grades in a subject. An average of 70 or higher shall be considered a passing grade. All students in grades one through eight must have an overall average of 70 or higher in all subjects in which numeric grades are assigned.

Absent Students and Make-up Work:

Students that are absent the day an assignment is made will have up to 5 school days to make-up the missing work. Failure to submit work within the allowed time will result in the work being LATE WORK. Please see LATE WORK for information regarding grading of work submitted late. This does not apply to long term projects and assessments of learning that were assigned prior to an absence. It is the student's responsibility to see that work is made up.

RETURN THIS PAGE TO YOUR MENTOR TEACHER.

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I have received and read the Spring 2012 Johnston Grading Policy.

Student Name

Mentor Teacher

Student Signature

Date

Parent Signature

Date

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