

CARTER COUNTY DISTRICT

EAST CARTER 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 East Carter 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.

**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/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. 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:
  - o A teacher must call the parent/guardian.
  - o 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 – Re-do the assignment or complete an alternate assignment (teacher discretion)

2<sup>nd</sup> Offense – Grade of “zero” given for assignment

### **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). Students must participate daily M-F in every class through the online platform used by their teacher.

### **GROUP WORK**

Group work will be an important component of the instructional program. However, grades will only be determined by individual student performance. Teachers will determine when group work is allowed or appropriate for online learning.

### **INDIVIDUAL LEARNING**

Grades will be based solely upon individual learning and will accurately reflect achievement of the outcomes as defined by state/national standards.

1. Assignments that have not been submitted by the due date will be recorded as “zeros”. Students must contact their teacher at least 24 hours in advance of the due date/time IF there is a possibility they won’t meet it. The teacher and student can then work on alternative due dates as needed on an individual basis. It is the student’s responsibility to contact their teacher.

### **FORMATIVE ASSESSMENTS**

Teachers will use formative assessments to guide instruction and improve student achievement. Under no circumstances will a score or grade be assigned to formative assessments.