



SPENCERPORT HIGH SCHOOL

ASSESSMENT AND GRADING COMMITMENTS

OUR SCHOOL-WIDE COMMITMENTS



AS TEACHERS AND INSTRUCTIONAL LEADERS IN SPENCERPORT HIGH SCHOOL, WE UNDERSTAND THAT THE PURPOSE OF GRADING IS TO SERVE AS A METHOD OF MEASURING AND COMMUNICATING STUDENT ACHIEVEMENT OF, AND/OR TOWARD, A CONTENT STANDARD (LEARNING TARGET).

| | |
|---|---|
| <p>Overview</p> | <ul style="list-style-type: none"> • Grades are calculated as: 80% from Summative Assessments (SA) 20% from Independent Learning (formative assessments/tasks) • Additional reporting about student performance may be provided via the "Ungraded" category • Extra credit is not permitted |
| <p>Summative Assessments (SA)</p> | <ul style="list-style-type: none"> • Each course will have a minimum of 2 SA per quarter. The exact number will be communicated by the teacher prior to the start of each quarter. Date ranges within a quarter will be identified in 2024-25 • SA will be administered during class • Students should be clear ahead of time about what learning targets are being assessed on a SA • SA are essential to evaluating student understanding and must be completed <ul style="list-style-type: none"> ◦ A zero may only be assigned if a student (1) refuses to complete assessment in class, (2) prior contact with guardian has been made by teacher, and (3) admin has been involved ◦ If a student does not complete a SA, they will receive an INC for the SA, as well as an INC for the In-Progress Overall Average, and a Student Success (Learning) Plan will be established. • SA grades will not entered within 5 days of the end of the quarter. SA given within the last 5 days of a quarter will be recorded in the following quarter • If a student has an INC at the end of the quarter, the quarter grade can be updated at a later time if deemed necessary on the Student Success Plan. This includes if a SA is given and a student has not had the opportunity to take a retake prior to the end of the quarter |
| <p>Incompletes and Retakes</p> | <ul style="list-style-type: none"> • A Student Success Plan may be established for an incomplete SA • Retake Request Forms or Student Success Plans can be used for retakes • Incomplete SA may be administered in class if requested by a student or teacher, and student would be expected to make up any missed learning • Retakes will not be an identical assessment, nor will they be test corrections, but an accurate reflection of a student's knowledge. This timeline will be established according to department policy • Retakes may be administered in class or students may be asked to see the teacher or use the testing room during a study hall, see the teacher during advisement or after school, or attend Academic Workshop • All students have the opportunity to retake and earn full credit |
| <p>Independent Learning Activities</p> | <ul style="list-style-type: none"> • Independently completed formative assessments and learning tasks that prepare students for SA • Will be accepted at least up to the date of the aligned SA they prepare students for, or longer according to department policy • Some tasks be may deemed 'formal' (graded and recorded in gradebook); and some tasks may be deemed 'informal' (ungraded and may or may not be recorded in gradebook) • May include homework, but not required. If given, homework will be personalized, meaningful, aligned to the curriculum and to the 6-12 District Homework Protocols. It will have minimal to no impact on a student's overall grade, and may be recorded in the independent learning or ungraded category • Retakes and revisions may be submitted according to department policy • "Missing" will be entered into the gradebook if not completed, which will calculate as a "0" in average • A teacher may exempt a student from an independent learning activity based on the student's performance on a similar formative assessment or task or the aligned SA |

BUSINESS DEPARTMENT COMMITMENTS

| | |
|---------------------------|---|
| <p>Incompletes</p> | <ul style="list-style-type: none"> • If a student is absent for a summative assessment, they will have 2 weeks to make up the missing summative assessment. After the two week window, the assessment grade will be changed to a 0%. Students will be able to complete the summative assessment in class prior to a 0% being assigned. • If a student has an incomplete for the quarter, a Student Success Plan will be completed and the student will have 2 weeks from the end of the quarter to make up the required missing summative assessments. The required missing summative assessments will be calculated as a 0% at the end of the two week window and the quarter grade will be updated. |
| <p>Retakes</p> | <p>Students who wish to retake a summative assessment may do so, as long as they meet the following criteria.</p> <ul style="list-style-type: none"> • Student must request a retake from the teacher within one week of receiving their grade. • Students must complete the Retake Request Form to request a retake. • Student must have completed all independent learning tasks in that unit in order to do a retake. • Student will meet with the teacher during a mutually agreed upon free period. |
| <p>Homework</p> | <ul style="list-style-type: none"> • Homework may be assigned as an opportunity for extra practice • Homework will not be graded |
| <p>Latework</p> | <ul style="list-style-type: none"> • Independent learning tasks must be completed to be eligible for a retake and will be accepted at least up to the date of the aligned SA they prepare students for. |

ADDITIONAL INFORMATION

| | |
|---|---|
| <p>Academic Dishonesty</p> | <ul style="list-style-type: none"> • Academic dishonesty will be addressed restoratively related to assessment practices via the Academic Dishonesty Menu available in Schoology and a referral will be written for documentation <ul style="list-style-type: none"> ◦ A student will not receive a zero for "cheating" ◦ A student will be given an opportunity to demonstrate their knowledge • A student will be held accountable for academic dishonesty through the student discipline process when a pattern of offenses has been demonstrated |
| <p>Attendance</p> | <ul style="list-style-type: none"> • Significant attendance issues, as defined by building admin, may warrant a No Grade (NG) |
| <p>Local and Regents Courses</p> | <ul style="list-style-type: none"> • Regents grades are stand-alone grades not used to calculate grades for students • Local final assessments will be used as part of the final quarter grade or as a stand-alone grade not used to compute the final average for the course |
| <p>Most Recent Evidence of Learning (Knowledge/Skills)</p> | <ul style="list-style-type: none"> • Teachers always have the professional discretion to override a final course grade based on evidence of student learning (ie: Summative assessments/Regents exams) if it is an indication a student has improved their knowledge/skills throughout the year |