



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).

Overview	<ul style="list-style-type: none">• Grades are calculated as:<ul style="list-style-type: none">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
Summative Assessments (SA)	<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 be 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
Incompletes and Retakes	<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• An 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
Independent Learning Activities	<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 for which they prepare students, or longer according to department policy• Some tasks may be 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

ENGLISH DEPARTMENT COMMITMENTS

<p>Incompletes</p>	<ul style="list-style-type: none"> • The quarter average is changed to "I" for incomplete upon the summative assessment due date • Students have 2 weeks to submit incomplete work • Additional time requires a Student Success Plan or agreement between teacher and student • On or before the 5W mark, the quarter average will be rectified, reflecting completed work and/or revisions
<p>Retakes</p>	<ul style="list-style-type: none"> • Revisions of longer argumentative, informational, and narrative writing pieces serve as retakes for many formative and summative assessments in English; many can be completed outside of class if necessary • Other forms of assessment such as multiple-choice, short answer, on-demand timed writing, etc. must be completed in-person. Therefore, the student must schedule an appropriate time with the teacher to retake the assessment • When choosing to revise/retake an assessment, students must use teacher feedback to set and communicate a goal that focuses on the rubric areas in need of improvement • Revisions and retakes must be completed and submitted 2 weeks after grades are posted in infinite campus • Students are provided one retake or revision opportunity per assignment • Any exceptions require a Student Success Plan or agreement between student and teacher
<p>Homework</p>	<p>The purpose of homework in English is to provide time to prepare for class. Homework is a non-graded assignment. However, teachers may choose to record completion in Infinite Campus, and a commitment to homework is part of the Spencerport High School Engagement Rubric. Types of homework in English include:</p> <ul style="list-style-type: none"> • Reading Tasks – to prepare for classroom discussion, activities, and lessons • Practice Tasks – to review and study concepts and skills learned in class • Extension Tasks – to transfer knowledge and connect to real world experiences • Creative Tasks – to personalize learning experiences and exercise skills in a more creative manner • Preparatory Tasks – to gain background knowledge that will be applied to the in-class lesson or assignment
<p>Latework</p>	<ul style="list-style-type: none"> • Independent learning tasks must be completed and will be accepted up to the date of the aligned summative assessment for which they prepare students • Summative assessments must be completed and will be accepted up to two weeks after their due date. Students will be required to complete missing summative assessments in class if they do not complete them during a free block or after school • A Student Success Plan or agreement between student and teacher is required if more time is needed

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