



# 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><b>Overview</b></p>	<ul style="list-style-type: none"> <li>Grades are calculated as:             <ul style="list-style-type: none"> <li>80% from Summative Assessments (SA)</li> <li>20% from Independent Learning (formative assessments/tasks)</li> </ul> </li> <li>Additional reporting about student performance may be provided via the "Ungraded" category</li> <li>Extra credit is not permitted</li> </ul>
<p><b>Summative Assessments (SA)</b></p>	<ul style="list-style-type: none"> <li>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</li> <li>SA will be administered during class</li> <li>Students should be clear ahead of time about what learning targets are being assessed on a SA</li> <li>SA are essential to evaluating student understanding and must be completed             <ul style="list-style-type: none"> <li>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</li> <li>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.</li> </ul> </li> <li>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</li> <li>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</li> </ul>
<p><b>Incompletes and Retakes</b></p>	<ul style="list-style-type: none"> <li>A Student Success Plan may be established for an incomplete SA</li> <li>Retake Request Forms or Student Success Plans can be used for retakes</li> <li>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</li> <li>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</li> <li>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</li> <li>All students have the opportunity to retake and earn full credit</li> </ul>
<p><b>Independent Learning Activities</b></p>	<ul style="list-style-type: none"> <li>Independently completed formative assessments and learning tasks that prepare students for SA</li> <li>Will be accepted at least up to the date of the aligned SA they prepare students for, or longer according to department policy</li> <li>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)</li> <li>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</li> <li>Retakes and revisions may be submitted according to department policy</li> <li>"Missing" will be entered into the gradebook if not completed, which will calculate as a "0" in average</li> <li>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</li> </ul>

## TECHNOLOGY DEPARTMENT COMMITMENTS

<b>Incompletes</b>	<ul style="list-style-type: none"> <li>Incompletes must be rectified within two weeks of the end of the quarter or the incomplete will turn into a 0% for the missing assignment</li> </ul>
<b>Retakes</b>	<ul style="list-style-type: none"> <li>Every student is eligible for a retake upon the completion of the Student Success Plan</li> <li>Students will be allowed one retake per summative assessment</li> </ul>
<b>Homework</b>	<ul style="list-style-type: none"> <li>When needed to reinforce content for summative assessment</li> </ul>
<b>Latework</b>	<ul style="list-style-type: none"> <li>Accepted until at least the summative assessment it was designed to prepare students for has been given</li> </ul>

## ADDITIONAL INFORMATION

<b>Academic Dishonesty</b>	<ul style="list-style-type: none"> <li>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"> <li>A student will not receive a zero for "cheating"</li> <li>A student will be given an opportunity to demonstrate their knowledge</li> </ul> </li> <li>A student will be held accountable for academic dishonesty through the student discipline process when a pattern of offenses has been demonstrated</li> </ul>
<b>Attendance</b>	<ul style="list-style-type: none"> <li>Significant attendance issues, as defined by building admin, may warrant a No Grade (NG)</li> </ul>
<b>Local and Regents Courses</b>	<ul style="list-style-type: none"> <li>Regents grades are stand-alone grades not used to calculate grades for students</li> <li>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</li> </ul>
<b>Most Recent Evidence of Learning (Knowledge/Skills)</b>	<ul style="list-style-type: none"> <li>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</li> </ul>