

**POTTSGROVE  
SCHOOL DISTRICT**  
*Soaring to Excellence*



***PGSD Grading Practices  
&  
Implementation Procedures***  
6/6/16

**Late Assignments**

*Homework (Building Knowledge)*

- Students may earn partial credit for these assignments if they are completed before the final summative assessment of the unit. 10% will be deducted per class period for late work until the value depletes 0%.
- Students will not have the opportunity to submit late homework for credit once the teacher has reviewed the answers to the assignments in class.
- If the assignment is not submitted prior to the final assessment of the unit, it will receive a zero.

*Homework (Demonstrating Knowledge)*

- 10% will be deducted per class period for late work up to five days after the assignment's due date. Students may receive up to 50% of the earned grade after five days.
- If the assignment is not submitted prior to the final assessment of the unit, it will receive a zero.

*Assessment (Demonstrating Knowledge)*

- All final unit assessments must be taken in the order assigned.
- If a student fails to complete the final unit assessment before the end of the next unit, the student will receive 70% of the earned grade once it is completed.
- All assessments are considered course requirements and must be completed before the end of the marking period.

- Failure to complete an assessment will result in an incomplete for the marking period. Students will then have two weeks to complete the assignment or a zero will be entered for that assessment.

### **Missed Work**

#### *Due to Absence:*

- A student will be allowed two class period days to complete all missed formative activities due to illness (extensions may be granted to extenuating circumstances).
- A student shall be required to make up all summative ~~and formative~~ activities within a two-week period from the date of absence.
  - All final unit assessments must be taken in the order that they were assigned.
  - If a student fails to complete the final unit assessment before the end of the next unit, the student will receive 70% of the earned grade once it is completed.
  - All assessments and assignments considered course requirements must be completed.
  - Failure to complete a course requirement will result in an incomplete for the marking period. Students have two weeks to complete the assessment before credit denial.
- If the final summative activity is assigned prior to a student's absence and no new material is covered, the student is expected to complete the assessment or submit the assignment upon his/her return.

### **Missed Work**

#### Due to Class Cuts

- |                 |   |
|-----------------|---|
| First offense:  | 70% of the earned grade can be attained. Contact teacher/parent.                    |
| Second offense: | Zero for the assignment. Meeting with administration/teacher/counselor/parent.      |
| Third offense:  | Meeting with administration/teacher/counselor/parent and a Zero for the assignment. |
| Fourth offense: | Meeting with administration/teacher/counselor and a Zero for the assignment.        |

The time constraints for the completion of work are the same as **missed work due to absence**.

### **Extra Credit**

- Extra credit may only be provided for work that is related to the subject area or subject specific academic content standards.
- Extra credit is NOT non-academic work such as bringing in classroom supplies, attending extracurricular events, and charitable donations not related to the course objectives.
- No more than 2% of the total quarterly grade can come from extra credit. Maxing out at 100%.
- All students to provide evidence of learning through a variety of means.

### **Multiple Opportunities to Demonstrate Evidence of Learning**

- Students should be provided multiple opportunities to demonstrate evidence of learning. There are not a predetermined number of opportunities that needs to be provided; rather teachers have flexibility to determine this based upon each student. However, teachers of the same content area should strive for consistency across the department/or team and provide a balance of assessments, assignments or projects.
- Currently, it is up to the teacher's discretion to determine whether a student can retake a test or redo an assignment (extensions may be granted for extenuating circumstances).

### **Final Course Grades High School**

- For every course, a 55% is the lowest quarterly grade a student can earn, except in the 4<sup>th</sup> quarter. As such, the grade reported would be the grade earned. This is to ensure the opportunity for the student to show improvement and receive credit by passing.
- Every course will include, and develop if not already developed, both a mid term and a final exam or equivalent assessment.
- There will be six (6) data points for each yearlong course. This includes the four marking periods, the mid term, and the final assessment. AP students who have earned exemption from the final will have five (5) data points.
- All courses will be further developed to include minimum course requirements. The minimum course requirements will identify the assignments, tests, and projects that must be completed by the student in order to receive a grade for the class. If the minimum course requirements

are not met by the student, the student will receive an “I,” or incomplete, for the course.

- Midterm and final examinations are semester summative assessments. As such, the grade reported would be the grade earned.
- As with quarterly summative assessments, if the student is absent, s/he will receive an “I,” or Incomplete. The student will have two weeks in order to make up the exam or a zero will be entered.
- The percentage breakdown for assessments and learning activities for AP/Honors, Core, and Non-Core courses are shown in the chart below.

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High School Courses

	<b>Assessments</b> Summative <i>Demonstrating Knowledge</i>	<b>Learning Activities</b> Formative <i>Building Knowledge</i>
AP	90	10
Core Courses/Honors	80	20
Non-Core Courses	70	30

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**Final Course Grades Middle School**

- For every course, a 55% is the lowest quarterly grade a student can earn, except in the 4<sup>th</sup> quarter. As such, the grade reported would be the grade earned. This is to ensure the opportunity for the student to show improvement and receive credit by passing.
- Only 8<sup>th</sup> grade core courses will include, and develop if not already developed, a mid term and final exam or equivalent assessment.
- There will be six (6) data points for each core course. This includes the four marking periods, the mid term, and the final assessment
- All courses will be further developed to include minimum course requirements. The minimum course requirements will identify the assignments, tests, and projects that must be completed by the student in order to receive a grade for the class. If the minimum course requirements are not met by the student, the student will receive an “I,” or incomplete, for the course.
- Final examinations are summative assessments. As such, the grade reported would be the grade earned.
- As with quarterly summative assessments, if the student is absent, s/he will receive an “I,” or Incomplete. The student will have two weeks in order to make up the exam or a zero will be entered. Exception: Achievement assessments for Marking Period #4 (the last marking period) must be completed by the last student day of the school year.

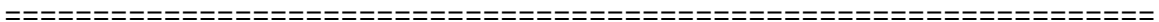


Middle School Core Courses

	<b>Assessments</b> Summative <i>Demonstrating Knowledge</i>	<b>Learning Activities</b> Formative <i>Building Knowledge</i>
6 <sup>th</sup> , 7 <sup>th</sup> and 8 <sup>th</sup> Grade Accelerated Courses	90	10
8 <sup>th</sup> Grade and 7 <sup>th</sup> Grade Core Courses	80	20
6 <sup>th</sup> Grade Core Courses	70	30

Middle School Non-Core Courses

	<b>Assessments</b> Summative <i>Demonstrating Knowledge</i>	<b>Learning Activities</b> Formative <i>Building Knowledge</i>
8 <sup>th</sup> Grade Non-Core Courses	70	30
7 <sup>th</sup> Grade Non-Core Courses	70	30
6 <sup>th</sup> Grade Non-Core Courses	70	30



**Academic Integrity (2016-2017 Implementation)**

**Academic Integrity**

**Definitions:**

- *Plagiarism* is the act of copying someone else’s work and passing it off as one’s own, or the work or ideas of another taken and passed off as one’s own. This includes any work copied or dictated by others. Copying electronically generated information without proper citation will also be considered plagiarism.
- *Cheating* is using any other method but your own ability and materials to complete an assignment/assessment.

Demonstrating Knowledge

- **First Account** –The student will receive 70% of the earned grade upon resubmission of the plagiarized/cheating assessment.
  - Teacher will contact parent.
  - Student must redo the assignment.
  - Office Referral
  
- **Second Account** – The student will receive a zero for the plagiarized/cheating assessment.
  - Teacher will contact parent.
  - Student must redo the assignment to meet course requirements.
  - Office Referral

### Building Knowledge

- Any Building Knowledge Activity that a student is caught plagiarizing on will result in a zero (i.e. copying homework, assignments in class).
- All students involved in the act of copying will receive a zero for the Building Knowledge Activity.

### Power School (Teacher Grade Book)

- Teachers will post assignments in **Power School** within timelines as indicated below:
  - Homework, quizzes, and tests will be posted within one cycle of the assignment due date.
  - Major projects and written work, such as essays or research papers, will be posted within two cycles of the assignment due date.
  - Extensions may be granted for extenuating circumstances.

## Grading Practice Collaboration Meetings

9/2015	HS/MS Implementation Procedures Review
1/2016	Mid-Term/Final Implementation Procedures
2/1/16	DO/HS Faculty Review
3/7/16	DO/HS Faculty Review
3/30/16	DO/HS Faculty Review
4/1/16	MS Paper Review
4/18/16	MS Paper Review
4/15/16	Administration/DO review
4/18/16	MS Paper Review
4/19/16	Board Workshop Meeting
5/5/16	MS/HS Small Group Review
5/6/16	Department Head and Team Leader Review
5/12/16	MS/Team Leader Feedback
5/17/16	HS/Department Head Review
5/17/16	Board Workshop Meeting
6/6/16	HS/MS Faculty Final Review
TBA	Student Survey
TBA	Board Approved 6/14/16