

## **School - wide Grading Guidelines for Kaynor Technical High School**

The following weighted categories shall apply in calculating semester grades for all students in all courses:

- Performance Grades 40%
  - Labs, Lab Reports, Projects, Performance Tests, Moodle
- In Class Theory Assignments to include: 10%
  - Presentations
  - Guided Practice (ETCAI)
  - Participation
  - Daily Grades
  - Quizzes
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- Performance Assessments - Tests 20%
- Workplace Readiness 10%
- District Wide Semester Assessments 20%

The following should serve as examples of the different grade categories: Examples are not all inclusive.

### **Daily Grades:**

- Class participation;
- Discussion;
- Guided practice;
- Formative assessments developed in house by grade level teams (items that can be retaken multiple times for a better score);
- Independent class work or performances;
- Group class work or performances;
- Lab reports;
- Daily task sheets or technology tasks to include internet literacy and computer training;
- Reaction papers and essays;
- Component parts (progress checks) of major assignments;
- Daily (minor) quizzes and
- Progress checks using internet or tech programs as prescribed by the district.

### Performance Assessments (summative work):

- Weekly or cycle tests;
- Chapter or unit tests;
- Independent or group projects;
- Research papers;
- Notebooks;
- Speeches;
- Presentations to include Power Point and Flip Video productions;
- Comprehensive summative measures or tests developed in house by grade level teams and
- Science and technology extended lab modules or products.

### Common Assessments (summative):

- District wide semester assessments developed by curriculum consultants/department/subject area teams.

A student's grades must reflect a student's relative mastery of an assignment; therefore, grades may not be given for the following reasons (unless specified in a technology/trade job ready curriculum published by the district – instructors must provide the source):

- Disciplinary matters or compliance issues to include dress code;
- Attendance or reporting on time;
- Returning textbooks or materials or bringing textbooks or materials (paper, pens, pencils or technology tools) to class;
- Returning parental papers or forms, etc., requiring parental signatures and
- Work ethic: The final decision as to whether or not a grade reflects a student's relative mastery of an assignment rests with the curriculum standards published by the Connecticut Technical High School System which are maintained by the building principal.

### **Incomplete Grades**

A grade of incomplete will be given when a student has an extended absence or an absence near the end of the marking period. Make-up work should be started immediately to secure credit for the marking period.

### **Make-Up Work**

Students who have been absent from school should complete work missed as soon as possible. Students will be allowed to make up work missed as a result of any absences from class. Generally, for each day's absence, two days may be allowed for make-up work. In the

case of pre-announced tests or major assignments, it is the teacher's prerogative to determine an acceptable make-up day. The responsibility of initiating make-up work rests with the student.

Daily work may be graded as follows –students will be given two days per absence up to a maximum of one cycle (approximately 7 - 12 school days). Unless the student has a special circumstance or a planned specialized program the recommended maximum time limit should be followed. For example, if a child has missed work on the last day of the cycle the student must hand in the work no later than the third day of the cycle when they return to the class in order to receive full credit for the assignment. After this time teachers may deduct ten points per day and a score of zero may be entered after the thirteenth school day, regardless of the cycle. Tests –students will be given a reasonable window of opportunity to make up any test missed. The optimum amount of time falls within five school days. Arrangements should be made immediately by the student with the teacher who gave the exam. Students may elect to take exams in an academic access period with the teacher. Generally, if a student was present when an exam was assigned they are expected to make – up the exam as soon as they return to school.

Other performance assessments other than tests, for which the student knew about prior to the absence, are due upon return to school (e.g. projects, presentations, speeches, research papers, etc.).

Absences due to extra – curricular activities should be addressed as follows:

- Assignments due on the day of the of the absence for the extra- curricular activity must be submitted prior to leaving for the activity whenever possible; if not possible the work must be handed in immediately upon return to school and no later than the next calendar day.
- Assignments that will be missed due to an absence for an extracurricular activity must be obtained before leaving for the activity.
- It is the student's responsibility to communicate with their teachers concerning absences for extracurricular activities and assignments must be submitted or obtained prior to the activity.

Late Work (not due to absence from class; student failed to submit work on the due date):

Daily Grades:

- One day late –a deduction of 10 points taken off of the grade the student actually received on the assignment;
- Two days late –a deduction of 20 points taken off of the grade the student actually received on the assignment;
- A deduction of 30 points for day three and a maximum deduction of 45 points until the end of the cycle; once the progress report period is closed any missing assignments will receive a zero.

Late Projects or Assessments/Performance Assessments (not due to absence from class; student failed to submit work on the due date.

A late project that is one day late will have an automatic 10 point deduction from the grade that the student actually received on the task. A late project that is two days late will receive a deduction of 15 points. After the second day (day three) any work received will be given a 25

point deduction. On the fourth day the student work handed in will receive a 40 point deduction and on the fifth day the student will receive a 50 point deduction. After the fifth day any assessment or project work will receive a zero.

#### Work to Improve:

Students will be given an opportunity within the cycle (approximately two weeks) to “re-do” assignments or tests that were completed and submitted by the due date but not mastered. To take advantage of this opportunity it is the student’s responsibility to initiate the process with their teacher for “re-doing” the assignment or test. The following guidelines will apply to work is “re-done” and resubmitted to improve a student’s grade: At the teachers’ discretion students may have the opportunity to re-do or correct daily assignments as long as the same opportunity is provided to everyone across the content area. Students can have the opportunity to take an assessment a second time to improve their grade. The highest score of the two assessments is the grade that will be recorded, up to a maximum grade of 78%.

#### Dishonesty and Plagiarism:

Consequences for academic dishonesty (cheating, copying, and plagiarized assignments) will be handled in accordance with district policy. All cases of plagiarism or cheating must be reported in writing to the principal or assistant principal. All incidents must be clearly and fully substantiated. Allegations that are not possible to substantiate may not be considered. Parents must be contacted by the teacher first to explain the incident which will then in turn, be referred to the school administration. Teachers are required to report to the parents/guardians first; third party involvement without full facts or first person involvement often makes these cases difficult to manage. Such offenses considered serious and written documentation must be provided within 48 hours to the administration. Students will be required to “re-do” the assignment and a maximum grade of 20 % will be entered for the project or task no matter how well the project was executed after the “re-do”.

#### **Additional Academic Support**

Students who need to make-up credit may do so through a variety of options. Students must make arrangements to see their guidance counselor to receive information about credit make-up and to register for the appropriate courses. Academic support may be offered after school hours at the Technical High School. In addition, courses may be taken for credit towards graduation at a Community College with prior approval from the student’s counselor.