

Grading Topic	Summative	Formative
Types of Activities	Tests, Projects, Quizzes, Essays, Labs	Homework, Class Participation, Classwork, Bell Ringer, Exit Slip
% Value in Class	General - 70% Honors - 80% AP - 90% Dual Credit - College Requirement	General - 30% Honors - 20% AP - 10% Dual Credit - College Requirement
Frequency	Minimum - every 4 weeks (4 or more for the semester)	Minimum - every 2 weeks
Late/Missing Work	A student who does not complete an Academic Performance assessment will be issued an overall semester grade of an 'NE' for Missing. The overall semester percentage will also be removed until all semester assessments have been completed. Example • If a student is absent for a test, the teacher will mark the test and overall semester grade 'Incomplete' until the student completes the test. • If a student does not turn in their final draft essay, or lab write-up, the teacher will mark the activity and overall semester grade 'Incomplete' until the student completes the assessment.	Students will be able to complete Student Habits assignments late for up to full credit until the teacher's determined date prior to the Academic Performance (ie. unit exam). Example • A student can turn in their rough draft late up to 3 days prior to the final draft's due date. • A teacher issues a student full credit for a late Student Habits assignment because the class has not reviewed it, but only 60% credit if they have gone over the answers on the assignment in class. • A teacher allows the student to complete their review packet, binder, notes, homework completion, etc. up to the day of the exam for full credit.
Retakes	Students are allowed to redo or retake an Academic Performance task to improve their grade and, more importantly, their understanding, if they receive a score below 60%. Additional learning must occur before a redo or retake and it must be done within a timely fashion as designated by the teacher.	With teacher discretion, students will be able to retake or complete alternative Student Habits assignments if they receive a score below 60% until the teacher's determined date prior to the Academic Performance (ie. unit exam).

	Example • A student scores below 60% on a test and the teacher allows the student to retake the test for up to full credit provided the student has completed all missing unit assignments and has met with that teacher 3 times before/after school to review the unit materials. • A student scores below 60% on an Academic Performance assessment and the teacher allows the student to take an alternative version of the assessment for up to full credit. • A student scores below 60% on the Academic Performance and is allowed to complete corrections to that assessment to receive a 60%.	Example • The teacher determines the Student Habits assignment is vital to the student's success on the Academic Performance and allows the student to redo that assignment for up to full credit. • The teacher does not provide a retake opportunity to yesterday's bell ringer or exit slip activity to a student who scores below a 60%. • A student scores below 60% on a Student Habits assignment and the teacher provides an alternate assignment to the student.
Lowest Grade	Students will have up to a 2-week extension after the end of a semester to complete all 'Incomplete' Academic Performances. After that extension, if a student still has not completed all Academic Performances, the student's overall grade for the semester will be turned into an 'F' for that course and they will not receive credit. Example • A student did not complete their Unit 3 test by the end of the 2-week extension after the semester, that student's semester grade will be changed from an 'Incomplete' to an 'F'. • A student has an 'Incomplete' essay or lab write-up due to it being submitted partially completed. If the student	If a student has not completed a Student Habits assignment by the Academic Performance, and there is no teacher or school-approved extension, that teacher may issue a '0' for that Student Habits assignment. Example • The teacher can change all missing Student Habits assignments in Unit 4 from 'Incomplete' to '0' after the Unit 4 exam. • If a student has approved absences or an approved teacher extension, a student can complete Student Habits assignments after the unit Academic Performance.

	does not complete the assessment by the end of the 2-week extension, the course grade will be changed from an 'Incomplete' to an 'F'.	
Academic Dishonesty	The student will be issued a zero without the ability to make up the assignment. The teacher would log this into PowerSchool and contact the parent. If the behavior is repeated, further discipline will follow.	Based upon the severity and/or type of academic dishonesty, a range of behavioral consequences may include: • Student issued a zero with the ability to make up an alternative performance task - at the teacher's discretion • Check-in & check-out of technology • Social consequence • Suspension • Removal from class The teacher will log this into PowerSchool and the parent will be contacted.