

## WYNANTSKILL UNION FREE SCHOOL DISTRICT

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### Evaluation and Communication of Middle School Student Learning Procedures

Learning is a continuous process in which students increase their knowledge and understanding. This is a result of effort and instruction utilizing feedback from teachers and peers with self-assessment and adjustment. The primary purpose of grades is to communicate student achievement at a particular point in time.

- 1) Grades, Progress Reports and Report Cards will accurately reflect achievement of the outcomes as defined by the curriculum and/or individual program plan. Parents will receive mid-quarter progress reports and quarterly report cards.
- 2) Performance standards will be clearly defined for students to work towards proficiency and/or mastery of course curriculum. Individual student achievement will be measured against defined curriculum outcomes rather than compared to other students.
- 3) The Middle School implements a uniform grading system. Middle School teachers will evaluate all students according to formative and summative measures.
  - a) Eighty percent of a student's grade is determined by summative assessments. These assessments reflect the student's achievement of specific learning outcomes as defined by the New York State learning objectives. Each teacher determines the best practice to assess student achievement.
  - b) Twenty percent of a student's grade is determined by formative assessments. Formative assessment reflects the progress and growth of each student. These assessments support the learning outcomes expected in the summative assessments. Each teacher determines the best practice to assess student achievement.
  - c) The professional judgment of the teacher shall be respected.
- 4) The Middle School grading policy will not include specific practices that distort achievement. These practices include:
  - a) attendance
  - b) academic dishonesty
  - c) student behavior
  - d) extra credit assignments/bonus points
- 5) Student absences
  - a) It is the student's responsibility to request all makeup assignments from all teachers following the absence from class. The student must request assignments early enough to allow adequate time for completion prior to the end of the marking period.
  - b) Students who are absent shall be given reasonable time to make up assignments missed during their absence.
  - c) Teachers are not required to provide work before a student's unexcused absence. Work will be available upon their return.

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### Grading Procedures

- 1) Assignments/Grades/Passing Scores/Honor Roll
  - a) When a student does not complete an assignment, initially an "I" will be put in the grade book for incomplete.
  - b) The student has one week to make up that assignment.
  - c) After three missing assignments per subject, teachers will contact parents by e-mail, phone, or mail to notify them of the situation. If there is no parental response, the teacher will advise the guidance counselor and administrator to determine the best course of action. This could include a team meeting with parent and child, a certified letter being sent home to parent.
  - d) Should the student still not complete the work by the required date, a grade of 50 will be entered for the missing assignment.
  - e) The minimum test score given will be a grade of 50.
  - f) Report card grades for any quarter can be no lower than a 50.
  - g) The minimum passing score for any class is a 65.
  - h) Requirements for the Honor/High Honor roll:
    - Honors = 89.5
    - High Honors = 94.5 and higher
    - (No student failing any one subject will be placed on the honor rolls)
  - i) NY state testing and standardized assessments will not be used when computing grades.
- 2) Definitions of inappropriate academic behavior/academic misconduct
  - a) Plagiarism: submitting the words, ideas, images, or data of another person's as one's own in any academic writing or other project.
  - b) Refusal to complete test or assignment
  - c) Cheating:
    1. Possession and/or use of unauthorized material
    2. Submission of work that is not your own
    3. Submission of another student's material already graded for credit
    4. False claims or fabricated references
    5. Copying off of someone else's exam and/or quiz; or passing answers from a quiz or exam to another student.
- 3) Consequences of inappropriate academic behavior
  - a) A student's academic misconduct will be confidentially communicated to all of his/her teachers.
  - b) At the teacher's discretion the students may be required to do another assignment/exam submitting their own original work for grading purposes.
  - c) The student must complete the exam/assignment on his/her own time
  - d) contact parent to inform them of the action
  - e) if a student is discovered cheating and/or plagiarizing administrative action shall be taken.