

## **Incarnate Word Academy**

### **Grading Information 18-19**

To ensure accurate reporting in grades, all teachers at IWA will categorize assignments and assessments into two categories: Formative and Summative. You will distinguish between the two because all Summative Assessments will be designated as so in the teacher's grade books.

- **Formative assessments** are on-going assessments in a classroom and can include homework, open lab activities, quizzes, and class work. Teachers use formative assessment to improve instructional methods and student feedback throughout the teaching and learning process.
- **Summative assessments** are typically used to evaluate the effectiveness of instructional programs and services at the end of an academic year or at a pre-determined time, such as at the end of each LAP. Summative assessments would be considered LAP tests, culminating projects, presentations, tests, and exams. The goal of summative assessments is to make a judgment of student competency after an instructional phase is complete. Summative evaluations are used to determine if students have mastered specific competencies and to identify instructional areas that need additional work. On Summative assignments no student can earn lower than 50%.

#### **Gradebook:**

- Beginning in the 18-19 school year all teachers will have a common gradebook established by the school. The gradebook will have three sections: formative, summative, and final exam.
- As in the 17-18 school year all teachers will operate using a total points system.
- Final exams will be worth 15%.

#### **Grading Information:**

- At minimum, a TING must be in the gradebook for any student who has completed a summative assessment by Friday at 3:00 PM.
- Gradebooks are required to be up to date by the end of mod 10 every Monday.
- Two weeks is the longest any student can have a TING or you have to grade any assignment.
- All assignments in your gradebook must be identified as Formative or Summative.
- Your End of Course Exam/Performance/Project will be 15%.

#### **Parental Contact:**

Each teacher is to contact any parent whose daughters' grade is a 70% or below or if the student has an incomplete or REDO in the class. The first contact can be made by email. Any subsequent contacts must be made by phone. We contact parents four times a year and for this school year the contact weeks are:

- Week of October 1st
- Week of November 26<sup>th</sup>
- Week of February 11<sup>th</sup>
- Week of April 8<sup>th</sup>

#### **Parent/Teacher Conferences:**

All academic staff are expected to be at conferences. All conferences will be in the Gym in alpha order around the room. Professional dress is required. All teachers will be given a sign in sheet for parents to sign in so we can keep numbers for the event. All conferences should be limited to 10 minutes or less. Teachers will be asked to contact the parents of the students who are struggling in their class. Teachers

will ask these parents to meet with them at a scheduled 10 minute time during the first hour of conferences. The teacher will have time to meet with 6 families. If more appointments are needed please see the principal and a schedule will be worked out. If a teacher needs more than 10 minutes with a parent schedule a separate meeting. All teachers are to be in place at their required location by 6:15 the night of the conferences. The dates for conferences this year are:

- Tuesday, October 16, 2018 (6:00 – 8:45)
- Thursday, March 7, 2019 (6:00 – 8:45)

#### **Grades due:**

All grades and two comments need to be completed by the dates below by 9:00 AM.

- October 12
- January 3
- March 3
- May 13 – Seniors
- May 29 – Freshmen, Sophomores, and Juniors

#### **Summatives & the end of the semester:**

No new summatives may be given, assigned or due the last week of the semester. The final days of the semester should be used for continued teaching if there is material that will appear on the final. Review of the semester/year or enrichment types of activities that allow our students to think critically or work on materials that stretch them.

- 1<sup>st</sup> Semester – Last day for any new summatives to be due:
  - All levels – December 7
- 2<sup>nd</sup> Semester – Last day for any new summatives to be due:
  - Seniors – April 25
  - Juniors – April 26
  - Freshmen and Sophomores – May 10

#### **End of Course Exams/Projects/Presentations:**

All end of course exams, projects, or presentations will be 15% of the final grade in the class. All end of course exams, projects, or presentations must be cumulative; no LAP tests may be given. The lowest grade a student can receive on an end of course exam, project, or presentation is a 50%.

If a teacher chooses to give a project as the final the following criteria must be met:

- Rigorous in nature
- Based on Essential Questions from the course
- Tied to Learning Goals that are significant enough to warrant an End of Course Project
- Research based with cited information
- A written paper or oral presentation is part of the assignment
- If technology is utilized and can be effective it is more than a slide show of basic information, rather something that enhances the overall project.
- It can be individual or groups should be between 2 – 4 students.

#### **Final Due Dates**

- Any student who has missing work at the end of a semester officially has until by 3:00 PM on Performance Assessment Day to turn in any missing work or complete missing summatives.
- For students with extreme extenuating circumstances please talk to the Assistant Principal to make other arrangements for the student.

#### **Score Codes used for Individual Assignments:**

- **ABSENT:** This means that the student was absent the day the activity was due. (This counts as a zero until the assignment is turned in.) Click the Absent button on the PowerSchool codes panel for the green icon to appear.
- **LATE:** This means that the student was in class the day the activity was due, but did not turn in the assignment. (This counts as a zero until the assignment is turned in.)
- **EXCUSED (EXC):** This means that the student has been excused from completing this assignment. (This has no effect on the grade.)
- **REDO:** This means a summative assessment has been taken but failed. This requires a student to retake or redo the assessment according to the class policy. The REDO score code is tied to a 50%.
- **Turned In Not Graded (TING):** This means the summative assignment has been received by the teacher and is in the process of being graded. This acronym (TING) will only be used for summative assessments that will require a lengthy grading process. It will **not** be used for daily assignments.
- **I (INCOMPLETE):** This means that the summative is incomplete. The I is tied to a zero.

#### **Score Codes used in the Final Score Column Only:**

- **RD:** This means a summative assessment has been taken but failed. This requires a student to redo the assessment according to the policy.
- **I (INCOMPLETE):** This means a student has missed a summative assessment and her overall grade is frozen until the summative is completed. Once a student has been given an INCOMPLETE for a missed summative; upcoming assignments should be graded, scored, and recorded.

#### **Formative Assessment Late Work policy:**

- During the course of each quarter, a student will have one NLP (No Late Penalty) assignment. When the late assignment is turned in, no late points will be deducted. If multiple assignments are missing and then turned in late, the NLP will be given to the assignment worth the most points.
- Any formative assignment not turned in will always be due by the end of next LAP for partial credit. This will be listed on the next LAP.
- If work is turned in late, 50% is the only grade a student can receive.
- After the next LAP ends, assignments not turned in will be given a zero and will no longer be able to be turned in for credit.

## **REDO policy**

### **For Failures**

- Students who score a 64% or below must REDO the failed summative assessment.
- Upon failing the summative assessment, the gradebook will show "REDO" in the cell where the grade goes. "REDO" will remain in place until the summative assessment is redone. A REDO is tied to a 50%.
- A student may earn full credit (100%) on a REDO summative assessment. The score the student earns on the REDO will take the place of her original score.
- A student's grade will always reflect the score of the REDO.
  - Example: Student earns a 77% on the initial assessment. Student scores a 75% on the REDO. The grade that will enter the gradebook is a 75%
- The REDO list will be generated every Monday morning at 8:00 AM. If a student has a REDO she will receive an email with instructions after mod 10. Students have until the following Friday at 3:00 PM to complete the REDO.
- If school is not in session on Friday the summative is due the next letter day.
- A student may not begin the REDO process until all missing formative assessments for that LAP are complete and turned in. No student may take a REDO with missing formative assessments.
- Students are required to be present in the MPR on Wednesday at 8:00 for having a REDO in any subject
- REDOs are to be completed on a Wednesday morning, that is what the early Wed. morning arrival is for. If for some reason this can't be accomplished a REDO may be completed in Open Lab or the Testing Center. This decision will be made between the student and teacher as to where the assessment is completed.
- A student may appear on the REDO list for two consecutive weeks for the same assessment. If the REDO is not completed by the Friday of the second week, the teacher will give a detention.
- If a student fails to complete a required REDO, but earned higher than a 50% on the original assessment, the student's grade will reflect the original score, and she will receive a detention from the teacher of that class for not completing the process. Detentions are served on Wednesday afternoons after school or Friday mornings before school.
- Once a detention has been given for the failed Summative it can no longer be retaken/redone.

### **Timeline for Failures**

- At 8:00 AM on Monday morning the REDO report will be generated.
- Students will have two weeks to complete the process, unless they finish the process sooner. The process will always begin on Monday.
- Students who have a REDO must report to the MPR on Wednesday mornings and should attempt (if ready) to take the REDO at this time.
- A student can be on the REDO list two consecutive Wednesdays to complete the needed assessment. You will know a student's progress on the REDO process due to a color system. When a student appears on the REDO list once the cells will be white, the second time they appear on the REDO list the cells will be colored yellow, and finally if they are on the REDO list a third time the cells will be highlighted in red. At that point, you will give the student a detention for failing to complete the REDO process. The student will also receive the original failing score (minimum score is a 50% on all summatives).

**Timeline for REDO – No Penalty**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
	Student takes summative.	Student fails summative. Teacher puts grade as REDO and final grade as RD. Teacher adds comment and original score to grade cell.		
<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
Student receives email after mod 10 detailing the REDO and the process she must follow. REDO calendar begins.		Student is required to attend morning session in MPR.	Student turns in all late or missing work.	Student and teacher meet.
<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>

Student and teacher meet again if needed.		Student is required to attend morning session in MPR. Goal is to complete process (take REDO) if not finished from last week	Student has completed REDO. Student earns higher of the two scores. REDO and RD score codes are removed from gradebook.	*REDO must be completed or a detention is issued
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**Timeline for REDO – Penalty**

Monday	Tuesday	Wednesday	Thursday	Friday
	Student takes summative	Student fails summative. Teacher puts grade as REDO and final grade as RD. Teacher adds comment and original score to grade cell.		

Monday	Tuesday	Wednesday	Thursday	Friday
Student receives email after mod 10 detailing the REDO and the process she must follow. REDO calendar begins.		Student is required to attend morning session in MPR. Student does not show. Student receives a 1-D from Dean of Students.	Student turns in all late or missing work.	Student and teacher meet.

Monday	Tuesday	Wednesday	Thursday	Friday
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Student and teacher meet again if needed.		Student is required to attend morning session in MPR.		Student never takes REDO. Teacher issues detention. Student's grade reflects original grade earned. Student can no longer REDO this assessment.
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### For Optional REDOs

- Students who score between a 65% and a 79% have the option to REDO the summative assessment.
- Upon completing the optional redo process, a student may earn full credit (100%).
- A student's grade will always reflect the score of the REDO.
  - Example: Student earns a 77% on the initial assessment. Student scores a 75% on the REDO. The grade that will enter the gradebook is a 75%
- Students will meet with their teachers and discuss the steps they must complete before students take the optional REDO. A student cannot take the optional REDO if they have not completed and turned in all formative assessments.
- If a student fails to complete an optional REDO, the student's grade will reflect the original score earned and she will receive a detention from the teacher of that class for not completing the process. Detentions are served on Wednesday afternoons after school or Friday mornings before school.
- Once a detention has been given for the optional REDO it can no longer be retaken/redone.

### For Optional REDOs – Gradebook

- Teachers will make a comment in the summative assessment cell stating that the student wishes to begin the optional REDO process
- Teacher will change the grade to REDO.
- REDO will remain until the assessment is redone or student fails to complete the process.
- If student does not complete the process the student will receive the grade she initially earned plus a detention.

### Timeline for optional REDOs

- No report will be generated for optional REDOs
- Students will have two weeks to complete the process, unless they finish the process sooner.
- Optional REDOs will follow the same two-week timeline as a failed REDO. Since the REDO is optional, students are not required to be in the MPR on Wednesday mornings.
  - Example: Student takes a summative on Tuesday. Student sees their grade is a 70% in PowerSchool and wants to REDO the assessment. Tells teacher she wishes to start the REDO process on Thursday. On

Monday, the REDO process calendar begins. Student has until the following Friday to complete the summative assessment.

- If school is not in session on Friday the summative is due the next letter day.
- If the student begins the optional REDO process and does not complete it the student will receive a detention and receive her original score. Teacher will issue the detention.

**Timeline for Optional REDOs**

Monday	Tuesday	Wednesday	Thursday	Friday
	Student takes summative	Student sees their score.	Tells teacher she wishes to REDO	
Monday	Tuesday	Wednesday	Thursday	Friday
REDO calendar begins		Student is not required to attend morning session in the MPR but may do so		
Monday	Tuesday	Wednesday	Thursday	Friday
		Student is not required to attend morning session in the MPR but may do so		REDO must be completed or a detention is issued

**Teacher expectations for REDOs:**



- If a student fails a summative assessment, a teacher must follow these steps:
  - Teacher will place the code “REDO” in the failed summative assignments cell. The “REDO” code equals a 50%.
  - Teacher will change the overall grade in the “Final Score” column to “RD” (RD = REDO). You are currently using this same override process for placing an INCOMPLETE in the grade book. The “RD” code will continue to freeze the final grade for that student. Note: you will not follow this bullet points procedure for an optional REDO.
  - Teacher will place a comment in the failed summative assignments cell with the student’s original score on the summative assignment and when the REDO must be completed.
  - Teacher will meet with student to reteach material as part of REDO process. Teacher and student make a plan to accomplish mastery of material.
  - Only after a student completes the REDO process will the first two steps be removed.
  - The teacher may not use the same assessment for the REDO.
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### **Incomplete Policy**

All Summative assessments will follow this policy:

- If not all summative assessments are completed, the student will not receive credit for the course.
- Completed is defined as took/completed every summative offered in the course.
- If a student misses a summative assessment (it will be identified on each LAP), it is the student’s responsibility to contact the teacher to make arrangements to reschedule. Students and parents will be notified that they are on the Incomplete list via email every Monday after mod 10.
- However, once the summative assessment is missed, the grade will become a “LATE” or “ABSENT” which are both tied to a zero, and the cumulative grade will become an “I” for incomplete.
- The “I” will not be removed until the summative assessment has been taken or the student misses the deadline.
- If a student does not complete a summative assessment by the due date listed on the LAP, she will receive a detention from the teacher of the missing assessment. If a student is absent on the due date no detention will be issued.

Examples include:

- Not taking a test or turning in an essay or project
- Not having a class presentation or speech ready on the assigned day
- Not completing a yearbook spread by the deadline day
- The Incomplete list will be generated at 8:00 am every Monday morning. Students will receive an email after mod 10 informing them that they have an Incomplete and what steps they must take to complete it.
- Once a summative is missed, the student will be required to be at school, in the MPR, the following Wednesday morning at 8:00 am. This is not optional. Students must arrange to be here on time. Failure to be in the MPR will result in a 1D (one demerit and one detention) for a missed appointment. Dean of Students will issue this demerit and detention.
- If the missing summative assessment is a project or a performance the student must have set up a time to make up the assessment with the teacher. A student should use this Wednesday time to prepare for the assessment, take the assessment, or get themselves caught up in other subject areas. The student will be

required to be in the MPR, every Wednesday at 8:00 am until she no longer has any incompletes for missing summative assessments

- Students have until Friday of the week they received the email to complete their missing summative assessment with no grade deduction or penalty.
- However, if a student does not complete the assessment by Friday of the week she received the email the only grade a student can earn is a 50%.
- Students must complete the assessment even though the only grade a student can earn is a 50%. If a student does not complete all summative assessment, she will fail the course.
- The 50% grade will replace the “Absent” or “Late” in the gradebook only after the assignment has been turned in to a satisfactory level. If the teacher deems the assessment unsatisfactory, the student must redo the assessment.
- If school is not in session on Friday the summative is due the next letter day.
- Students will receive a detention every Monday from the Dean of Students until the summative assessment is complete. If a student does not complete the assessment at all by Performance Assessment Day, the student will fail the course.

**Timeline for Incompletes – No Penalty**

Monday	Tuesday	Wednesday	Thursday	Friday
		Summative Assessment Due. Student does not turn in assessment. Teacher issues a detention to student for failure to turn assessment in on time.		
Monday	Tuesday	Wednesday	Thursday	Friday

<p>Student receives email.</p> <p>Student has until Friday to complete assessment with no penalty</p>		<p>Student is required to attend morning session in MPR.</p>		<p>Student turns in assessment with no grade deduction.</p>
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**Timeline for Incompletes - Penalty**

Monday	Tuesday	Wednesday	Thursday	Friday
		<p>Summative Assessment Due.</p> <p>Student does not turn in assessment.</p> <p>Student receives detention from teacher for not completing summative.</p>		
Monday	Tuesday	Wednesday	Thursday	Friday
<p>Student receives email.</p> <p>Student has until Friday to complete assessment with no penalty.</p>		<p>Student is required to attend morning session in MPR.</p>		<p>Student does not turn in/complete assessment.</p>
Monday	Tuesday	Wednesday	Thursday	Friday

Student receives detention from Dean of Students.		Student is required to attend morning session in MPR.		Student turns in assessment. Work is not at a satisfactory level. Student must redo assessment.
<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<p>Student receives detention from Dean of Students.</p> <p>Detentions will continue to be issued every Monday by the Dean of Students until the assessment is turned in.</p>		Student is required to attend morning session in MPR.		<p>Student turns in assessment to a satisfactory level.</p> <p>Only grade student receives is a 50%.</p>