

POOLVILLE HIGH SCHOOL

ACADEMIC PROCEDURAL GUIDELINES

The guidelines set forth for homework, grading, testing, make-up work, extra-credit, report cards, retention and promotion are intended to reflect the philosophy of the Poolville I.S.D. administration, staff, and community. These guidelines are non-conclusive and exceptions to the guidelines need approval by the campus administrator.

These guidelines are considered part of the Student Handbook.

Homework

- Homework will provide additional practice and aid in determining student understanding and as a means of evaluation.
- Homework may be assigned as needed in order to improve academic achievement.
- Students who use their time wisely in class will likely reduce the amount of time required for homework.
- Homework includes studying for quizzes and exams.
- It is the student's responsibility to go to the teacher after being absent to find out what has been missed and to make that work up.

Grading Procedures

- Grades shall accurately reflect student mastery of local and state curriculum objectives.
- Academic grades in 9-12 may be averaged based on major and minor grades. The determination of what constitutes a major or minor grade is at the teacher's discretion. Grading guidelines may vary from course to course with principal approval. Students will be given those guidelines at the beginning of the course.
- In grades 9-12 major grades will count 60%, and minor grades will count 40%, again at teacher discretion and principal approval.
- There will be a minimum of 8 grades recorded each grading period. Any one grade or project may not count for more than 30% of the overall grading period grade. Three of those grades must be entered by the end of the 3 weeks progress report.
- Teachers shall not deduct from classroom grades because of discipline problems.
- Teachers will have grades entered in the gradebook within the following time frame from the assignment due date: 72 hours for minor assignments, and one week for major assignments.
- Students found to have engaged in academic dishonesty shall be subject to grade penalties on assignments or tests and disciplinary penalties in accordance with Student Code of Conduct.

- Grades on assignments and assessments are based on the student's relative mastery of the assignment or assessment.

Testing Procedures

- Students shall be permitted to take tests that are missed. They will have two days after returning to school to complete the missing test.
- Benchmark tests will be given in core subjects three times a year.
- First and Second Semester exams will be given according to the campus exemption policy.
- Students earning below 70% on a major test assessment may choose to retest one time per grading period with a maximum grade earning potential of 70%. The teacher may choose to implement a reteach or tutoring option before the retest session.

Make-up Work

- Teachers may assign a late penalty to any project turned in after the due date in accordance with previously established guidelines approved by the principal and disseminated to students.
- Time allowed to turn in work should be number of days missed plus one for absences that are not a result of an extracurricular activity.
- A student who is missing work due to an extracurricular activity will have one day upon returning to school to counsel with the teacher for instruction and to turn in missing assignments. (Example: Student out of Tuesday, conferences Wednesday, turns in work Thursday)
- A student will be responsible for obtaining and completing the make-up work in a satisfactory manner and within the time specified by the teacher.
- A student who does not make up assigned work within the time allotted by the teacher may receive a grade of zero for the assignment.

Extra Credit

- In certain extenuating situations, a teacher may allow a student to do extra credit.
- Extra grades that allow students to receive grades above 100 are not allowed.

Report Cards

- Report cards with each student's grades or performance in each class or subject are issued to parents at least once every grading cycle (typically 6 weeks).
- Following the first three weeks of a grading period, parents will (only) be given a written unsatisfactory progress report if their child's performance in a course is 75 or below, or is below the expected level of performance.

- Teachers will be responsible to initiate a two-way communication with parents when the student average falls below a 70% at the 3rd and again at the 5th week of the six weeks if the student's average is below 70%.
- No grade higher than 100 is allowed on a report card.
- Questions about grade calculation should first be discussed with the teacher. If the question is not resolved, the student or parent may request a conference with the principal in accordance with FNG (local).
- Report cards will be sent out by the end of the week following the end of the grading cycle.
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Semester Grade Calculations: Semester grades are calculated by adding each six weeks grade twice and the semester exam grade once and dividing by 7. Each six weeks grade, therefore counts 2/7 of the semester average and the semester exam counts 1/7 of the semester average.

Promotion and Retention

Mastery shall be determined as follows:

- Course assignments and assessments shall be used to determine a student's mastery and grades in a subject. An average of 70 or higher shall be considered a passing grade.
- Grade-level advancement for students in grades 9-12 shall be earned by course credits.