



## **TELOS ACADEMY GRADING POLICIES AND PROCEDURES**

### **BELIEFS**

- Grades reflect mastery of content material. Students need to be given every opportunity to master content material.
- Grades are an opportunity for students to track their progress towards learning objectives and take responsibility for their own learning by providing each student with consistent and clear feedback.
- Every student in a course should be graded on the same scale/basis.
- Behavior and effort should be assessed and reported separately from content mastery.
- Citizenship grades reflect student effort and participation and encourage appropriate behavior.
- Sometimes student failure is part of the learning process, but as teachers we will do all we can to help students feel successful in their efforts.

### **GRADING**

#### **Formative Assessment**

Formative assessment, including diagnostic testing, is a range of formal and informal assessment procedures conducted by teachers during the learning process in order to modify teaching and learning activities to improve student attainment.

Teachers use a minimum of two formative assessments per week that count towards a student's final grade. These assessments include, but are not limited to, quizzes, tests, projects, papers, in class discussions, experiments, and class activities.

#### **Summative Assessment**

Summative assessment (or summative evaluation) refers to the assessment of participants where the focus is on the outcome of a program. This contrasts with formative assessment, which summarizes the participant's development at a particular time.

Teachers will incorporate at least one summative assessment during each school quarter. Summative assessments will be more heavily forecasted than formative assessments, and may be weighted for a higher portion of the student's final grade, based on individual teacher disclosure statement. This weighting will serve to more accurately reflect student mastery. However, no one summative assessment may solely determine a student's final grade.

#### **Grade Calculations**

Because different classes have different measures to show academic progress, each department individually determines what percentage of the grade belongs to formative assessment, summative assessment, and participation. Core classes will lean more heavily on assessment and physical education and art elective classes may report more heavily on participation and skill acquisition based

credit. Policies for individual departments and/or classes can be found online in individual disclosure documents.

In general the following guidelines should be administered in all classes:

No one assignment should determine a final grade.

Each student should be given a separate citizenship grade to reflect their classroom behavior.

### Grading Scale

Academic grades will be reported on PowerSchool via the following scale:

A = 94-100%

A- = 90-93%

B+ = 86-89%

B = 83-85%

B- = 79-82%

C+ = 76-78%

C = 72-75%

C- = 69-71%

D+ = 66-68%

D = 63-65%

D- = 60-62%

F = Below 60% Fails to master learning objectives

**Citizenship grades** should be given on the following scale:

| TELOS ACADEMIC CITIZENSHIP GRADING RUBRIC   |                               |                                    |  |
|---|-------------------------------|------------------------------------|--|
| Cooperation   | Care                          | Honesty                            | Respect                                  |
| Follows teacher directions  | No unexcused absences         | Doesn't cheat or copy              | Arrives to class on time                 |
| Shows kindness to peers   | No hats or unapproved food    | Does original work (no plagiarism) | Uses clean & appropriate language        |
| Avoids causing distraction  | Maintains appropriate hygiene | Doesn't lie or steal               | Honors boundaries (physical & emotional) |
| Comes to class prepared   | Gives his best effort         | Doesn't abuse technology           | Takes care of Telos property             |
| <b>Outstanding:</b> Goes above and beyond; rarely, if ever, has problems with the basics. |                               |                                    |  |
| <b>Satisfactory:</b> Consistently demonstrates basics, needs only occasional reminders.   |                               |                                    |  |
| <b>Needs Improvement:</b> Needs consistent support and reminders to follow the basics.    |                               |                                    |  |
| <b>Poor:</b> Disregards the basics or avoids excessively.                                 |                               |                                    |  |

Citizenship grades will be reported on a week-by-week basis to therapists who may choose to attach rewards or consequences on a case-by-case basis. Citizenship reported at the end of each quarter will be an approximate average of each previous citizenship mark of the quarter.

### Homework

Due to the nature of our therapeutic program and the demands placed on our students, homework is controlled and administered on a student by student basis. Students in the honors track receive academic work that is aligned with course objectives to complete outside of class time. Outside the honors track homework is not required. Homework may be considered for students outside the honors track when deemed by the clinical team that it is in the student's best interest. When a student refuses class they are to be assigned study desk, where they will complete a residential assignment after school.

### **Retesting/Test Corrections**

Retesting is defined as the opportunity students are given to retake an assessment to demonstrate improvement mastery. Students are given ample opportunities to achieve mastery of content material. If a student scores poorly on a formative assessment, they will have two weeks to work with individual teachers to redo the work or show mastery of content in an alternate format for additional points.

Summative assessments will be heavily forecasted by teachers and may not be redone for extra points, unless an exception is granted by the individual teacher for extenuating circumstances.

### **Late Work/Make-up Work**

Late work is defined as any assignment or project that is not turned in on the designated due date. Individual teachers will outline their late work policy in their disclosure document for their class. Due to the nature of our programs, these policies should provide flexibility for students. No late work will be accepted after the last day of the quarter, unless approved by the student's academic advisor and the academic director. Extensions past the last day of the quarter should only be given in the case of extreme extenuating circumstances.

### **Extra Credit**

All extra credit work should be academic in nature and align with course objectives. It is administered by individual teacher discretion, but cannot exceed 10 % of a student's final grade.

### **Academic Dishonesty/Plagiarism**

Plagiarism is the act of taking someone else's work or ideas and passing them off as your own. It is dishonest and fails to reflect student mastery of material. If a student is found to have plagiarized work they will receive a zero on the assignment and may be given an opportunity to show mastery of the same material on a different assignment. They will also receive a principle based consequence from their teacher, a member of the administrative team or therapist.

## **COMMUNICATION**

### **Communicating with Parents**

The administrative team is responsible to make sure each parent has access to PowerSchool so that parents can check grades at their discretion. Grades are updated every Friday by 3:00pm. Parents are encouraged to visit the academy website where each class' disclosure document is posted. If the disclosure document does not address parent concern, teachers will respond within a timely manner (usually one business day) to parent emails. Teachers will also prepare to discuss with parents student grades once per quarter during family days.

### **Communication with Students**

Students have the opportunity to check their grades each Friday morning during their homeroom class period. They are also able to check throughout the week by approaching individual teachers before school, after school, and during flex period.