**Moanalua High School**

**School-Wide Grading Policy**

**Purpose of Grading**

The purpose of grading is to communicate student achievement of current learning goals to interested stakeholder (students, parents, colleges and other institutions).

**Purpose of School-Wide Grading Policy**

The school-wide grading policy across all grade levels and disciplines shall:

* Provide teachers with guidelines to ensure common understanding of required practices and procedures to assess & evaluate student achievement fairly.
* Consistently and clearly communicate student achievement to all stakeholders.

**Foundations of Grading**

1. Evidence of both formative and summative assessments shall be collected and recorded.
2. Formative assessments shall be used to promote success in summative assessments.
3. Formative assessment shall be evaluated with descriptive feedback.
4. The purpose of formative assessment is to give reflective, thoughtful, meaningful feedback to the student and the teacher.
5. Feedback of formative assessment directly helps students achieve learning goals and is a building block for summative assessments.
6. Multiple opportunities shall be offered to students to provide evidence of learning.

**Guiding Principles**

1. **FORMATIVE ASSESSMENTS:**
	1. ***Characteristics***

Formative assessments:

* are student assignments that will help them acquire skills to achieve standards.
* shall provide evidence of student progress.
* shall encourage risk-taking.
* shall prepare students for summative assessments.
	1. ***Expectations – Teacher Responsibilities***

Teachers shall:

* provide frequent meaningful opportunities to practice skills and gauge/track progress.
* provide clearly defined processes & expectations for preparation toward summative assessments.
* provide accurate, specific, &  timely descriptive feedback so that students can prepare for summative assessments.
* consider & utilize student feedback to improve the learning process.
	1. ***Expectations – Student Responsibilities***

Students shall:

* provide evidence in a timely manner within  a grading period.
* use feedback to assess current progress to make improvements.
* provide feedback to teachers to improve assignments and methods.
* actively participate in the process.
1. **SUMMATIVE ASSESSMENTS:**
	1. ***Characteristics***

Summative assessments:

* are final products and/or performances to evaluate student achievement of standards within a grading period.
	1. ***Expectations – Teacher Responsibilities***

Teachers shall:

* provide summative assessments that are based on previous teaching/learning and formative assessments.
* provide multiple/varied opportunities to demonstrate achievement in a grading period.
* provide clear criteria and expectations about how to achieve learning goals.
* provide clear & accurate feedback.
* consider & utilize student feedback to improve process.
	1. ***Expectations – Student Responsibilities***

Students shall:

* provide evidence in a timely manner within a grading period.
* use feedback to assess current progress to make improvements.
* provide feedback to teachers to improve assignments and methods.
* actively participate in the process.

**GRADING ISSUES:**

1. ***Cheating/Plagiarism:*** Students shall be given another opportunity to demonstrate achievement of the learning goal(s) after appropriate administrative action is taken**.**
2. ***Attendance:*** Students shall be given the opportunity to make up work missed due to absences. Excessive absences should be documented and reported accordingly.
3. ***Late Work:***  Late work shall be accepted within a reasonable time period.  Penalties cannot be used to misrepresent student’s actual achievement.