

POA Grading, Reteaching, Retesting, & Homework Policies

Purpose

To best serve our students and school community support the implantation of the B.E.S.T. standards, provide a guaranteed and viable curriculum for all students, and align with research-based best practices, this is a summary of Patriot Oaks Academy's grading, reteaching, retesting, and homework policies. These policies were revised in alignment with our district policies and with collaboration among all teachers and team leaders on campus. Policies are designed vertically to ensure student success at POA and beyond. At Patriot Oaks Academy, we are "committed to every student, every day," and these policies are our commitment to our students.

Whole School (K-8) Policies

- Graded Work
 - All graded work must reflect a B.E.S.T. Learning Standard.
 - Grades will focus on student learning and will not reflect any feedback on behavior.
 - Weights for standards-based grading across curricula in grades 3-8 equal:
 - 70% for Summative Assignments (i.e. Tests & Exams)
 - 30%* for Formative Assignments (i.e. Quizzes & Checks for Understanding)
 - *Homework can count no more than 5% of a student's quarter grade.
- Homework
 - All Chargers are highly encouraged to have no less than 60 minutes of unstructured play, preferably outside, every day and are encouraged to have a full meal prior to engaging in any homework.
 - All Chargers, as a part of the outlined policies, are highly encouraged to engage in no less than 20 minutes of free reading every day. Families are also highly encouraged to read with their students every day.
 - All homework must have a purpose, be reviewed, and receive feedback.
 - Homework can count no more than 5% of a student's quarter grade, per district policy.
 - Any assignment taken home to complete will be entered in the formative category (including essays, projects, etc).
 - Homework will be designed to take no longer than the allotted time per grade level:
 - Kindergarten-2nd Grade: Maximum of 25 minutes
 - 3rd Grade: Maximum of 30 minutes
 - 4th Grade: Maximum of 40 minutes
 - 5th Grade: Maximum of 50 minutes
 - 6th-8th Grade: Maximum of 80 minutes (HS courses may have more expectations)
- Late Work
 - Late work is accepted, for full credit, until the summative assessment is completed.
 - Once a summative assessment is completed, any missing formative grade will be entered as a "INC" and will count as a "0".
- Projects
 - Take Home Projects
 - It is understood that many parents/families choose to assist with projects that are assigned home. When projects are assigned, the expectations and rubric will be communicated clearly two weeks prior to the assignment's due date.
 - We embrace parental/familial involvement and acknowledge that the involvement varies from child to child for projects.

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- Any project or assignment that gets sent home for completion will be entered in the formative category for grades 3-8. In other words, projects are great ways to engage our students and families and are not a clear indicator of a student's knowledge of the B.E.S.T. standards.
- No take-home projects will be graded as summative assignments.
- In-class Projects
 - When projects are assigned, the expectations and rubric will be communicated clearly to the students during the class time.
 - Grading will be completed at intervals, similar to classwork, and no single final grade will be added to the project.
 - Projects assigned a summative grade must be completed in class time and clearly demonstrate individual student mastery of standards.
 - Group projects are not graded as a group. Individual demonstration of learning is recorded.
- Extra Credit
 - Due to POA's reteaching, retesting, and grading policies, extra credit assignments are not given.
- Additional Clarifications
 - Students earn grades, teachers do not give grades. Grades are an indication of student learning.
 - Grades and gradebooks will be updated, at minimum, every two weeks.
 - POA defines "proficient" as "70%." A student who earns a 70% or higher has demonstrated understanding of the grade level standards. This indicates that students are likely to demonstrate proficiency (level 3 or higher) on end of year state exams.
 - POA defines "mastery" as "85%." A student who earns an 85% or higher has demonstrated mastery of the grade level standards. This indicates that students are highly likely to demonstrate proficiency (Level 3 or higher) on end of year state exams.
 - To ensure a guaranteed and viable curriculum for all students, gradebooks will remain consistent the following ways:
 - K-5: Gradebooks will have the same number of formative and summative assignments across grade level. (i.e. all 4th grade gradebooks will have the same number assignments). Please know some teachers may have more assignments given, but the same assignments will be in the gradebook to ensure a guaranteed and viable experience for children.
 - MS: Gradebooks will have the same number of formative and summative assignments per content (i.e., all 6th standard science classes will have the same number of assignments... 7th advanced science classes will have the same number of assignments, etc). Please know some teachers may have more assignments given, but the same assignments will be in the gradebook to ensure a guaranteed and viable experience for children.

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K-2 Grading, Reteaching, Retesting, & Homework Policies

- Criteria for Progress

- All grades are aligned to B.E.S.T. standards and criteria
- Numerical grades are not placed on K-2 Report Cards. Please use the chart below to clarify the report card.

| Letter | Definition | Traditional Numerical Value |
|----------|-------------------------------|-----------------------------|
| M | Meeting Standards | 85% or higher |
| P | Progressing towards Standards | 70%-84% |
| I | Improvement Needed | 69% or lower |

- Comments & Communication

- All families will have a formal parent-teacher-conference by the end of the 1st quarter of the school year. Teachers and families are always welcomed to schedule additional conference(s) based on needs.
- Families are contacted, via email or phone call, prior to a report card being sent home if a student earns an "I" on a report card.
- Families and teachers work together to enrich and remediate student needs.
- If a student earns an "I" on a given standard, teachers and families work together to, possibly, provide formalized interventions and supports.

- Homework

- All Chargers are highly encouraged to have no less than 60 minutes of unstructured play, preferably outside, every day and are encouraged to have a full meal prior to engaging in any homework.
- All Chargers, as a part of the outlined policies, are highly encouraged to engage in no less than 20 minutes of free reading every day. Families are also highly encouraged to read with their students every day.
- Homework is not a requirement in K-2, and most days children should be exactly that: children. When homework is assigned, it is prescribed, and specific to student needs.
- Homework should not exceed 25 minutes of total time if assigned.

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3rd -5th Grading, Reteaching, Retesting, & Homework Policies

Grading

- A minimum of two formative grades, prior to each summative, are required for all contents.
- A minimum of three summative grades are required for each quarter for ELA and Math.
- Grades and student-friendly feedback will be provided with each assignment entered in the gradebook.
- If a student earns below a **70% on a summative** (below proficient), the student will be required to engage in reteaching and retesting with their teacher.
- If a student earns between a **71%-84% on a summative**, (proficiency, but not mastery), the student will be given an opportunity for reteaching and retesting with their teacher.
- The lowest summative score a student can earn is **50%**.
 - For instance, if a student receives a **21%** on an assessment and only improves to a **35%** on a retest, the grade will be entered at a **50.35%** indicating that the student's actual performance score and the minimum of **50%**.
- Students "true scores" will be entered in the formative grade category, **0-100%**.

Reteaching

- "Reteaching" is defined as intentional, small group or individual time, with a teacher during the school day. Opportunities before or after school may be available, but if a student cannot attend, the reteaching will occur in class during the school day.
- It's more critical for students to be proficient with essential standards, than to be exposed to all standards. Essential standards are identified by the grade level team.
- Test corrections and test "retake packets" are great supplemental resources but will not replace direct instruction with a teacher.
- A student cannot retest until reteaching has been completed, in person, with the teacher.

Retesting

If a student earns below a 70% on a summative, it is the teacher & team's responsibility to ensure the following occurs. If a student earns a 71%-84% on a summative they may request to complete the following:

- Reteaching and retesting must be completed prior to the next summative administered.
- To retest, a student must complete the following:
 - Engage in face-to-face reteaching with their teacher
 - Complete all missing formative assignments
 - If deemed appropriate by teacher: complete test corrections
- A retest can be a formal assessment (traditional pencil paper), or informal assessment as long as there is evidence of student improvement.
- The highest grade you can earn on a retest is an 85%.
- All student retests will earn a new score differentiated by a decimal point.
 - For instance: **83.56** indicates that a student earned an initial score of 56% and then earned an 83% on the retest.
 - The highest score will be the first of the two digits, regardless of the retest score.

Zeros

- All students will complete every summative assignment. No exceptions.
- Missing assignments are marked "INC" until a student complete the assignment.
- At the end of the quarter, formatives marked "INC" will be replaced with a "0." Any "INC" or "0" indicates that an assignment was not completed or submitted.

Homework

- All Chargers are highly encouraged to have no less than 60 minutes of unstructured play, preferably outside, every day and are encouraged to have a full meal prior to engaging in any homework.
- All Chargers, as a part of the outlined policies, are highly encouraged to engage in no less than 20 minutes of free reading every day. Families are also highly encouraged to read with their students every day.
- Maximum time permitted for homework assignments for each grade level.
 - 3rd Grade- 30 minutes
 - 4th Grade- 40 minutes
 - 5th Grade- 50 minutes

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Middle School Grading, Reteaching, Retesting, & Homework Policies

Grading

- A minimum of two formative grades, prior to each summative, are required.
- A minimum of three summative grades are required for each quarter.
- Grades and student-friendly feedback will be provided with each assignment entered in the gradebook.
- If a student earns below a **70% on a summative** (below proficient), the student will be required to engage in reteaching and retesting with their teacher.
- If a student earns between a **71%-84%, on a summative** (proficiency, but not mastery), the student will be given an opportunity for reteaching and retesting with their teacher.
- The lowest summative score a student can earn is **50%**.
 - For instance, if a student receives a **21%** on an assessment and only improves to a **35%** on a retest, the grade will be entered at a **50.35%** indicating that the student's actual performance score and the minimum of **50%**.
- Students "true scores" will be entered in the formative grade category, **0-100%**.

Reteaching

"Reteaching" is defined as intentional, small group or individual time, with a teacher during the school day. Opportunities before or after school may be available, but if a student cannot attend, the reteaching will occur in class during the school day.

- Test corrections and test corrections are great supplemental resources but will not replace direct instruction.
- A student cannot retest until reteaching has been completed.
- It's more critical for students to be proficient with essential standards, than to be exposed to all standards. Essential standards are identified by the grade level team.
- Before and after school opportunities may be available and if a student is unable to attend, they will receive reteaching and retesting during class time.

Retesting

If a student earns below a 70% on a summative, it is the teacher & team's responsibility to ensure the following occurs. At POA, we are committed to every student every day and we take collective ownership in ensuring students learn the expected standards. If a student earns a 71%-84% on a summative they may complete the following:

- Reteaching and retesting must be completed prior to the next summative administered.
- To retest, a student must complete the following:
 - Engage in face-to-face reteaching with their teacher. Before and after school opportunities may be available and if a student is unable to attend, they will receive reteaching and retesting during class time.
 - Complete all missing formative assignments.
 - If deemed appropriate by teacher: complete test corrections.
- A retest can be a formal assessment (traditional pencil paper), as long as there is evidence of student improvement.
- The highest grade you can earn on a retest is an 85%.
- A student retests will earn a new score differentiated by a decimal point.
 - For instance: **83.56** indicates that a student earned an initial score of 56% and then earned an 83% on the retest.
 - The highest score will be the first of the two digits, regardless of the retest score.

Zeros

- All students will complete every summative assignment. No exceptions. Missing assignments are marked "INC" until a student complete the assignment.
- At the end of the quarter, formatives marked "INC" will be replaced with a "0." Any "INC" or "0" indicates that an assignment was not completed or submitted.

Homework

- All Chargers are highly encouraged to have no less than 60 minutes of unstructured play, preferably outside, every day and are encouraged to have a full meal prior to engaging in any homework.
- All Chargers, as a part of the outlined policies, are highly encouraged to engage in no less than 20 minutes of free reading every day. Families are also highly encouraged to read with their students every day.
- Maximum time permitted for homework assignments for each grade level.
 - 6th Grade- 60 minutes
 - 7th Grade- 70 minutes
 - 8th Grade- 80 minutes
 - Note: Students enrolled in high school courses should expect additional work and practice in alignment with High School Courses.