



## PHS Grading Policy

Pocatello High School maintains the expectation that assignments are due on the date set. It is our belief that deadlines are important and should be observed. We also understand that occasionally circumstances arise that prevent students from meeting a deadline or from doing their best. It is our intent to have grades reflect each student's knowledge and ability as much as possible. Therefore, we have adopted the following grading policy. This policy is intended to provide opportunities for students to demonstrate their knowledge and learning. It is not meant as an excuse to procrastinate completing assignments or a reason to not prepare for assessments.

### Assignments

- Assignments are due on the date set. If a student cannot meet the due date, he/she should communicate to the teacher the reason why and what date the assignment will be completed.
- Teachers will return incomplete, sloppy, or unsatisfactory work to be redone by the student.
- The letter "M" (missing/ 0 points) will be entered in Infinite Campus for assignments that have not been turned in.
- Students have two weeks to turn in missing assignments. Missing assignments may be accepted at the teacher's discretion after 2 weeks.
- No grade penalty will be given for late work.
- Students who consistently fail to complete assignments on time may be subject to any/all of the following:
  - parent contact through phone call/email
  - lunch academy
  - after school tutoring
  - loss of activity/privileges
  - parent/teacher/student/administrator meeting
  - any other appropriate consequence as determined by administration

### Test Retakes

- Students have two weeks from the time a score is given to retake a test. If a student is absent the day a test is given, they are expected to take the test their first day back in

class. If they do not take the test their first day back in class, a “zero” will be entered in the grade book, and the two week window for a retake will begin.

- Tests with a score of 70 or higher may be retaken one time for a higher score.
- Tests with a score of 69 or below may be retaken multiple times until a 70 or higher is reached.
- Retakes must be scheduled during non-instructional time (lunch, before/after school)
- Teachers will require students to demonstrate evidence of comprehension and preparedness before retaking a test
- Test retakes will be given in a format different from the original (if original was multiple choice, retake may be short answer)

### **Performance Assessments**

- Performance assessments include activities that build over time, are completed in segments, or rely heavily on class interaction and participation. Some examples include research projects/papers, some science labs, mock legislatures, etc. The nature of these assessments does not always allow for a “retake.” Students will be expected to meet all deadlines and to be present in class for all interactive portions of the assessment. If a student misses school, fails to participate, or fails to complete the required work, they may not be given another opportunity. The student will need to schedule a meeting between the teacher, his/her parents, and a school administrator to determine the best course of action. Teachers have the discretion to assign an alternative assessment if appropriate and if it will meet the same standards and goals as the original.

### **Dual Enrollment/Advanced Placement/Honors Classes**

Students enrolled in dual enrollment classes are held to the grading policy of the college or university issuing credit. Late work and test retakes may or may not be allowed. Consult your class syllabus or teacher for more information.

Students in Advanced Placement or Honors level classes may be removed from these classes if they are habitually late with assignments.