

GRADING POLICY 2017-2018

COMMUNICATION OF POLICY

Mott Hall II's grading policy is reviewed at the beginning of each school year. Families will be made aware in writing (in English and Spanish) of any updates to the policy. The grading policy is posted on our website.

TIMELINE

There are four marking periods in the school year. Scholars receive grades for each of these marking periods. Additionally, on the last day of school, scholars are informed of their 4th marking period grade and also their final grade for the year which reflects their cumulative effort.

Quarter	Marking Period	Distributed
1 st Quarter	September – November	November
2 nd Quarter	November – January	January
3 rd Quarter	January – March	March
4 th Quarter	March – June	Last day of school
Final	Cumulative Average	Last day of school

Grades can be reviewed and corrected upon request. Families can request a review of grades anytime during the current school year. Grades are finalized on the first day of the following school year. To request changes, families should contact the teacher who assigned the original grade.

MASTERY OF STANDARDS

Mastery of standards is determined by how well scholars have met or exceeded the learning standards for each subject and grade. Our teachers use a variety of methods to assess mastery, including test, quizzes, projects, classwork and homework.

Teachers measure growth through the use of department-specific rubrics. Scholars and families are encouraged to review scores and teacher feedback on assignments measured with a rubric. This information provides valuable insight into what level a scholar is performing, and what may be needed for a scholar to improve.

GRADING SCALE

Scholars are graded on a scale of 100-45. The minimum grade for a scholar to pass a course is a 65. The lowest grade a scholar can receive is a 55, but scholars with chronic unexcused absences will be assigned a 45.

A scholar's grade point average is calculated by averaging the marks for each core content course, and is used to determine honor roll status.

Each grade weights assignments accordingly:

Grade 6

Category	Weighting
Classwork	30%
Quizzes	20%
Projects/Tests	35%
Homework	15%

Grade 7

Category	Weighting
Major assessments (tests, projects, lab reports, independent reading, etc.)	40%
Minor assessments (quizzes, notebook quizzes, etc.)	25%
Classwork (including student discourse)	15%
Homework	15%
Engagement and preparedness (Engagement will be defined as coming prepared to class each day to learn. This will be shown by arriving to class on time with a notebook and writing utensil. This is a 1 point grade each day.)	5%

Grade 8

Category	Weighting
Summative Assessments (tests, quizzes, projects)	60%
Formative Assessments (classwork, homework, participation, group work, preparation (e.g., do now), labs)	40%

COMMUNICATION OF PROGRESS

There are several ways to monitor the performance of scholars at Mott Hall II. Families can:

- Monitor performance on Engrade Pro – the school's online grading software. All families receive usernames and passwords so that they have real-time access to teachers' gradebooks.
- Progress reports are distributed at the mid-point of each marking period. These notices are backpacked home and reflect the current performance of scholars in all classes and subjects.
- Report cards are backpacked home at the end of each marking period.

PROMOTIONAL DECISIONS

The criteria below have been adapted from the New York City Middle School Academic Policy guide.

Standard Promotional Criteria

Schools review each scholar's performance over the course of the school year, using multiple measures of student performance, to determine if the student has demonstrated sufficient progress toward meeting the Common Core Learning Standards in ELA and math.

- If the promotion standard is not met by June, or if the school does not have enough evidence of student work to support a promotion decision, then the school completes a promotion portfolio in order to determine the student's readiness for the next grade.
 - Students who meet the required benchmarks as described in the promotion portfolio manuals are promoted in June.
 - Students who do not meet the required benchmarks on the promotion portfolio are not promoted in June and are recommended for summer school.

Modified Promotional Criteria

Modified promotion standards apply to with IEPs that specify they should be held to a modified promotion standard. If a scholar has modified promotion criteria for ELA and/or math, the student must be held to the modified promotion criteria that is written on the scholar's IEP at the time the promotion decision is being made.

Scholars must meet the modified promotion standards specified in their IEP to be promoted to the next grade. These standards are unique to each scholar and are verified each year.

- By June, the school follows the process outlined in the Promotion Criteria Guidelines for Students with Individualized Education Programs in Grades 3–8 to determine promotion for each individual scholar.

Promotion in Doubt

Families will receive written notification in January if it is deemed a scholar has not been making progress with grade-level standards. Final decisions about promotion to the next grade will be made at the end of the year in June. Scholars who did not meet the standard or modified promotional criteria for the respective grade by June, must attend summer school.

Promotional decisions for scholars who attend summer school will be made in August.

HONOR ROLL

It is a great distinction to be awarded an Honors certificate at Mott Hall II. This award represents more than just scholastic achievement; it also symbolizes an individual of strong character and perseverance. To be on honor roll at Mott Hall II, a scholar must demonstrate outstanding academic performance, attendance and conduct in ALL subjects. They must also pass Music, Physical Education, Technology and Foreign Language.

- Principal's Honors scholars must maintain a minimum average of 95 and Satisfactory/Excellent conduct marks in all subjects.

- First Honors scholars must maintain a minimum average of 90 and Satisfactory/Excellent conduct marks in all subjects.
- Second Honors scholars must maintain a minimum average of 85 and Satisfactory/Excellent conduct marks in all subjects.

PLAGIARISM

Plagiarism is taken seriously at Mott Hall II and scholars will face consequences as determined appropriate by the Dean of Scholars. All families should review the following rules and guidelines regarding plagiarism:

1. Plagiarism is the unacknowledged use of another's words or ideas:
 - a. If you use another's work (found in a book, periodical, on the Internet), you must use quotation marks, and you must indicate whose words they are
 - b. It is not enough to change the words of your source. You must give credit for the ideas you get from any other source
 - c. Sources that must be credited are not simply published works, but any other person or any other person's work
 - d. Computer programs fall under plagiarism rules.
2. Using unauthorized notes or other aids, or copying from another scholar's work during a test.
3. Giving unauthorized aid to another scholar; allowing another scholar to copy or use one's test, paper, or homework.
4. Use of help on homework or take-home tests that is beyond the limits specified by the teacher.

Scholars who plagiarize will receive an automatic zero on the assignment. Subsequent infractions will result in after school detentions and eventually suspension.