

Regulations - Assessment and Evaluation Policy

1. Assessment and Evaluation Policy

- a. Late or Missed Assignments - If an assignment is not passed in on the due date:
 - i. A mark of 0% will be put in as a placeholder in PowerSchool until it is passed in
 - ii. If it is not passed in, the 0% will remain
 - iii. Teachers will contact home about late or missed assignments
 - iv. If a student is absent for an in-class assignment, Parent/Guardian is expected to provide a written reason for the absence

- b. Missed Assessments - If a student is absent for an assessment (test or quiz):
 - i. Parent/Guardian is expected provide a written reason for the absence
 - ii. The student and Parent/Guardian will be given another date when the student will rewrite the assessment

- c. Academic Dishonesty
 - i. If a student is found guilty of academic dishonesty (cheating) during an assessment (test or quiz):
 1. Teacher will inform the student
 2. Teacher will inform the administration first and then the parents
 3. Upon discussion with the teacher, the assessment may be re-administered, but will be marked at 80% rather than 100%
 4. If the assessment is not re-administered, then 0% will be recorded for the given assessment
 - ii. If a student is found guilty of plagiarism (copying another's work without giving them credit), the following steps will be initiated:
 1. Teacher will inform the student
 2. Teacher will inform the administration first and then the parents
 3. Teacher will use 0% as a placeholder in PowerSchool.
 4. Student will be allowed to complete work again in a reasonable and agreed-upon time

- d. Second Chance Opportunities
 - i. Individual departments may provide the opportunity for recovery assessments or makeup tests
 - ii. Students who have not passed in work will be given an opportunity to complete this work during our Catch-up days (three scheduled days throughout the year where the administration team and other teachers are available to help students complete missed work)