HIGHPOINT ACADEMY

GRADING, TESTING & HOMEWORK POLICIES

GRADING and WEIGHT SCALE:

- **A MINIMUM of ten (10) grades is required for each core subject prior to the end of each Quarter. At least one (1) grade per week must be posted on KoolGround for all classes. A MINIMUM of (2) tests, (4) quizzes, (2) project, and (2) homework/classwork grades per Quarter. No "pop" quizzes allowed.**
- **Grades will be closed the Friday prior to Report Cards.**
- **Grade weight scale: Tests** (35%), **quizzes** (30%), **projects** (20%), and **homework/classwork/participation** (15%) = 100%
- **Grade Scale: A:** 100-90 **B:** 89-80 **C:** 79-70 **D:** 69-60 **F:** 59 or below *(Failure)*

POLICIES ON QUIZZES and TESTS

- **Publisher-created tests and quizzes with 10 questions or less must ALWAYS include a Teacher prepared EXTRA-CREDIT question.**
- **Tests should be varied in format, ie: multiple choice, fill in the blanks, true/false, short answers, essay, etc.**
- **If at least fifty (50%) percent of the students earned a 65% or below on any test or quiz, the test or quiz must be tossed and those students must re-take the same test with a ten (10) point deduction.**
- **All information included in a test or quiz must have previously been taught and reviewed in class using different teaching strategies (auditory/visual/kinesthetic).**
- **A MAXIMUM of THREE Tests or Quizzes may be administered in one day.**
- **"Study Guides" must be created by the students and cannot have the exact questions as those on a test or quiz.**
- **Outlines of notes are encouraged for all grade levels to teach Study Skills (3rd thru 8th Grades).**
- **Think and analyze on the capacity of each child, their personal situation, background and academic abilities PRIOR to posting a "0". Encourage students to take their time and proofread before handing in a test or quiz.**
- **Students may only use pencils up to 4th Grade. Blue or Black pens ONLY and white-out required (Grades 5th thru 8th).**
- **Cursive handwriting is REQUIRED in all subjects from Grades 3rd thru 8th; (cursive in 1st Grade starts in January and continues in 2nd Grade.)**
- **Return the work to Students that turn in a test or quiz with scratch-offs, doodling, no name or no date. They must either add the information or white-out the scratch-offs until it's presentable.**

POLICIES on HOMEWORK & PROJECTS	K - 3rd Grade	4th-8th Grade
Classwork or homework must be reviewed daily, with corrections done in class by students; (all workbook/notebook pages need to be checked off in red at the top.)	Yes	Yes
Students must participate in a minimum of ONE STEAM class project per quarter. They should be doing bi-weekly simple STEM projects in class.	Yes	Yes
MAXIMUM number of subjects that can be assigned as Homework each day:	3	3
MAXIMUM time students should spend doing Homework each night:	1 hour	2 hours
If they have a quiz or test the next day, is studying for that considered part of the 3 subjects?	Yes	No
Can incomplete class work be assigned as homework?	Yes (only 2 other subjects required for HW)	Yes
After coming back from an absence, how many days does student have to make up a quiz/test?	2	1
Can new material be assigned for homework?	No	No
Does every homework assignment count as one grade?	No	No