

\*This re-take policy does not apply to semester and/or final exams; nor does it apply to dual credit or concurrent courses being taken off-site.

\* At facilitator discretion an alternate assignment or alternate test may be.

\*The time period to re-do an assignment or re-take a test begins when the test or assignment is returned to the student.

\*If the learner fails the re-test/re-take the higher of the two grades will be taken.

(Adopted from ECISD's *EIA Regulation*)

## Plagiarism Policy (Academic Dishonesty)

NTO is a writing school. Learners will practice their writing frequently. The goal of NTO is to ensure that all learners are college and career ready. For this reason, campus administration and facilitators take any acts of plagiarism seriously. Any learner involved in plagiarism will be written a referral by the facilitator. Campus administration will assign Saturday School to redo the assignment for a grade not to exceed 70% per district policy.

## Homework

A facilitator may assign homework assignments and tasks. However, if learners fully maximize time in class, homework assignments and tasks will be limited.

## Echo Access

NTO uses Echo as its primary learning management system. Learners and parents can view grades through Echo. We encourage parents to request access to the Parent Echo account. Please see NTO's Technology Administrator for assistance.

## EIA Regulation

Please see ECISD's School Board Policies within the school district's website under EIA Regulations for Academic Achievement / Grading (pages 1 – 5) for a complete description of all secondary grading policies.

## Before & After School Workshops

NTO facilitators host Before and After School Workshops to assist struggling learners and to offer additional support and interventions. Please check the NTO website for the Staff Directory with current Before and After School Workshop days and time.

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**Standard Grading  
Policies & Practices**

2021-2022

# School Wide Learning Outcomes

Daily grades are posted in Echo. Facilitators will manually transfer Final Six Week, Final Exam, and Semester grades from Echo into ECISD's Ascender.

NTO will follow the New Tech Network (NTN) Rubrics as the main framework for assessment processes. The NTN Rubrics are intended to teach learners relevant and meaningful, real-world skills. The set percentages and descriptions are as follows:

## **Knowledge and Thinking** 40%

**Description:** *Mathematical problem solving, ELAR analysis / research & argumentation, Science argument / explanation & research, and social studies argument / explanation.*

## **Agency** 20%

**Description:** *Develop growth mindset and take ownership over learning.*

## **Written Communication** 20%

**Description:** *The ability to communicate knowledge and thinking through writing.*

## **Collaboration** 10%

**Description:** *The ability to be a productive member of diverse teams through strong interpersonal communication, a commitment to shared success, learning, and initiative.*

## **Oral Communication** 10%

**Description:** *The ability to communicate knowledge and thinking through effective oral presentations.*

Link to NTN School Wide Learning Outcome Rubrics:  
<https://newtechnetwork.org/resources/ntn-student-learning-outcomes-rubrics/>

# Grades

Grades should be a true reflection of student learning broken down using NTN's School Wide Learning Outcomes. Comments and feedback provided by facilitators are intended to assist learners in the area of agency, growth, and improvement.

Grades are expected to be posted in a timely and consistent manner. With that being said, facilitators are expected to post grades in Echo weekly and in ECISD's Ascender at the end of each grading period.

## **Grade Posting**

Facilitators will post a minimum of ten grades for each Six Week Grading Period. Also, each School Wide Learning Outcome will be assessed at least twice for each Six Week Grading Period.

For mid-point progress reports, facilitators will have a minimum of five grades posted and each School Wide Learning Outcome will be assessed at least once.

# Incomplete/Late Work

Late work practices should lead to a personal investment in learning. **Points will be deducted in School Wide Learning Outcome(s) which associate with turning in the assignment on time or relate to the rubric assigned.**

NTO values personal agency in learners and expects learners to establish ownership of their learning and personal growth by developing a plan for completion and submission of work. Learners who fail to complete or submit work have an equitable opportunity to meet classroom standards.

Learners must advocate for themselves and make arrangements to continue their learning and growth with the assigned material. Learners must contact the educator in a professional manner within 24 hours of the due date and attend Before and After School Workshops while the assignment is incomplete and/or unsubmitted.

Learner communication should include communication with the facilitator and parent/guardian. A best practice for this communication is a single email to the facilitator and parent/guardian.

Learner and parent/guardian are expected to stay up to date on all Echo grades and comments provided by the facilitator. The weight of the assignment(s) will affect the urgency of the implementation of the plan for the learner to complete the assignment(s).

In the event of a habitual failure of the learner to communicate and take responsibility for the incomplete or unsubmitted assignment, the facilitator will contact the parent/guardian through a phone call or email.

# Failed Assignments & Exams

Learners shall be given up to three class days to re-do a failed assignment or re-take a failed exam. Learners shall be allowed one opportunity to re-do this work. It is the student's responsibility to establish the makeup date and time with the facilitator within the original three-day window; in the event of a scheduling conflict, it is the responsibility of the facilitator to work with the student to set up a mutually agreed upon date and time for the work to be done even if that scheduled time exceeds the original three-day window. Re-done work shall receive a maximum grade of 75.