2024-2025 South County High School Common Policies

South County holds itself in high regard, and each teacher, content area, and separate course will abide by the following standards for all students.

Grading
South County High School's grading policies align with the policies and principles of FCPS Grading and Reporting.

1. Grade Calculation

Quarterly Gradebook	FCPS Grading Scale	
All South County teachers use a **quarterly gradebook**. Students will receive a quarter grade based on performance in the individual quarter and start over at the beginning of each quarter. Except for AP and DE courses, final grades are determined by an average of quarter grades and a culminating activity/final exam. Quarter 1 - 22.5% Quarter 2 - 22.5% Quarter 3 - 22.5% Quarter 4 - 22.5% <u>Final Assessment -</u> 10% Total - 100%	A (100-93) A- (92-90) B+ (89-87) B (86-83) B- (82-80) C+ (79-77)	C (76-73) C- (72-70) D+ (69-67) D (66-63) D- (62-60) F (59-50)

Grading Categories

All SCHS classes will use assignments in three weighted categories. All assignments within a category will be weighted equally.

- **Summative Assessments - 70% of overall grade**
  - Includes culminating assessment tasks that measure mastery of standards. *Assignments in this category are eligible for one attempt at reassessment .*
- **Formative Assessments - 20% of overall grade**
  - Includes assessments that provide students with feedback toward mastery of standards. *Assignments in this category are not eligible for reassessment.*
- **Practice - 10% of overall grade**
  - Includes smaller assignments & homework that allow students to practice content and skills. *Assignments in this category are not eligible for reassessment.*

Courses must include a minimum of 7 graded assignments per quarter with at least two items in each category. Within a quarter, no single assignment can count for more than 35% of the overall grade.

Teachers are expected to grade assignments and post grades within seven school days after the due date with the understanding that major projects/papers may require additional time to ensure quality feedback.

2. Retakes of Summative Assessments

- For summative assessments, one new opportunity to demonstrate mastery will be provided. Teaching teams and departments will communicate reasonable guidelines and timeframes that must be met for a student to be eligible to retake a summative assessment. A retake may be accomplished in one of two ways, depending on the course and the nature of the assessment:
  - **Retake:** Students who score below an 100% can complete remediation as designated by the teacher and retake a version of the assessment for up to a 100%

- **Grade Replacement:** If the same skills/concepts are reassessed on an upcoming assessment within the same unit or quarter, the teacher may replace the original assessment grade with the higher score

Note: If a summative assignment provides students opportunity for feedback from a teacher prior to the final deadline, there does not need to be any additional opportunity to redo the assignment. The feedback should include a scored rubric and clear enough guidelines such that students can make adjustments to their original attempt to earn the full 100%.

3. Use of letter grades as a way of entering assignments
Letter grades may be used in certain courses for assignments that are designed using rubrics and assess students based on levels of understanding. This might include assignments like performance-based assessments, projects, or essays. Talk to your teacher directly if you have questions about this method of entering assignment grades..

4. Minimum Grade
Students who make a reasonable attempt at completing an assignment will receive a minimum of a 50%. A "reasonable attempt" occurs when a student submits an assignment with some evidence that an attempt was made to demonstrate knowledge. At the end of each quarter, any quarter grade lower than a 50% will be converted to a 50%.

5. Use of the Zero
If a student does not turn in an assignment or does not make a "reasonable attempt" to show evidence of their learning, a zero may be entered into the gradebook. If a zero is entered into the gradebook for a **SUMMATIVE ASSESSMENT,** a personalized two-way communication must occur with the parent/guardian.

6. Late Assignments
Teachers expect students to complete and turn in assignments even when late. Late work will be accepted within two weeks of the due date with a **10% penalty.** After two weeks, late assignments may be accepted until the end of the quarter, depending on the department's policy. **If a student does not turn in an assignment on time, the placeholder NTI (Not Turned In) should be entered into the grade book until the late assignment is turned in.**

7. Make Up Work
Students have one school day for each excused absence to make up missed work for full credit. Students should check Schoology and reach out to their teachers individually to keep up with schoolwork when they are absent.

8. Final Exams/Culminating Activity
- The final examination or culminating activity will account for 10% of the total course grade
- A student who has earned an A or A- for the year can be exempt from taking the final exam unless the final is a culminating project/activity that lasts over the course of multiple weeks or units
- Per FCPS policy, final exams are not eligible for retakes, including in Honor Code cases
- The lowest score for a final exam will be a 50%

9. SIS Comment Codes
Teachers may use these optional codes in SIS to clarify the status of certain assignments in the gradebook

- **NTI (Not Turned In)** - Student has not yet turned in the assignment. This comment carries a score of 0.
- **LA (Late) -** The student handed in the assignment late. There is a 10% penalty for late work.
- **AB (Absent) -** The student was not present in class, and the missing work must be completed. This comment code may be changed to a grade or NTI if the assignment does not get turned in.
- **EXC (Excused) -** The student has been excused from doing this assignment.
- **NYG (Not Yet Graded) -** The student has turned in the assignment, but the assignment has not yet been graded.

10. Extra Credit
At South County High School, students cannot earn extra credit for tasks that are not related to the curriculum (e.g. bringing in classroom materials, providing parent signatures, participating in fundraising/charitable events or participating in non-curricular activities).

South County High School Honor Code

The [South County Honor Code](#) reflects the fundamental beliefs that
- Every student has the right to learn in an academic environment free from any form of intellectual dishonesty;
- Honesty and integrity of all members of the school community are crucial in sustaining academic excellence.

The functions of the South County Honor Code are to
- Communicate the meaning and importance of intellectual honesty to all members of the school community
- Explain and support the highest standards of conduct in academic and co-curricular affairs; and
- Educate, identify, and sanction those who do not follow these standards.

Advisory & Stallion Time

1. **Advisory**
   Every student is enrolled in an Advisory class for 4th period. This course meets from 9:46-10:16 on Blue days and is designed based on the principles of Responsive Classroom and social-emotional learning.

2. **Stallion Time**
   Stallion Time is our academic enrichment and intervention period that occurs just after Advisory on most Blue days. During this time, students may be assigned to an intervention group based on academic, attendance, or wellness needs. Students who are not assigned to a group may be requested by their classroom teachers or may remain in their Advisory classroom to work quietly.

Technology

1. **Digital Learning Consent**
   At South County High School, our teachers will use a variety of digital resources to support student learning and promote communication and collaboration with students and families. Some of the digital resources your child may use this year will require your consent before they can be used. Please complete the [Digital Consent Form](#) for your student.

2. **SIS & Schoology**
   [SIS](#) is the official gradebook for all FCPS courses. Teachers update SIS weekly or bi-weekly. Parents and students can access SIS for grade, attendance, and other information via [ParentVUE](#) and [StudentVUE](#).

   All SCHS courses use [Schoology](#) as the primary learning platform where students can find information about daily lessons, assignments, and upcoming assessments. Students should familiarize themselves with each of their Schoology classes as well as the Schoology calendar feature to stay organized throughout the school year. Parents with a [ParentVUE](#) account also have access to their children's Schoology courses.

3. **Cell Phones & Personal Devices**
   Per the [FCPS & SCHS Cell Phone Policy](#), use of cell phones, headphones, and smart watches during class time and in restrooms is prohibited.

4. **FCPS-issued Devices**
   Every student is issued a Chromebook and charger at the beginning of the year. We expect students to use these devices responsibly for academic purposes and abide by the FCPS Acceptable Use Policy. We also expect students to take care of their devices by keeping them clean and free from graffiti, stickers, and other damage beyond normal wear and tear. Lost or damaged devices will incur a repair or replacement fee.

5. **Artificial Intelligence (AI)**

   Artificial Intelligence (AI) is a type of technology that involves computer programming and data. There are many different types of AI tools. Some can use data to make predictions, decisions, and/or generate content. Your teacher will specify when it is acceptable for you to use AI on any part of an assignment. Your teacher will also review expectations for citing AI and/or how students should explain their use of AI. Students should follow [Honor Code](#) to maintain academic integrity. You should be able to demonstrate that you understand the information you turn in. AI tools can produce false information called "AI hallucinations." You should always check what AI creates. Make sure it fits the needs of the project and audience.

You remain responsible for the content you submit. Students should not use AI on an assignment without the teacher's explicit permission.

Before using AI tools on assignments, students should ask me (your teacher):
- if AI can be used on any part of an assignment,
- how it can be used,
- how to show your work, and
- how to cite or explain their use of AI.

In general, students should not enter any of the following information into AI Tools:
- personal information (name, date of birth, etc.);
- education records (grades, transcripts, etc.); and
- work that belongs to others.

You can search the FCPS Digital Ecosystem Library (DEL) using "AI" (in quotes) to see which AI tool features are approved for use on FCPS devices or networks. The DEL provides information on approved audience(s) for each tool. We may use these tools as appropriate in this course. Your use of AI must comply with the Student Rights and Responsibilities (SR&R). This includes the Acceptable Use Policy in Appendix A of the SR&R.

Personal devices may enable access to other AI tools (not approved in the DEL).
- Use of other AI tools will not be required in this class.
- Parents / Caregivers decide what access to AI tools is appropriate on personal devices.
- Parents and students are encouraged to read the AI tool's terms of service and privacy policies. Find out what kind of information the AI tool can collect, use, and share and what age students must be to use the tool. Check whether you retain rights to your data, the ability to delete your data, and the ability to opt out of data sharing. Be aware that some AI tools may keep the information you enter and use it without permission. You might not keep all rights to your work.
- Be careful with any information you give an AI tool.

CommonSense Media Resources on AI and Parent Tips and FAQs provides supportive resources that parents can explore. Regardless of whether you use a personal device or an FCPS device, students must follow teachers' expectations, the Honor Code, and SR&R.

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