**Your participation in this online course, is acknowledgement that it is the student’s responsibility to be familiar with, and abide by, these school-wide and course expectations**

**ATTENDANCE REQUIREMENTS**

Attendance is taken during every synchronous (live) instructional setting. There is an expectation that students will log in and participate in these events unless otherwise absent from school due to a recognized absence excuse.

To be considered in attendance, or present, for a teacher-led course (Canvas), students are required to:

a. attend the weekly live sessions, **or**

b. complete and submit a minimum of one (1) course assignment to be graded per week in each course, **or**

c. have two-way communication with the teacher about student course progress.

Two-way communication is defined as multiple teacher to student or student to teacher emails, texts, phone calls, or in-person (virtual conference) communication about the student’s progress or assignments and a plan of action.

**COURSE REQUIREMENTS AND GRADING PROCEDURES**

* **VIRTUAL GRADING POLICY**

The purpose of grades are to provide timely and meaningful feedback to students, parents, and the school administration about a student’s progress towards mastery of the established standards for a particular course or subject. Extra credit will **not** be permitted. Students will be granted up to one week for late submission of (TBD) work.

Grades may be viewed in the Parent Portal of Infinite Campus. Parents have access to this information through their own accounts 24 hours a day, 7 days a week. Grades may also be viewed at any time in Canvas, the Learning Management System (LMS). Students can check their grades by clicking on the Grades tab in the Canvas LMS).

* **GRADING SCALE**

|  |  |  |
| --- | --- | --- |
| 100% -90% | A | Consistently exceeds standards |
| 89.99%-80% | B | Consistently meets standards |
| 79.99%-70% | C | Approaching standards |
| 69.99%-60% | D | Emergent |
| 59.99% -50% | F | Does not meet standards/Evidence not provided |

* **CATEGORY**

Throughout the semester, students are expected to complete formative and summative assessments. The Northwest Career and Technical Academy incorporates Project-Based Learning across the curriculum. Further assessments include, but are not limited to, homework, class activities, lab activities, class projects, quizzes, and exams. As well, students are assessed on their ability to work in teams, arrive on time and prepared to work, communication and presentation skills.

|  |  |
| --- | --- |
| **Category** | **Assessment Weight** |
| FORMATIVE | 70% |
| SUMMATIVE | 30% |
| COLLECTED NO CREDIT | 0% |

Content Mastery: Tests, Quizzes, Written Assignments, and other assignments that are based solely on the student's application of knowledge and learning without the aid of outside materials.Skill Development: Teamwork and Collaboration Assignments, Homework, and assignments requiring the communication of data and results.Employability Skills: Includes, but may not be limited to participation in class and assignment completion in a timely manner.

According to CCSD regulation 5121, “Semester exams shall be comprehensive of the material covered during the semester and may be worth up to, but not exceed, 20% of the student’s final semester grade. Final semester grades reflect assignments and assessments completed throughout the semester with equal weight given to each quarter in the grading period.

SEMESTER GRADE CALCULATION

|  |  |
| --- | --- |
| **Quarter/Semester** | **Grade Weight** |
| Quarter 1/Quarter 3 | 45% |
| Quarter 2/Quarter 4 | 45% |
| Semester Exam/Final Exam | 10% |

* **CITIZENSHIP GRADING**

Student citizenship grades are reported as follows*:*

O = Outstanding

S = Satisfactory citizenship

N = Needs Improvement

U = Unsatisfactory citizenship

|  |
| --- |
| **CITIZENSHIP RUBRIC** |
| CATEGORY |  **(O) Outstanding** | **(S) Satisfactory** |  **(N) Needs Improvement** |  **(U) Unsatisfactory** |
| Engagement | Consistently involved in class activities; contributes to overall learning process; collaborates with others and/or the teacher. | Engages in class activities, but may have to be encouraged; works with others or groups, but may not initiate collaboration.  | Does not engage in class activities; rarely demonstrates initiative and may occasionally disengage from class. | Consistently uninvolved in class activities. Adamant refusal to work.  |
| Preparation | Consistently prepared with materials; work is on time and may go beyond expectations. | Student has materials and submits work in a timely fashion and as expected. | Student may have had multiple instances of being unprepared, late work, or not completed as requested.  | Consistently unprepared for class. Does not submit work on time or at all.  |
| Behavior | Consistently respectful of both classmates and adults; Takes responsibility for individual actions; Consistently complies with school and classroom rules. | Respectful to both peers and adults. Occasionally accepts personal responsibility. Mostly complies with school and classroom rules.  | Disruptive to others. Argumentative and defensive when disciplined. Disregard for school or class rules. | Consistent disrespect to classmates or adults. Regularly disruptive to the learning process and violation of school or class rules. Plagiarism or cheating. |

**CODE OF CONDUCT**

* **VIRTUAL DRESS CODE**
	+ No pajamas (excluding School Spirit Days)
	+ You must be fully clothed
	+ No crop tops, strapless, low-cut or sheer clothing
	+ No slogans or advertising on clothing, which, by their controversial or obscene, nature, disrupts the educational setting. This includes any clothing which advertises tobacco, alcoholic beverages, weapons, racial bigotry, drugs, or sexual activities.
* **VIRTUAL TARDY POLICY**
	+ Log-in to each class on-time
	+ If experiencing technical difficulties, email your teacher once you are able to log-in.
	+ Earbuds/Headsets - only allowed for listening to course content
* **ZERO TOLERANCE**
	+ Bullying/Cyberbullying
	+ Use of Racial Slurs/Derogatory Epithets
	+ Use of Controlled Substances during synchronous learning
	+ The possession of any weapon or simulated weapon may result in removal from school
* **ACCEPTABLE USE POLICY (AUP)**
	+ No sending or displaying off-task messages or pictures
	+ No posting/using inappropriate language
	+ No intentionally damaging devices
	+ No using others’ passwords, etc.
	+ GoGuardian is monitoring everything you search

May result in Required Parent Conference (RPC)

* **SCHOLASTIC DISHONESTY / FORGERY / PLAGIARISM**
	+ No cheating
	+ This is a violation of the CCSD Code of Honor signed during Registration
* **RESTORATIVE PLAN FOR \*ACADEMIC DISHONESTY**
	+ Teacher will conference w/student
	+ Teacher will contact parent
	+ An opportunity to redo is provided by the teacher
	+ “U” in current Citizenship mark

\*May result in a failing grade if the student does complete the “redo” as directed by the teacher and the highest grade on “redo” is \_\_\_\_\_\_% .

May result in Required Parent Conference (RPC)