

High School Handbook Recommendations - June 2023

The following areas of addition, modification, and deletion are based on recommendations from the MSHSL, updated MN Statutes, and current patterns of student behaviors. Upon approval, the handbook would be updated with the designated information and formatting and page numbers would be adjusted. Please note, some areas are subject to change based on developing legislation.

*Cover Page - Mission statement “Developing self-directed learners to thrive in a changing global community.”

*Table of Contents - change page numbers

*p. 5 - Change years

*p. 6 - Adjust Mission Statement and School Board Members

*p. 7 - Adjust Year, Modify Schedules with in person early releases

*p. 8 - Add “Utilizing artificial intelligence to complete assignments is considered cheating when the instructor indicates it should be the student’s original work.”

*p. 9 - “Grading” - add **Grading Mission Statement:** Becker High School grades will reflect a student’s knowledge and achievement on the designated learning outcomes within a course. Grades will strive to reflect the district’s mission statement of “developing self-directed learners to thrive in a changing global community.”

*p. 9 - Remove - Grading System

*p. 9 - Add Grading Marks

To provide consistent and clear practices and communication on grades, Becker High School utilizes the following Grading Marks across all courses

Grading Mark/ Special Codes	Description	Impact on Grade Calculation	Designated as Missing	When it is used
0	Zero	Yes	Not automatically	The student has not earned any of the points on the task. This could be due to level of performance or not turning in/completing the task by the deadline.
BLANK *	No score entered	None	Not automatically	Evidence does not exist for a score at this point. The work is still within the due date for the student.
AD	Automated Drop Score	None	No	This is a function that can only be used for examining the gradebook

				as a whole. The system will interpret the score that has the most impact on the grade.
H	Handed In - Not Graded	None	No	To indicate that an assignment has been turned in, but not yet scored. This may be used when a large project has been turned in and the instructor may need more extended time to evaluate the work.
L	Late	Not automatically	No	The assignment has been completed beyond the designated due date. The assignment was completed but not by the designated due date.
M	Missing	Not automatically	Yes	To indicate that an assignment has not been turned in. The instructor will still allow the work to be turned in.
NC	No Count	None	No	The student is excused from the assignment.
I	Incomplete	N/A	N/A	To indicate insufficient evidence exists at the end of the grading term to issue a final grade. Students are still able to address the grade. Incompletes default to the grade earned 2 weeks after grades are due. Teachers may submit grade changes throughout the incomplete window.
P	Pass	N/A	N/A	To indicate that a student has passed or is passing the class. Students must follow handbook timelines to take class for a "pass" or "fail." This generally requires communication from the office to enter at the end of the term.
F	Fail	N/A	N/A	To indicate that a student has failed or is failing the class. An "F" does not earn credit. The credit may be attained, depending on the course, through credit recovery methods or retaking the course.

*p.11 Add “Grading Definitions”

***Academic Dishonesty:** Academic integrity refers to honesty and ethical behavior in producing and representing your work in a school setting. Academic dishonesty is a failure to display this ethical behavior in your academic conduct. Examples of behaviors of awareness are found in the student handbook.

***Curriculum:** Curriculum is the specific learning standards, lessons, assignments, and materials used to organize and teach a particular course.

***Deadline:** The date designated by the instructor on when the work must be completed. Work after this date won't be accepted or won't be scored.

***Due Date:** The date designated by the instructor on when the work should be completed. Penalties may be imposed for work turned in beyond this date.

***Formative Assessment:** Work conducted when a student is still learning the material. (Forming Learning) It is an assessment that is designed to provide direction for both students and teachers. Formative assessments help students monitor their progress towards the mastery of learning targets, and they help teachers identify areas in which students need additional practice or instruction. Examples - homework check, daily quiz, quick write, discussion forum

***Google Classroom:** This is our Learning Management System and serves as our digital home for each class. Resources, deadlines, and announcements are found here. Some teachers may grade within Google Classroom.

***Homework:** Teacher designated work or practice around the skills or learning target being taught. Depending on the nature of the homework, it may or may not be placed in the gradebook.

***Intervention:** Intervention is a strategy used to teach a new skill, build fluency in a skill, or encourage a child to apply an existing skill to new situations or settings. School officials will designate appropriate intervention(s) based on student needs.

***Learning Target:** Identified standard-based skill that students will be focused on for a specific lesson or specified learning time.

***Practice:** Work or tasks provided by the instructor around the designated learning target or standard, often in preparation for an assessment. Practice may exist as a non-graded category in the gradebook.

***Proficient/proficiency:** Proficiency is demonstrating competency or understanding on a particular skill or learning target. The student is capable of applying the learning target or skill to specific content, problem, or a process in order to prove their understanding.

***Remediation:** Remediation is assigned to assist students in order to achieve expected competencies in core academic skills such as literacy and numeracy. Remediation will occur when the desired proficiency level is not achieved.

***Rubric:** A rubric is a document that communicates expectations of quality regarding a performance or product. Rubrics allow students to understand what is expected of them for an assessment, and they assist teachers in evaluating student performance using leveled criteria. Rubrics support accurate, fair assessment that can be shared by a team of teachers.

***Skyward:** This is our Student Information System and houses student data. This is the location to see the most accurate attendance and grading data.

***Standard:** Standards are concise, written descriptions of what students are expected to know and be able to do at a specific stage of their education. Learning standards describe educational objectives and often come from the state or national level.

***Summative Assessment:** A culminating assessment that measures the students' understanding of a group of learning targets. Summative assessments follow formative assessments (learning work). Examples - Test, Lab, Final Project, Presentation

*p. 12 - Add "Grading Consistencies"

Becker High School utilizes the following consistent practices across all course to support our Grading Mission Statement. Specific details around grading practices are communicated by the instructor through their syllabus.

Extra Credit

Becker High School does not offer extra credit opportunities. In order to maximize the learning and grade success, students should complete the original work in a timely and committed way. Extra credit opportunities run the potential of distorting grades outside of the achievement around the designated learning outcomes. Teachers may utilize relearning, reassessment, replacement, or redo practices to allow students to gain knowledge of the content while potentially improving their scores. Non academic practices, such as bringing in materials or completing forms, are not allowed to boost a student's grade. Specific details may be found in the course syllabus of the instructor.

Work Submission

Becker High School teachers clearly communicate due dates and deadlines for work submission. Deadlines are most often at the end of a chapter or unit. In order to accurately communicate current status in a course, work that is not turned in by the due date or outside of the time allotted due to absences will be marked as a zero. Deadlines at the end of the grading period will reflect the need to report the end of course grade. Specific details may be found in the course syllabus of the instructor. It is important to understand the following definitions:

- **Deadline:** The date designated by the instructor on when the work must be completed. Work after this date won't be accepted or won't be scored.
- **Due Date:** The date designated by the instructor on when the work should be completed. Penalties may be imposed for work turned in beyond this date.

Grading Categories

Becker High School gradebooks are organized into two graded categories - formative and summative. Teachers use their professional judgment to place work into the appropriate category. Teachers may utilize other ungraded, unscored categories within their gradebook to communicate student progress.

*p. 13 - Remove "Early Graduation"

*p. 13 - Graduation Honors - Remove "To be considered for this honor, a student must have completed their last 16 credits as an enrolled student at Becker High School."

*p. 13 - Hybrid ~~Online~~ Course Offerings -

- Modify - If students choose to be in the school building, they should remain in the commons area or the classroom. Students are not to be wandering hallways or in other classrooms."
- Add - Students who qualify for the flexibility granted with hybrid classes are allowed attendance privileges for that course only. Missing other classes and advisory are not excused absences.
- Replace or remove "online" and use "hybrid" exclusively

*p. 17 - Add under unexcused absences - "Staying home to babysit or care for a sibling"

*p. 17 - "Make Up Work" Add - "Students are permitted one day of make up time for each excused absence."

*p. 17 - "Extracurricular Participation" - Add.

When extracurricular activities cause a late return to town, the coach or advisor should contact the activities director or building principal to discuss attendance expectations for the next day.

*p. 23 - "Searches" - Add "and metal detectors" at the end of the paragraph.

*p. 23 - "Searches" - Add

Becker schools has a managed system for things such as document creation, document sharing, and communication. If reasonable suspicion exists for violation of the student handbook, student electronic accounts managed by the school may be subject to search.

*p. 19 - "Tennessee Warning" - Modify to "Data Practices Notice" and "The Data Practices Notice states . . ." - Move to p. 19 alphabetically

*p. 25 - "Tobacco Use/Tobacco Free" - Modify - change age from 18 to 21 based on current laws

*p. 26 - "Fees" - Modify - "Maximum per family \$700.00

*p. 30 - "Electronic Devices" - Remove in title "Cell Phones, Lasers, Pagers, MP3 Player, iPods, Etc."

*p. 30 "Electronic Device Violations" - Add - "Device may be confiscated for the class for the day."

*p. 31 - "Food Service" - change years to 2023-24, adjust prices for breakfast and lunch based on board approval

*p. 34 - "Parking/Parking Permits" - Modify - "and blue painted spots outside of Door 1 (District Office parking lot)."

*p. 40 - Update iPad Handbook

*p. 45 - Added - "Parent/Guardian Guide to Local Standardized Testing"