

MAYNARD HOLBROOK JACKSON HIGH SCHOOL

AND

MARTIN LUTHER KING, JR. MIDDLE SCHOOL

ASSESSMENT POLICY

9/2016

Maynard Holbrook Jackson High School and Martin Luther King, Jr Middle School believe that assessment results provide valuable information to all stakeholders. Providing a balance of content knowledge along with critical, creative and transfer thinking skills prepare students with life-skills useful for higher education and the workplace. To this end, formative assessments using various approaches will be ongoing during a unit of study. Formative assessments will determine student readiness for summative assessments. Summative assessments will be determined at the establishment of each subject area unit plan. Summative assessment results determine progress or re-teaching strategies and time tables.

Policies and Procedures

Policies and procedures for testing and security are outlined in the *Atlanta Public Schools Exam Security Policy and Procedures Plan "Test Security Plan"* (2010-2011). Several items of the plan were taken from the Georgia Department of Education Student Assessment Handbook (GaDOE SAH)(See attached).

Prior to assessments, both schools conduct and will continue to conduct Professional Learning (PL) on the policies and procedures regarding school-wide and district-wide assessment. *The Local Board Policy Manual, Section 5-Students and Instructional Programs, Title-Grading System-Grading Expectations* outline the following: Grading Practices, Grade Reporting, Students in Danger of Not Meeting Academic Expectations, Incompletes, Repeating Courses/Recovering Credit (High School Students Only), Grade Changes after Grades are Posted from Grade Book, Transferring Grades, along with delineation of letter grade to numerical grade averages are outlined. (See attached)

Reporting Student Progress

Both Maynard Holbrook Jackson High School and Martin Luther King, Jr Middle School deem immediate feedback as a vital component to increasing learning. According to Atlanta Public Schools district policy, all schools are mandated to issue Progress Reports/Deficiency Notices at each 4 ½ week interval.

According to Atlanta Public School's Board Policy, regular progress reports must be issued to parents of elementary school students and to middle and high school students by the progress report dates listed on the school calendar each grading period. For a student to receive a failing grade in a course, a progress report must have been issued by the notice date or as soon as the student's grade fell below a 75 after the notice date. A progress report is considered a notice of deficiency. For middle and high school students, teachers must contact parents to the best of their ability via telephone, mail and other means. In instances where students earned failing grades without appropriate teacher documentation of progress reports and parent contact, students have

one semester to complete make-up work to correct the failing grade. After one semester, student grade changes may not be made.

Qualitative Monitoring of Student Service Involvement

Community Service comprises one of the most important factors of student growth. Systems such as formerly used MyGivingPoint.org, ManageBac for DP, CP, and MYP forms administered and monitored by the schools' counselors assist in managing community service hours for each student. Volunteer work is verified by the appropriate faculty member or nonprofit coordinator for approval and accreditation.

Assessment Data

Evaluation of Lexile levels, standardized test scores and other pertinent data are provided by the State Longitudinal Data System (SLDS). SLDS provides vital information for both teachers and students and assist in determining instruction for differentiation. The Computer Adaptive Assessment Series (CAAS) provide National Percentile Ranks (NPR) for students in reading and math. Scores from these assessments are used to determine reading and math placement. Reading Plus and ALEKS are programs for remediation based on assessment data from Milestones and CAAS. Provisions for time and reassessment are built into the school day for both programs.

Opportunities for Student Reflection

Opportunities for students to discuss and reflect on their classwork, tests/quizzes, class discussions and projects are important measures of formative assessments. Students have the opportunity to evaluate why they received their applicable scores and discuss with their instructors how future improvements may be obtained. Reflection on the learning can be documented through verbal interaction with teachers and through journaling.

MYP Community and Personal Projects

Culminating activities provide both teachers and students with an evaluative tool to adjust and increase pedagogy and understanding. Years 3 and 5 in MYP are summative years for MYP students to demonstrate how MYP pedagogy and Approaches to Learning Skills culminate to produce a palpable product that demonstrates Years 3 and 5 students' learning and life-skills. Provisions for school and community exhibition are taken into consideration through budgeting and scheduling. The parent-liaison provides outreach information to the immediate community on an ongoing basis. Information regarding exhibition of both Community Projects and Personal Projects will be handled through the parent-liaison office.

Summary

Assessment is a vital part of academic and pedagogical growth for both students and instructors. Incorporation of the assessment policies of both Atlanta Public Schools and International Baccalaureate assist in a constructing a well-rounded, totality of instruction aligned with whole child development