

# Grading Practices

School: Old Donation School

Subject(s): Technology Department (Computers & Keyboarding)

Grade Level: Middle School

## Homework

Homework is defined as a task assigned to students intended to be completed outside the classroom, and which is an extension of regular classroom instruction. Homework shall be used as a tool to provide teachers with information on how well students understand the information being taught in relation to curricular objectives. At times, it is appropriate to differentiate homework assignments by content and / or quantity for particular students or groups of students. Homework should serve one of the following purposes:

- to practice material presented during classroom instruction
- to prepare for new learning or classroom instruction
- to promote extended and independent learning

When assigning a homework task, teachers shall

- consider students' readiness for a particular task and purpose
- align the assignment to current curricular objectives
- communicate the purpose of a particular assignment
- consider the purpose of the task when determining whether and how the homework will be graded

*The technology student's primary homework will be to review and retain information gained through class notes and other classroom activities. Because technology classes are production based, homework will not be used as a grade in the grade book.*

## Late Work

When an assignment is not completed by the date due, teachers shall exercise informed professional judgment to determine consequences and adjust deadlines if appropriate, taking into account the following:

- the nature and purpose of a particular assignment
- the timeliness of the assignment as it relates to the current instruction
- individual circumstances

Teachers shall strive to empower students to exercise developmentally appropriate responsibility through built-in processes, such as strategic planning for long-term assignments. Students who exhibit a chronic pattern of turning work in late need further evaluation and increased levels of support, such as

- parental notification
- classroom interventions
- referral for guidance support services
- SRT meeting

*Students are highly encouraged to submit all assignments on time to support workplace readiness skills. Assignments may be submitted late at the teacher's discretion based on the criteria below.*

*For non-credit bearing classes: In the event work is submitted late, the student will conference with the teacher and develop a plan for completing the assignment. The late work will be penalized with a five point deduction per missing class bell from the grade earned for the assignment. This policy does not apply to the tutorials and modules that are self-paced based on the students' readiness level.*

*For credit bearing classes: Students will be given a "soft" due date for all production based in class assignments. Final due dates for these assignments will occur three class bells after the "soft" due date.*

*NOTE: Any student missing the "soft" due date will need to meet with the teacher no later than a class bell before the final due date to come up with an agreed upon plan of action to complete and submit his/her work. If the student chooses to not abide by the agreed upon plan of action, the teacher is justified in entering a score of "0" for the assignment.*

*Students who elect not to meet with the teacher will be expected to meet the final due date. The teacher is justified in entering a score of "0" if students miss this deadline.*

#### **Explanation of Zeroes**

In assessing student learning, all student work is to be carefully considered. Teachers should refrain from initially assigning zeroes for work that is missing as this distorts the cumulative grade and does not reflect what the student has learned. Every effort should be made to hold students accountable for completing missed assessments before assigning a zero. However, teachers can and should treat this as late work. These guidelines also reflect an understanding that teachers must provide summative grades quarterly and are not expected to assign grades for work not completed within a quarter.

Students who exhibit a chronic pattern of behavior around missing work need further evaluation and increased levels of support, such as

- parental notification
- classroom interventions
- referral for guidance support services
- SRT meeting

*Teachers will refrain from initially assigning zeros. To avoid a zero, students will be given a second chance to submit work after conferencing with the teacher to devise a plan to turn in the assignment. If the student chooses to not follow these new guidelines and fails to submit the assignment, then a zero will be given for the assignment.*

*Note: Additionally, the teacher reserves the right to assign a lunch or after school detention as a component in which to further help assist the student in completing his/her assignments.*

## **Reassessment**

Departments, grade levels or schools shall establish and communicate clear processes and expectations for grading and planning for reassessment. Any student who receives a failing grade on a summative (unit test, end of quarter test, major projects or papers) assessment may be given an opportunity for additional instruction and reassessment provided that the student has

- participated in class
- completed assignments
- demonstrated evidence of best effort on the assessment and the learning leading up to the assessment.

In other instances, teachers shall exercise informed professional judgment to determine when additional opportunities for reassessment are appropriate and/or necessary in order to obtain evidence of student learning as it relates to curricular objectives.

Reassessment is a productive part of the learning process when teachers:

- provide targeted instruction between assessments
- incorporate student reflection of learning into the process
- focus the reassessment on that which the student did not know
- give credit for a student's most recent or most frequent evidence of learning

*In an effort to foster responsibility, accountability, and ownership in the learning process, students will be given advanced notice of all assessments and assignment due dates.*

*Reassessments for technology classes will be based on the criteria below.*

*For non-credit bearing classes: Students will be given advanced notice of all tests, quizzes, and project due dates. Students will receive ongoing feedback during the completion of any summative assignments or class projects, therefore reassessments will not be available for projects or summative class assignments. If a student receives a failing grade on a test or a quiz, they may see the teacher to discuss the option of retaking the failing test or quiz. The student must provide a written plan of action detailing how they are going to prepare for the reassessment. Individual students may only retake one test or quiz per nine weeks grading period.*

*For credit bearing classes: Students will be given many opportunities to practice and are given individual feedback concerning the learning and acquisition of content knowledge in the classroom prior to any formal assessment. Because all assignment and assessment information is provided in advance, reassessments will not be given unless an extenuating circumstance exist. If an extenuating circumstance is the cause*

*for a student failing a test, the student will have three days once the failing grade is posted to seek permission in writing for a reassessment from the teacher. The reassessment may occur at the teacher's discretion on an individual case by case basis.*

### **Make-up Work**

When a student is missing work due to an excused absence, teachers shall

- provide all relevant assignments
- consider the length and reason for the absence when determining which assignments will be assessed and when they are due
- accept and assess all assigned make-up work
- provide reasonable and flexible deadlines that take into consideration a student's individual circumstances

In the event the teacher does not have adequate assessment data to provide a nine-week grade that reflects the student's knowledge of the course learning objectives the teacher may consider assigning a grade of "I" for Incomplete due to a lack of required evidence.

Students who receive unexcused absences may make up assignments at the discretion of the teacher, subject to the requirements communicated (provided) by the teacher at the beginning of the year. It is the student's responsibility to be aware of established guidelines and to follow those guidelines to make up the assignment.

*Students will be given the opportunity to make up work he/she has missed due to an absence based on the criteria below:*

*For non-credit bearing classes: It is the student's responsibility to be aware of established guidelines and to follow those guidelines to make up the assignment. Students will have one week to make up all assignments from the date upon which they return to school.*

*For credit bearing classes: It is the student's responsibility to get work missed due to an absence. Students who miss a class bell(s) for any reason will be given the opportunity to make up any missed assignments. The normal guidelines will involve a one to one ratio. If a student misses two class bells, then he/she will be given two class bells to make up an assignment. If a student needs more time due to extenuating circumstances, he/she may ask for an extension. A decision will be made at the teacher's discretion concerning an extension based on an individual case by case basis.*

### **Extra Credit**

*Because students are given advanced notice of upcoming assignments and assessments dates as well as the format and criteria for grading these items, no extra credit will be given in any of the technology classes.*

For additional information, please access the [VBCPS Grading Guidelines for Secondary Schools](http://vbschools.com) on vbschools.com.