



## Grading Practices

School: Ocean Lakes High

Subject(s): World Languages

Grade Level: 9-12

### Homework

- Homework is defined as a task assigned to students intended to be completed outside the classroom
- Homework usually falls into one of three categories: practice, preparation, or extension
- Routine homework that does not exceed more than ten minutes of out-of-class time per class may be assigned for practice and/or to prepare students for the following class.
- When homework is collected and evaluated, the homework category of the gradebook may not exceed 10% of the cumulative grade. (In some cases, students may have take-home assessments/tasks that may be entered in another appropriate category of the gradebook, especially in cases where the teacher does not have a homework category in the gradebook.
- Students who miss homework because of absence will receive the opportunity to make up missed work
- If a student does not turn in an assignment on the due date, the teacher may enter an appropriate notation (i.e. M-Missing, NS-Not Submitted, AB-Absent, I-Incomplete)
- While late homework assignments will be accepted, full credit may not be awarded
- Individuals with extenuating circumstances will be dealt with on a case-by-case basis

### Late Work

- Assignments are expected to be handed in on the due date
- Due dates are needed to allow teachers to provide feedback and meet reporting dates
- If a student does not turn in an assignment on the due date, the teacher will enter an appropriate notation (i.e. M-Missing, NS-Not Submitted, AB-Absent, I-Incomplete)
- Students who consistently submit work late or not at all may be required to complete missing work on their own time or during a required structured appointment (academic detention) before, during or after school.

- Students with extenuating circumstances should make arrangements with the teacher before the due date if they are unable to complete a task by the due date.

#### **Explanation of Zeroes**

- Students need to make every effort to complete tasks in a timely manner.
- Teacher will refrain from initially assigning a zero for work that is missing
- In order to communicate to students and parents which task(s) a student needs to complete and to determine a grade and/or give feedback to students, missing assignments may be marked in the gradebook with “M” or “Mi” (which may be weighted as a zero until the student has submitted the required evidence).
- Aside from reminding students of missing work when students do not take initiative to complete required tasks, teachers may take other measures such as contacting parents and/or assigning academic detention.
- Teacher will use discretion for exceptions for extenuating circumstances
- Missing required tasks (not collected/not observed) by the end of the quarter will be taken into consideration when determining the students’ grade for that quarter (which may result in an “I” incomplete in some cases).
- Students who exhibit a chronic pattern of behavior around missing work may receive a referral for support services.

#### **Reassessment**

- Reassessments are encouraged for all students whose previous sustained performance no longer represents accurately the present level of sustained performance.
- Students must follow process outlined below to take a reassessment:
- A written request by the student, including an explanation for requesting the retake.
- The student’s demonstration of effort to attain mastery learning, which includes test corrections and being caught-up with classwork and homework
- The student must arrange with the teacher for a retake
- End-of-semester exams cannot be retaken

#### **Make-up Work**

- Students will make arrangements with teacher to complete required make-up work within a reasonable (appropriate for that particular situation) amount of time.

#### **Extra Credit**

- Extra credit opportunities may be available at the discretion of the teacher if it is aligned with the curricular learning targets, provides students with a deeper learning opportunity that gives evidence of higher achievement and is available to all students.

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