



## Grading Practices

School: Ocean Lakes HS

Subject(s): Journalism

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
- 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 will 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
- Homework is  $\leq 10\%$  of the quarter grade

### 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)
- While late assignments may be accepted, students who are tardy in their submission could be charged a penalty
- The teacher is not obliged to accept late work once the unit has been finished
- Individuals with extenuating circumstances will be dealt with on a case-by-case basis

### Explanation of Zeroes

- Teacher will refrain from initially assigning a zero for work that is missing
- An appropriate notation (i.e. M-Missing, NS-Not Submitted, AB-Absent, I-Incomplete) will be put into the grade book meaning the assignment has not been turned in
- Efforts will be made to hold student accountable for completing missing work before assigning a zero
- Teacher will use discretion for exceptions for extenuating circumstances
- Students who exhibit a chronic pattern of behavior around missing work will receive a referral for support services

### Reassessment

- A student may be permitted to retake one assignment per quarter he or she has failed within five school days of the date the failing grade was received provided he or she has demonstrated evidence of best effort on the learning leading up to the assessment
- Students must follow the retake process outlined below to take a reassessment
- A formal 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
- A parent must sign the original assessment showing they are aware of the student's score and that the student is planning to retake
- If the assignment is passed on the second attempt, the failing grade shall be removed from the grade book, and the passing grade recorded
- End-of-semester exams cannot be retaken

### **Make-up Work**

- Students will be given the opportunity to make up work for all excused and verified absences
- Immediately upon returning to school, the student must contact teachers concerning arrangements for making up work
- In the case of excused absences, students have two extra days for each excused absence not counting the day of return
- Work turned in after the allotted number of school days may receive a reduction in grade
- Assignments made at least two weeks in advance are due the day the student returns from an excused absence
- Students are expected to take a test or quiz on the day it is given, unless they have an excused absence and have missed at least two consecutive days prior to the test or quiz
- Under extenuating circumstances, the due date for this work may be adjusted at the discretion of the teacher
- An assignment given to a student for make-up purposes will be given full credit provided it satisfies the conditions for make-up work

### **Extra Credit**

- Because the journalism course incorporates newspaper club responsibilities in its curriculum for journalism 1, 2 and 3 students, editors and student journalists have the opportunity to write additional stories, take additional photographs or videos, or participate in recruiting and/or promotions for the betterment of the paper or newspaper club. Therefore, any student who writes an extra story, takes an extra photo, etc., outside of his/her normal deadline schedule, will be awarded bonus points. All students are given the same opportunities for extra credit, class preparation, and extra help.

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