



## Grading Practices

School: Ocean Lakes High School

Subject(s): TCE

Grade Level: 9-12

### Homework

- Homework usually falls into one of three categories: practice, preparation, or extension.
- Students should expect to have some homework.
- Students who miss homework because of absence will receive the opportunity to make up missed work (see also Make-up Policy).
- If a student does not turn in an assignment on the due date, the teacher will enter an appropriate notation (e.g. M-missing, NS-not submitted, AB – Absent, IA – Incomplete Assignment, etc.) in the grade book.
- While late homework assignments will be accepted, full credit may not be awarded.
- Homework that is obviously copied will result in a grade of 0 for the persons involved.
- Individuals with extenuating circumstances will be dealt with on a case-by-case basis.
- Homework is  $\leq 10\%$  of the quarter grade.

### 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 timeliness of the assignment as it relates to the current instruction.
- If a student does not turn in an assignment by the due date, the teacher will enter an appropriate notation (e.g. M-missing, NS-not submitted, AB – Absent, IA – Incomplete Assignment, etc.) will be entered into the grade book meaning the assignment is missing or has not been submitted.
- While late assignments will be accepted, full credit may not be awarded for assignments that do not honor commitments and/or deadlines.
- Individuals with extenuating circumstances will be dealt with on a case-by-case basis.

### Explanation of Zeroes

- Teacher will refrain from initially assigning a permanent zero for work that is missing.
  - Zeros and low scores (less than 50%) will be entered in the gradebook as a placeholder for assignments not submitted or due to absences. This is to ensure that the student is aware of the average grade for the course if the assignment is not submitted.

- An appropriate notation (e.g. M-missing, NS-not submitted, AB – Absent, IA – Incomplete Assignment, etc.) will be entered into the grade book meaning the assignment is missing or has not been submitted.
- Low scores may reflect incomplete assignments or assignments that have not yet been submitted but have been witnessed by the teacher.
- 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 shall be permitted to retake any major test he or she has failed within five school days of the date the failing grade was received.
- Students must follow the retake process outlined below to take a reassessment, including a written request by the student, including an explanation for requesting the retake.
- The students should have demonstrated an effort to attain mastery learning, which includes that he/she has
  - participated in class
  - completed all assignments (classwork/homework/labs/projects)
  - demonstrated evidence of best effort on the assessment and the learning leading up to the assessment.
  - Completed test corrections
  - If the test is passed on the second attempt, the failing grade shall be removed from the grade book, and the passing grade recorded (the reassessment grade may be averaged with the initial assessment)
- End-of-semester exams cannot be retaken.

### **Make-up Work**

- The timely completion of assignments is expected.
- 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.
- Work missed should be made up within the number of school days the student was absent from school.
- Work turned in after the allotted number of school days may receive a reduction in grade.
- Under extenuating circumstances, the due date for this work may be adjusted at the discretion of the teacher.

### **Extra Credit**

- Academic extra credit will not be given as a separate assignment.

- No extra academic credit may be given for bringing supplies, canned goods, or other items not associated with course and curricular objectives.
- Extra credit shall be used sparingly and purposefully as an opportunity for further learning.
- Students will not be offered extra credit if they have not completed all of the required course assignments and assessments.

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