

SMART'S MILL GRADING PRACTICES (From Smart's Mill Teacher Handbook)

*Every teacher will follow the LCPS Grading & Assessment Policy 5030 listed above. Here are some key points.

1. Teachers must record in the gradebook and provide feedback to students on all assessments within **6** consecutive school days from the date the assignment is collected.
2. Retakes are only allowed for those assessments that are worth between 10-20% of the quarter grade (Major Summatives only).
3. All retakes must take place within **10** consecutive school days after the student receives feedback from the original assessment and remediation. Reassessment may be limited to the standards not mastered by the student.
4. Students must be provided an opportunity to retake a Major Summative assessment if they score below 80% on an assessment.
5. Before a retake, formal re-teaching/remediation is required for the student. For many students, remediation and re-teaching will require teacher direction and follow through which is to be expected for the typical middle school learner. It is our responsibility to ensure that all students have access to retake assessments regardless of their motivation to participate. The parents *and* the grade level dean should be informed for any students who attempt to avoid or ignore teacher attempts to provide reteaching and additional opportunities to demonstrate knowledge.
6. It is best practice for the retake to be a different assessment format than the original and can take any format that the teacher determines.
7. Students will have the opportunity for one retake only per assessment. Additional interventions must be put in place for students who require frequent retakes.
8. The maximum score that will be recorded and calculated into the gradebook for any retake is 80%.
9. If the teacher administers any assessment where the average score for the class is below a 70%, the teacher will either make the assessment "formative" or will give all students the opportunity to retake the assessment and improve their score up to 100%, after re-teaching has taken place.
10. If predetermined by the CLT or department, the gradebook may include extra credit (cannot exceed 3% of the quarter grade) and must be based on accuracy and content.

MISSING AND LATE WORK

It is important that teachers accept late work to document learning and inform instruction. Reasonable and consistent guidelines for accepting late work must be set and communicated to students. Flexible deadlines may be required for submitting late work.

Work turned in late cannot receive a score higher than 80%. Missing work is noted with a Z in the gradebook and will include the following comment, "Late assignments will be accepted until six (6) days. Late assignments will not receive a score higher than 80%." Six (6) school days after the final due date, work will no longer be accepted by teachers and the grade will remain a Z (which is calculated as 0 for the final grade). Teachers may be flexible with this guideline. Note: No assignments or homework will be due on the weekends or on holidays. Student assignments will be due on the day the class is held (A day or B day)