

McKeel Academy Grading Policy 2022-2023

Middle School Grading Policy

Homework

Homework, “at home practice” will NOT be part of a grade. Anything assigned for students to complete at home should be practice that is directly related to instruction that is occurring in class.

Due Dates/Lock Dates

Assignments will be given a specific due date. For **Middle School** (7th and 8th grade courses), students are expected to submit the assignment by the due date. If there is an extenuating circumstance preventing a student from meeting the due date, that extenuating circumstance must be communicated to the teacher within 24 hours. Pending teacher approval, students may have a grace period of 2 days to submit any assignment not turned in on the due date. This will be the lock date for the assignment. Assignments will not be accepted past the lock date. Students with accommodations will receive their additional time.

Formative Assessments

Formative assessments are designed to measure student learning for a priority standard prior to the summative, and students will be held accountable for completing them. In order to be successful, students should complete all formative assessments by the due date assigned by the teacher.

If a student does not complete the formative by the assigned due date, the teacher will:

- Enter a Z for each student that did not turn in the assignment for any reason.
- An automated email will go out each evening for any student with a Z for an assignment - If students receive multiple Z's in different courses in a single day, parents will receive a single email notification.
- All Z's will automatically turn to a zero in the gradebook one week after the lock date. At that point, the assignment can not be submitted. Exceptions will only be made under extreme circumstances.
- No grade penalties will be given for late assignments.

Summative Assessments

Summative assessments will align with curriculum outcomes and provide information regarding student mastery. If a student does not complete the summative by the assigned date, the teacher will:

- Enter a Z for each student that did not complete the summative assessment for any reason.
- An automated email will go out for any student with a Z for a summative assessment.
- The student is expected to schedule the completion of the summative immediately after receiving email notification.
- All Z's will automatically turn to a zero in the gradebook one week after the lock date. At that point, the assignment can not be submitted. Exceptions will only be made under extreme circumstances.
- No grade penalties will be given for late assignments.

Student Reassessment

There are times when a student needs additional learning/time to master content. Instructional staff will allow for student reassessment to be consistent with the following policy: Students who earn failing grades of **D's** or **F's** on summative assessments will be provided **one** additional opportunity to demonstrate their knowledge and skills. Any other score earned by a student must receive approval from the individual teacher to be allowed to reassess.

Students will:

- Have all practice/formative assessments completed prior to the date of the summative assessment to have an opportunity to reassess.
- Communicate with the teacher to request a reassessment.

Cheating/Plagiarism

Cheating/Plagiarism on any type of assessment is considered a behavior issue and will be handled as such. Any student that is found cheating/plagiarizing will be issued a referral for the incident. Administration will determine the consequence the student will receive for the behavior. The teacher will allow the student the opportunity to demonstrate their level of understanding of the content covered on the assessment. This would be considered the student's reassessment opportunity. Students will not be allowed to reassess for subsequent incidents of cheating/plagiarizing. The final grade of the assessment should be a direct reflection of the student's level of understanding of the content, not a reflection of their behavior.

High School Grading Policy

Homework

Homework, “at home practice” will NOT be part of a grade. Anything assigned for students to complete at home should be practice that is directly related to instruction that is occurring in class.

Due Dates

Assignments will be given a specific due date. For **High School** ((9-12th grade courses), students will be required to turn all assignments in on the due date. Assignments will not be accepted past the due date. Students with accommodations will receive their additional time.

Formative Assessments

Formative assessments are designed to measure student learning for a priority standard prior to the summative, and students will be held accountable for completing them. In order to be successful, students should complete all formative assessments by the due date assigned by the teacher.

If a student does not complete the formative by the assigned due date, the teacher will:

- Enter a Z or a 0 (zero) for any assignment not completed. A “Z” would be entered for any student that will be allowed to submit the assignment past the due date.
- An automated email will go out each evening for any student with a “Z” for an assignment - If students receive multiple Zs in different courses in a single day, parents will receive a single email notification.
- All Zs will automatically turn to a zero in the gradebook one week after the due date. At that point, the assignment can not be submitted. Exceptions will only be made under extreme circumstances.
- No grade penalties will be given for late assignments.

Summative Assessments

Summative assessments will align with curriculum outcomes and provide information regarding student mastery. If a student does not complete the summative by the assigned date, the teacher will:

- Enter a Z or a 0 (zero) for any assignment not completed. A “Z” would be entered for any student that will be allowed to submit the assignment past the due date.
- An automated email will go out for any student with a Z for a summative assessment.
- The student is expected to schedule the completion of the summative immediately after receiving email notification.
- All Z’s will automatically turn to a zero in the gradebook one week after the due date. At that point, the assignment can not be submitted. Exceptions will only be made under extreme circumstances.
- No grade penalties will be given for late assignments.

Student Reassessment

There are times when a student needs additional learning/time to master content. Instructional staff will allow for student reassessment to be consistent with the following policy: Students who earn failing grades of **D’s** or **F’s** on summative assessments will be provided **one** additional opportunity to demonstrate their knowledge and skills. Any other score earned by a student must receive approval from the individual teacher to be allowed to reassess.

Students will:

- Have all practice/formative assessments completed prior to the date of the summative assessment to have an opportunity to reassess.
- Communicate with the teacher to request a reassessment.

AP Classes and Reassessments

Teachers of AP classes are not required to allow reassessments. Their grading policy will be clearly stated in their syllabus and stay consistent throughout the year.

Cheating/Plagiarism

Cheating/Plagiarism on any type of assessment is considered a behavior issue and will be handled as such. Any student that is found cheating/plagiarizing will be issued a referral for the incident. Administration will determine the consequence the student will receive for the behavior. The teacher will allow the student the opportunity to demonstrate their level of understanding of the content covered on the assessment. This would be considered the student’s reassessment opportunity. Students will not be allowed to reassess for subsequent incidents of cheating/plagiarizing. The final grade of the assessment should be a direct

reflection of the student's level of understanding of the content, not a reflection of their behavior.

Students/Parents/Guardians:

Our McKeel Online Office provides a multi-step process for completing required student information forms.

The **Student Handbook Acknowledgement form** and the **Parent/Student Contract** require electronic submission in McKeel Systems. All students and parents are required to sign these forms indicating that they have read and understand the contents of these important documents.