

McKeel Academy Grading Policy 2023-2024

Middle School Grading Policy

Your Syllabus on Canvas must include this grading policy and be located under the Syllabus tab for each course.

Relative Weight of Grading and Categories

Instructional staff will use the following policy for the relative weighting and categories used to determine grades. This weighting of categories will be set as a default in the gradebook but can be manually changed depending on teacher discretion.

- Assignments in the Formative (Preparation and Practice) category will count for 30% of the student's overall grade. This category will not include homework (at home practice).
- Assignments in the Summative category will count 70% of the student's overall grade.
- Teachers are encouraged to use a variety of formats for both Formative and Summative assessments.
- Feedback to students should be frequent and timely.
- The overall academic grade should recognize student progress throughout the term of instruction. The relative weight of work done early in the grading period should not fail to recognize content mastery that occurs by the end of the term of instruction.

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 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 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.
- If a student is allowed to submit the assignment late, no grade penalties will be given.

Summative Assessments

Summative assessments measure level of mastery and should be planned prior to instruction taking place. Teachers need to identify the goals or outcomes of a unit and ensure that the assessment is actually measuring these goals and outcomes. The summative assessment should align with curriculum outcomes and provide information regarding student mastery. Once the summative assessment is established, teachers can plan their instruction, keeping in mind the knowledge, skills and understandings they want their students to master. There should be a minimum of 3 summative assessments per quarter.

If a student does not complete the summative 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 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.
- If a student is allowed to submit the assignment late, no grade penalties will be given.

This policy should not be used to compromise the following sound educational practices:

- Teachers should develop and disseminate reasonable due dates at the time that each assignment/assessment is given.
- This policy does not grant students an implied extension simply because they feel unprepared; the student does not determine due dates, the teacher does.

- The best educational practice is for students to complete work to the best of their ability and to submit this work on due dates.
- Extensions for due dates should be requested in advance. Asking for an extension after the due date is not acceptable. Teacher discretion should always be used in determining exceptions to extensions.

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.

Teachers will:

- Communicate expectations of completion of practice/formatives in relation to the summative assessment.
- Only need to reassess concepts/skills missed (students should not be required to take an entire assessment if more than one standard is covered on the assessment).
- Only record the reassessment grade (teachers are not to average the two, only give students 70% of what they earned, etc.).
- Assign the reassessment date.

Feedback: Emphasis should be placed on teachers giving meaningful and timely feedback to students. This will help the student focus their improvement efforts. A good feedback cycle will decrease the amount of reassessments.

Cheating/Plagiarism

Cheating/Plagiarism on any type of assessment is considered a violation of our Academic Honesty Policy. Any student that is found in violation of our Academic Policy 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

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- Feedback to students should be frequent and timely.
- The overall academic grade should recognize student progress throughout the term of instruction. The relative weight of work done early in the grading period should not fail to recognize content mastery that occurs by the end of the term of instruction.

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.

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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.
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- The student is expected to schedule the completion of the summative immediately after receiving email notification.
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Feedback: Emphasis should be placed on teachers giving meaningful and timely feedback to students. This will help the student focus their improvement efforts. A good feedback cycle will decrease the amount of reassessments.

AP Classes and Reassessments

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

Cheating/Plagiarism

Cheating/Plagiarism on any type of assessment is considered a violation of our Academic Honesty Policy. Any student that is found in violation of our Academic Policy 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.