

# McKeel Academy Grading Policy

## 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 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 cannot 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 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 any assignment not completed.
- 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. Exceptions will only be made under extreme circumstances.
- If a student is allowed to submit the assignment late, no grade penalties will be given.
- **Students serving OSS will be required to take missed summatives immediately upon their return to campus.**

## 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 grade 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 (see section on Academic Honesty)

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 Honesty Policy will be issued disciplinary consequences for the incident. The teacher or 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. If the student is eligible for reassessment, this would be considered the student's

reassessment opportunity. 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 who have subsequent incidents of plagiarism or cheating will receive a zero for the assessment.

## **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 unless an exception is given. **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 cannot 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 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 any assignment not completed.
- 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. Exceptions will only be made under extreme circumstances.
- If a student is allowed to submit the assignment late, no grade penalties will be given.
- ***Students serving OSS will be required to take missed summatives immediately upon their return to campus.***

### **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 (see section on Academic Honesty):**

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 Honesty Policy will be issued disciplinary consequences for the incident. A teacher

or administrator 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. If the student is eligible for reassessment, this would be considered the student's reassessment opportunity. 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 who have subsequent incidents of plagiarism or cheating will receive a zero for the assessment.