

BROOKVILLE MIDDLE SCHOOL GRADING POLICY

Education is about learning and measuring achievement; it is not about collecting points. Students receiving D's or F's on an assessment are required to be retaught and reassessed. Students who receive A's, B's, or C's on an assessment may have the opportunity of being retaught and reassessed.

Teachers will be required to update their electronic grade books at least once weekly. Indicate in your syllabus when your grade book will be updated. There will be at least one graded assignment per week OR a minimum of 9 summative grades per quarter.

Report cards will be issued to students at the end of each quarter. Formal parent/teacher conferences will be held after the first, second, and third quarter interim grading periods from 3:30-6:30. Informal conferences may be held at any time.

The following letter system is used in reporting grades:

A (90-100) **B** (80-89) **C** (70-79) **D** (65-69) **F** (below 65)

PRACTICE: Assignments that are given as practice or are related to a new concept are **NOT** to be calculated for a grade. However, these assignments **MUST** be completed by the student. Missing assignments shall follow the make-up work/missing assignments process. See below. Formative Assessments will be included in the Grade Book under non calculated grades.

RETAKES: Students receiving a D or F on a summative assessment are required to retake the assessment in order to demonstrate mastery. In all other situations, retakes will be at the teacher's discretion. However, students must receive additional instruction and/or complete additional coursework that demonstrates they are ready to be reassessed.

Students should **NOT** receive a retake if they:

- Have missing coursework related to the assessment
- Ask for a retake prior to taking the original assessment or neglect to prepare for the assessment.
- Have not demonstrated an effort to relearn the material
- Habitually abuse the process

HOMEWORK: Teachers are expected to assign homework for students to practice concepts learned in class and/or to reflect on and apply critical thinking skills to learned concepts. Homework given as practice should **NOT** be graded but used as formative assessment. Homework used to demonstrate mastery may be taken for a grade.

MAKE-UP WORK/MISSING ASSIGNMENTS:

Goal: Teach students responsibility by requiring them to complete all assigned work and to reinforce the idea that school is about learning not making a grade or accumulating points.

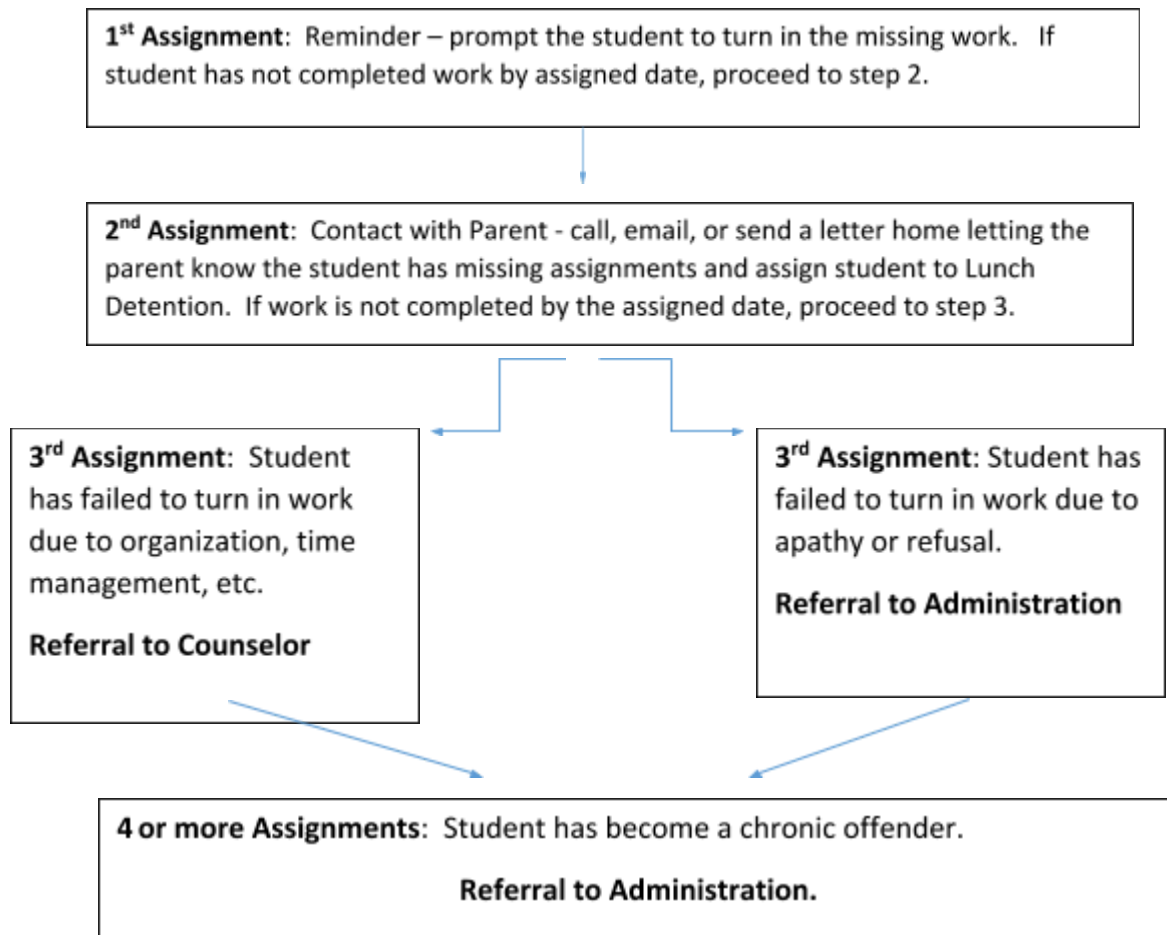
Philosophy:

- All work must be completed regardless of the reason for missing.
- It is not acceptable for students to simply take a zero.
- This is not to be a punitive process. The basis of this effort is to help students be responsible and successful academically.
- Students should not miss additional instruction in order to complete missing work.
- It is important to use this as a way to form positive relationships with the parents of our students.

Best Practices:

1. The teacher will make every effort to get work completed. Teachers may utilize time before and after school or Lunch Detention to attain missing work.
2. The teacher will contact parents via phone, letter or email in an effort to make arrangements to complete missing work. Letter templates are available in the office and through Infinite Campus.
3. Teachers are expected to utilize school counselors.

MISSING ASSIGNMENT FLOW CHART:



Once a student has been referred to administration:

- Student may be pulled from an elective or PE in order to complete work.
- ISS may be assigned.

***Assignments given as part of the retake process will be regarded as missing assignments if not completed. Teachers should use the above flow chart.

ABSENCES:

If a student is absent for more than three days, parents may arrange to pick up make-up work through the Counseling office. When make-up work is to be obtained, parents are asked to notify the school twenty-four hours in advance. Students who are absent less than three days should obtain assignments from the appropriate teachers upon their return to school. Students should work with their individual teachers to complete make-up assignments.