

Poolesville High School Grading & Reporting

February 2009

Note: This document was originally prepared and published August 2006

The following information applies to all courses offered at Poolesville High School. If you have questions about specific teacher's practices, please contact the teacher or department resource teacher. If you have general questions about the procedures, please contact Allison Wilder at [Allison C Wilder@mcpsmd.org](mailto:Allison_C_Wilder@mcpsmd.org).

All sections of the same course (all biology classes, for example) will use the same practices for reteaching and reassessment, weighing grading categories, and due dates and deadlines.

Students receiving services for special education or 504 disabilities will be afforded all accommodations and modifications as documented by individualized education programs (IEPs) or Section 504 plans.

Unique situations may arise which will require teacher and administrator discretion.

Additional information about MCPS Grading and Reporting Policy and Procedures is located at www.mcps.k12.md.us/info/grading.

Grading Procedures

1. Teachers may use letters, numbers, or other symbols to provide feedback to students about what they know and can do. Teachers will record grades with the most precision appropriate for the assignment: percentages, points earned, etc.
2. When calculating grades on individual tasks/assessments using percentages or points earned divided by points possible, teachers will not record a grade of less than 50% for student work that shows an attempt has been made to meet the basic requirements of the task or assessment, as determined by the teacher. If a student does no work the teacher will record a zero.
3. For marking period and final exam grades, teachers will round up scores to the nearest whole number when a percentage yields a decimal of point five or more.
4. Teachers will establish due dates and deadlines.
 - a. due date – the date an assignment is due in order to receive full credit
 - b. deadline- the date beyond which work will not receive any creditTeachers are expected to separate the due date from the deadline in order to increase opportunities for students to complete assignments. There may be limited exceptions.
5. Work turned in after the due date and prior to the deadline may be dropped no more than one letter grade or 10% of the grade. Work not attempted and work not submitted by the deadline will be recorded as a zero.

Reteaching and Reassessment

1. Teachers will assess learning in a variety of ways over time within a grading period.
2. Reteaching occurs when teachers or students determine that students are not meeting learning goals. The teacher determines the method and schedule for reteaching.
3. Reassessment opportunities will be offered in every course.
4. Reassessment opportunities are identified by the teacher before the original task/assessment and will occur within an instructional unit.
5. When a reassessment opportunity occurs, the teacher will provide one reassessment opportunity per task/assessment.
6. When tasks/assessments are reassessed, they may be reassessed partially, entirely, or in a different format, as determined by the teacher.
7. All students, regardless of original grade on the task/assessment, may be reassessed if they meet the following requirements:
 - a. complete the original task/assessment
 - b. complete required assignments
 - c. complete reteaching/relearning activities, as determined by the teacher
8. The reassessment grade replaces the original grade, whether higher or lower than the original grade.
9. The following tasks/assessments that indicate a final measurement of learning may not be reassessed:
 - a. end-of-course or semester exams
 - b. end-of-unit exams or assessments
 - c. final research papers, reports, or essays
 - d. culminating projects or performances

Homework

1. Teachers will only assign homework that is related to the curriculum.
2. Teachers determine and communicate the extent to which the following two categories of homework count toward the marking period grade:
 - a. Homework for practice or preparation only may account for a maximum of 10% of the marking period grade.
 - b. Homework evaluated for learning counts toward the remaining portion of the marking period grade.
3. Timely and meaningful feedback on both types of homework will be provided; feedback may take a variety of forms, as determined by the teacher.

Pinnacle Update: December 2006

Based on ILT decisions November 28 and December 5, 2006, all Poolesville High School teachers will consistently use the following codes in their Pinnacle gradebooks:

CODE	Is the student's course grade changed?	Can the student still turn in the assignment for points?	Does the assignment appear on Missing Assignments Reports?	Notes
X (exempted)	No	No- Student is exempted from the assignment	No	
Z (incomplete)	Yes; Z = 0 points in calculation of grade	Yes, until the deadline	Yes	Teachers must change Z to 0 after the deadline.
0 (zero)	Yes	No	No	Use for 1) no work submitted (and it's past the deadline) and 2) work did not indicate the student made an effort to meet the basic requirements of the assignment.
blank space	No	Use a blank for future assignments only!		