

# Cabin John Middle School Grading & Reporting Procedures

## Grading

- Teachers will assess student learning in a variety of ways over time.
- Grades will reflect what a student knows and is able to do within the curriculum.
- There will be clear and timely communication to students and parents as to the specific grading criteria for each course.
- The report card grade will remain a letter grade.
- Teachers will record grades with the most precision appropriate for the task/assessment using percentages to the nearest tenth. The final marking period grade will be rounded up to the next whole number when a percentage yields a decimal of five tenths or more.
- Students who meet *minimum standard* as determined by the teacher will receive a recorded grade of no less than 50%. If, however, a student does no work on the task/assessment or does not make an adequate attempt to meet the basic requirements of the task/assessment as determined by the teacher, the teacher may assign a zero.
- Participation that demonstrates understanding or skill can be graded. Some examples are discussions, presentations, and performances.
- Teachers will establish and communicate *due dates and deadlines* in advance.
  - *Due Date*-The date an assignment is due in order to receive full credit.
  - *Deadline*-The date beyond which work will not receive any credit.
- Teachers are expected to separate the due date from the deadline in order to increase opportunities for students to complete assignments; however, there may be some exceptions when the due date and the deadline are the same.
  - a) 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.
  - b) Work not attempted and submitted by the deadline will be recorded as a zero.
- Teachers will not award extra credit.
- Middle school *learning skills* are participation and assignment completion.
  - *Participation* that demonstrates student involvement/engagement (degree and frequency) will be reported as a learning skill.
  - *Assignment completion*, including class work and homework will be reported as a learning skill.
- Learning skills will be reported on the report card with codes of C (consistently), O (often), S (sometimes), R (rarely), and NI (not enough information).

## Homework

- Assigned homework is related to the curriculum. Effective homework varies in format.
- Homework for *practice or preparation* for instruction will be worth 5% of the marking period grade.
- Homework *evaluated for learning* will be graded and counted toward the marking period grade as a formative assessment.
- Timely and meaningful feedback on both types of homework will be provided; feedback may take a variety of forms, as determined by the teacher.
- Student administrative responsibilities are not included in the marking period grade. These tasks may include but are not limited to covering books, securing parent signatures, completing emergency cards, showing test to parents, bringing in supplies, paying lab fees.

## Grade Calculations

Category	Percent
Homework for Practice and Preparation	5%
Formative Assessments	70%
Summative Assessments	25%

## Reteaching/Reassessment

- Students or teachers may initiate reteaching when students are not meeting learning goals.
- Reassessment opportunities will be offered in every course. Teachers will communicate to students (in writing or verbally) reassessment opportunities.
- The reassessment grade replaces the original grade.
- Students will be limited to one reassessment for each reassessment opportunity offered.
- If a task can be reassessed, all students may be reassessed, regardless of grade on original task/assessment, if they meet the following requirements: complete the original task or assessment; complete required assignments; and complete reteaching/relearning activities, as determined and communicated by the teacher. A teacher may decide to reassess an entire class or individuals.
- When tasks/assessments are reassessed, they may be reassessed partially, entirely, or in a different format. Items missed on the original assessment may be reassessed immediately following reteaching/relearning or may be presented in a later assessment.
- Assessments/tasks that indicate a final measurement of learning may not be reassessed. These may include but are not limited to semester or end of course exams; end of unit assessments; final research papers, reports, or essays; and culminating projects or performances.

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