



William H. Farquhar Middle School
**GRADING & REPORTING POLICIES, EDLINE, AND
DEPARTMENT-SPECIFIC PROCEDURES**
2009-10

Grading Policies: The Report Card Letter Grade

At Farquhar Middle School, a variety of assessment methods will be used to monitor and evaluate a student's understanding of the course objectives. At the end of each quarter, the grade will reflect the student's individual mastery of MCPS instructional and performance objectives, based on multiple and varied tasks and assessments.

Graded assessments are divided into two categories:

1) Formative Assessments: Designed to determine whether students are learning what is being taught, for the purpose of adjusting instruction, reteaching, providing students with additional support or intervention, etc. Sometimes these assessments can be reassessed at the discretion of the teacher, announced before the original task. Examples include but are not limited to quizzes, tests, homework evaluated for learning, projects, essays, journals, interactive notebook evaluations, exit cards, displays, logs, etc.

2) Summative Assessments: Designed to assess whether students know and are able to do what has been taught, after instruction at the end of an instructional cycle or unit. Examples include but are not limited to unit tests, final exams, and major projects. Typically these assessments are not eligible for reassessment.

Formative and summative assessments carry different weights by course (see department specific procedures below) and will be used to determine the final report card letter grade.

Homework/Classwork

Homework/classwork will be assigned in order to preview, review, reinforce, or extend concepts in the curriculum. It is critical for students to complete homework daily, as it directly impacts their level of understanding. If a student does not understand an assignment, it is expected that s/he will make an effort to seek help from the teacher outside of class, during lunch, or through other supports (i.e. reads over notes from class, contacts homework buddy, checks Edline, asks a family member, attend Homework Club or RoadWork, etc.). Homework should be done completely and turned in on time.

There are two categories of homework/classwork:

- 1) Homework/classwork completion for **practice or preparation** (counted for **completion** only) may account for a maximum of **10%** of the marking period grade. When turned in by the deadline, this homework is given credit for completion. Teachers will use professional judgment to determine the value assigned to partially completed work.
- 2) Homework/classwork assignments that are **evaluated for learning** will count as a **formative** assessment grade in the final marking period grade. The teacher will announce ahead of time that a homework assignment will be collected and graded in order to assess student understanding of a concept.

Other homework assignments will also be given (not counted for a grade) and need to be completed on time. These assignments may be discussed with the entire class and used to informally assess student learning and reteach as necessary. Students failing to complete these assignments will not get the intended benefit.

Grading Scales **A** 100% - 90% **B** 89% - 80% **C** 79% - 70% **D** 69% - 60% **E** 59% - 50%

When calculating the final grade, departments have discretion to use total points or a percentage system. Teachers will assign a grade of no less than 50% to a task/assessment that meets minimum standards, while work not attempted or submitted by the deadline will be recorded as a zero. The report card grade does not include such items as effort, preparation, or participation. Such items will be addressed in a separate "Learning



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Skills" grade. When calculating marking period and final examination grades, the grade will round up when a percentage yields a decimal of five tenths or more.

Learning Skills

Two learning skills will appear on the report card:

- 1) **Participation** (asking and answering questions, sharing ideas, using feedback to make corrections, taking notes, seeking help when needed, and bringing necessary material to class)
- 2) **Assignment completion.** The report card will indicate whether each skill has been demonstrated consistently (C), often (O), sometimes (S), or rarely (R).

Late Work

Graded assignments will have a due date and a deadline. A due date is the date by which a student is expected to submit an assignment. Assignments not completed by the due date will drop one letter grade. The deadline is the last day an assignment will be accepted for a letter grade. Often, the due date and deadline will be the same date. If work is not attempted or if not submitted by the deadline, the student will receive a zero on the assignment. Practice homework assignments not completed on time may not be counted for completion credit.

Reassessment, Reteaching, & Retaking/Revising Assignments

Assessments or tasks that provide measures of student progress within an instructional unit may be reassessed. Unit assessments, and other assessments that indicate a final measurement of learning, like end of course exams, may not be taken over. The following summative assessments may not be reassessed:

- End of course tests/quizzes, summative assessments, semester exams
- MCPS Final Exams
- Final research papers, reports, or essays
- Culminating projects or performances
- Unit tests (some exceptions possible in components of Math 6, 7 & Algebra Prep)

The revision/retaking of work or assessments will be determined on an individual assignment and/or student basis, as determined by the teacher. Assessment may only be reassessed one time, and may be reassessed partially, entirely, or in a different format. The new grade will always *replace* the original grade. Reassessment opportunities are identified by the teacher. Students may be reassessed if they meet the following requirements: completed required assignments, completed original assignment, completed reteaching/relearning activities as determined by the teacher. Reassessment must be scheduled within the instructional unit.

Special Education: Teachers will collaborate with case managers to determine the appropriate amount of extended time for students with IEPs.

Absence Policy: An excused absence extends the due date and deadline by the number of days missed. For example, if a student is not in school for two days due to an excused absence, he/she will have two days to make up the missed work. Students should be encouraged to use Edline when absent to identify makeup assignments.

Department Specific Procedures

A variety of assessment methods will be used to monitor and evaluate a student's understanding of the course objectives. At the end of each quarter, the grade will reflect the student's individual mastery of MCPS instructional and performance objectives, based on multiple and varied tasks and assessments.

Graded assessments are divided into two categories:

- 1) **Formative Assessments:**
- 2) **Summative Assessments**



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There are two categories of homework:

- 1) Homework for ***practice or preparation*** (counted for **completion** only) may account for a maximum of **10%** of the marking period grade. When turned in by the deadline, this homework is given credit for completion. Teachers will use professional judgment to determine the value assigned to partially completed work.
- 2) Homework assignments that are ***evaluated for learning*** will count as a ***formative*** assessment grade in the final marking period grade. The teacher will announce ahead of time that a homework assignment will be collected and graded in order to assess student understanding of a concept.

ENGLISH/Reading 6:

Grade Category	Weight in Final Average
Homework Completion	10%
Formative Assessments	50%
Summative Assessments	40%

- All compositions should be submitted and completed by the deadline whether or not the student met the due date. The deadline is the last day the paper will be accepted, and the paper will be assessed for the grade at that time.

SCIENCE

Grade Category	Weight in Final Average
Homework/Classwork Completion	10%
Formative Assessments (graded homework, quizzes, labs)	50%
Summative Assessments (unit tests, projects, exams, etc.)	40%

SOCIAL STUDIES

Grade Category	Weight in Final Average
Homework Completion	10%
Formative Assessments (graded homework, quizzes, interactive notebook evaluation, exit cards,)	50%
Summative Assessments (unit tests, projects, exams, etc.)	40%

MATH:

Middle School Math 6, 7, IM, Algebra Prep

Grade Category	Weight in Final Average
Homework Completion	10%
Formative Assessments (graded homework, quizzes, etc.)	65%
Summative Assessments (unit tests)	25%

High School Algebra*

Grade Category	Weight in Final Average
Homework Completion	10%
Formative Assessments (graded homework, quizzes, etc.)	60%
Summative Assessments (unit tests)	30%



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High School Geometry*

Grade Category	Weight in Final Average
Homework Completion	10%
Formative Assessments (graded homework, quizzes, etc.)	40%
Summative Assessments (unit tests)	50%

*** In high school courses, the semester final exam is counted as a separate grade on the report card and is averaged into the final semester grade @ 25%.**

- Homework is assigned nightly and is due the next day. The due date and deadline are the same unless otherwise noted. Reteaching takes place daily in class as solutions are shared and discussed.
- Showing all required steps on daily homework, practice assignments, and graded assessments is expected.
- When a reassessment opportunity has been identified, students should utilize the best practices above to correct the assessment, consult with a teacher.

HIGH SCHOOL FOREIGN LANGUAGE

Grade Category	Weight in Final Average
Homework Completion	10%
Formative Assessments (graded homework, quizzes, etc.)	50%
Summative Assessments (unit tests, exams, etc.)	40%

ELECTIVES

Elective classes will provide students with course specific policies and procedures to ensure all grades are reflecting mastery of curricular objectives. Calculation of the report card grade and specific procedures regarding assessment of homework, due and deadline dates, and reteaching and reassessing will vary by the elective course. In general, depending on the elective course:

Grade Category	Weight in Final Average
Homework Completion	10%
Formative Assessments (graded homework, quizzes, etc.)	50%
Summative Assessments (unit tests, exams, etc.)	40%

PHYSICAL EDUCATION/HEALTH:

Physical Education grades are based on academic achievement of course outcomes. Report card grades will be based on the following:

Physical Education

Grade Category	Weight in Final Average
Homework Completion	10%
Formative Assessments Personal and Social Responsibility Concepts, Daily Objectives, Fitness/ Movement Concepts	50%
Summative Assessments (Application of Fitness/ Movement Concepts)	40%

Health

Grade Category	Weight in Final Average
Homework Completion	10%
Formative Assessments (graded homework, quizzes, etc.)	50%
Summative Assessments (unit tests, exams, etc.)	40%



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INTERVENTION CLASSES

Grade Category	Weight in Final Average
Homework Completion	10%
Assessments	90%

Questions? Please contact the subject area department chair:

English	Adam Heifetz Adam_M_Heifetz@mcpsmd.org
Reading	Marcie Leibowitz Marcie_J_Leibowitz@mcpsmd.org
Math	Carla Britt Carla_R_Britt@mcpsmd.org
Social Studies	Michael Whiteford Michael_C_WhitefordJr@mcpsmd.org
Science	Jeff Levine Jeff_A_Levine@mcpsmd.org
Foreign Language	Jennifer Stanton-Brand Jennifer_Stanton-Brand@mcpsmd.org
Physical Education	Rick Eisenacher Richard_L_Eisenacher@mcpsmd.org
Electives	Linda Lindstrom Linda_O_Lindstrom@mcpsmd.org
Special Education	Kathy Finan Kathleen_A_Finan@mcpsmd.org

EDLINE: ALL STUDENTS AND PARENTS MUST HAVE ACCOUNTS!

Edline

All parents and students must have an active Edline account (one parent account per family). Edline is a web-based application that allows parents to monitor student performance, check grades online, and communicate with teachers. Valuable information is posted weekly by teachers so that parents and students can stay up-to-date with upcoming assignments, tests, and due dates. Also, in the event of an emergency or extended student absence from school, Edline is the primary means by which teachers will provide assignments to students. Thus, it is imperative that all students and parents have active Edline accounts (see below for account activation instructions). Questions? Contact [Beth A Hopkins@mcpsmd.org](mailto:Beth_A_Hopkins@mcpsmd.org).

Please note that according to MCPS policy teachers have up to three weeks to enter an assessment into Edline. While in many cases grades are entered within a few days, please be aware of possible time delays. Please be aware that the grade in Edline should be considered a "work in progress" and not a determination of a final grade. Errors will be made and occasionally a "O," "X" or "Z" will appear while the assignment is pending. If there is a question about a grade in Edline, parents are encouraged to first talk to their child and have the child talk to the teacher. While Edline is a valuable tool to keep parents apprised of student progress, the volume of *Edline* inquiries that teachers receive from parents is extremely high. Thus, we are asking parents to keep this in mind so that teachers can efficiently manage the volume of grading, posting assessments to *Edline*, and responding to parent inquiries. The best way to communicate with teachers is by email. After exhausting all options above, parents should feel free to email a brief inquiry to the teacher and expect a response within two business days.



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EDLINE INFORMATION
PARENT ACCOUNT ACTIVATION INSTRUCTIONS



Farquhar MS will continue to use Edline to enhance communication among parents, students, and teachers about your child's academic progress.

Edline is a Web-based classroom-to-home communication system available through the Internet and requires a valid user name and password to access student information. If Internet access is not available from home, any computer with

Internet access may be used—at your local public library, school media center, or community center. Teachers will continue to use other means to communicate student progress for families without Internet access.

Parents and students will have separate Edline accounts. Parent accounts can be linked to each enrolled student. Student achievement information, such as individual assignment and assessment (class quizzes and tests) scores and current course averages are available for each class. Teachers at Farquhar MS will also be using Edline to post assignments and calendar dates.

Teachers will enter grades within three weeks of each assignment's due date. If specific circumstances necessitate more than three weeks, schools will communicate this information and indicate the date when the grades will be posted. All grades are automatically posted to Edline from the teacher's electronic grade book every Sunday through Thursday evening. A key to special scores used for grading can be found on the Edline site.

Please refer to the instructions below to activate your Edline account. If you have more than one child in a participating school, be sure to carefully follow the instructions for setting up an account. Remember that the activation code below is for your exclusive use; students will have separate accounts that will be activated at school. Once you activate your Edline account on the secure Web site listed in the instructions below, you will be able to access your child's grades. Additional help and translations of this document are available at <http://www.montgomeryschoolsmd.org/departments/oars/activate.shtm>. Printed copies of the translations also are available at school.

To Activate Edline:

1. Go to http://www.edline.net/pages/montgomery_cps.
2. Click on **CLICK HERE IF YOU HAVE A NEW ACTIVATION CODE**.
3. Enter your activation code and click on **ENTER**.
4. Repeat step 3 for each activation code you receive.
5. Click on **HELP** for an explanation or to print the activation process.

If you have any questions or need assistance in establishing your Edline account, please contact Beth Hopkins, webmaster at [Beth A Hopkins@mcpsmd.org](mailto:Beth.A.Hopkins@mcpsmd.org) or 301-924-3100.