

## ENGLISH DEPARTMENT GRADING POLICY

Following the MCPS Grading and Reporting Policy, grades will reflect individual achievement of the MCPS Standards for a specific marking period and unit of study. Grades will be recorded using scores, with the lowest grade being a 50% for an attempted assignment that meets minimum standard. A student's final grade will be calculated using the following categories:

Category	Percentage of Final Grade	Description
Summative Assessments	30%	Summative assessments include end of unit assessments, projects, major quizzes, etc...
Formative Assessments	60%	Formative assessments include graded class work, exit passes, quizzes, graded homework assignments, etc...
HW for Practice and Preparation	10%	Homework assignments assigned to allow students to practice a new skill and prepare for the next day's lesson and reading practice.

\* No one assignment in any category will count for more than 25% of the final grade.

**Late and Missing Work:** Every assignment will have a **due date**. This is the day by which students are expected to turn in the assignment. The grade may be dropped one letter grade if it is not turned in by the due date. The **deadline** is the last day an assignment will be accepted for a grade. **Students will not receive credit for an assignment turned in after the deadline.** Work not submitted by the due date **or that does not meet minimum standard** will be considered *missing* and recorded as a "z" in the online grade book. Work that is not turned in by the deadline will receive a score of "0" (zero) in the online grade book. **In some cases, it is necessary to make the due date and deadline the same day. Teachers will provide prior notice to students if this is the case.** Due to extenuating circumstances, a student may be excused from completing an assignment. The letter "x" in the online grade book signifies that the student has been excused from the assignment and their grade will not be affected.

**Re-teaching and Reassessment:** Reassessment opportunities will be identified by the teacher when assignments and assessments are given. Only one reassessment opportunity will be offered to all students per assignment or assessment. In order for reassessment to occur, the student must have completed at least 50% of the original task and must complete the required re-teaching/relearning activity determined by the teacher. **The reassessment grade will replace the original grade.**

**Learning Skills:** Learning skills scores will be recorded on each marking period report card. Learning skills are divided into two categories: Participation (asking questions, giving ideas, using feedback, engaging in learning) and Assignment Completion (completing all homework and class work assignments). Learning skills will be recording using the following scores: **Consistent, Often, Sometimes, Rarely, Not Enough Information.**

## ENGLISH DEPARTMENT EXPECTATIONS

Students are expected to come to class everyday prepared to learn. Students should come to class everyday with the following required materials:

- 3 inch, three-ring binder with at least two pencils, a blue or black ink pen, and paper
- Assigned text and independent reading selection (AR)
- Agenda book/planner to record homework

Teachers will communicate with parents through Edline, progress reports, interims, report cards, student's agenda book, email, and phone calls. Please do not hesitate to contact your child's teacher with any questions or concerns.