

WESTLAND'S GRADING AND REPORTING STANDARD OPERATING PROCEDURES

Assessments

- 4 formatives (minimum per quarter)
- 2 summatives (minimum per quarter)
 - 30% category, minimum of 2 assessments
 - 40% category, minimum of 3 assessments
 - 50% category, minimum of 4 assessments
- No one assignment should count for more than 15% of a student's overall grade
- Plan formative and summative assessments with course alike counterparts to:
 - Ensure consistency in the number and type of assessments given
 - Ensure that planning and consideration is given to the weight or total points of assessments
 - Ensure consistency in the content being assessed

Re-teach/Reassess

- STAR appointments can be used for re-teaching and reassessing
- Reassessment opportunities should be identified by the teacher before the original task/assessment and occur within an instructional unit
- Only one reassessment opportunity should be offered per task/assessment
- Reassessment opportunities should be offered in every course

Edline

- Homework and assignments must be posted on a DAILY basis
- If no homework is assigned for a night, post NO HOMEWORK ON (and put the date)
- On the 'document title' line, include the DUE date for the assignment. This makes the due date very clear for students.
 - Example – Complete World Studies worksheet 5.1 DUE 12/15/11
- Due dates MUST be included when entering an assignment in Gradebook. This data transfers directly from Gradebook to Edline

Grading

- **Teachers should aim to update grades through Pinnacle within two weeks of administering or collecting an assessment, but no longer than three weeks**
- A teacher assigns a grade no lower than 50% to a task or assessment
- If a teacher determines the student did not attempt to meet the basic requirements of a task or assessment, the teacher may assign a zero

Report Cards

- Attendance must be included
- Participation information must be included (C, O, S, R, NI)
- Assignment completion information must be included (C, O, S, R, NI)

Curriculum

- Ensure consistent implementation between course-alike classes

Homework/Practice

- Homework for practice or preparation for instruction may account for a maximum of 10% of the marking period grade. Homework evaluated for learning should be graded as an assessment and counted in the other grading categories.
- **When a good faith attempt has been made by the student, full credit should be given for the homework regardless of the accuracy, quality, or completeness.****

- Minimum number of assignments per quarter will be discussed in departments

Additional Homework / Practice Guidelines :

- **Teachers can request that Students have their parents sign their homework after they have worked on it for 20 minutes to indicate that they have put forth adequate effort toward completing the daily homework assigned.**
- **Students enrolled in High School Level classes may be expected to spend up to twice as much time completing HS Level homework.**
- **Projects and Essays are assigned with a deliberate amount of lead time so that students can complete these kinds of assignments over a number of days.**
- **Parents are invited to contact their student's teachers if there are any individual questions.**