



# Salyards Middle School

## 2022-2023

### LATE WORK PROCEDURES

It is always a Salyards expectation that students will complete and turn in in all assignments within the timeline set by the teacher.

Benefits of turning work in on time:

- The student will increase test, project, progress & report card grades.
- The student is prepared and able to participate in class.

*According to CFISD grading pillar, grades in the gradebook should reflect mastery of content.*

- 10 points will be deducted from the grade each day the assignment is not turned in for a maximum of 30 points (3 days late). If the assignment is not turned in by the 4th day, the grade is a zero.

#### **Parent Communication of Late Work:**

- All check for understanding assignments (daily grades) must be turned in by Progress Report deadline to receive any credit. Any assignment not turned in by the Progress Report deadline will be given a grade of "0" to indicate it may no longer be turned in for credit.
- Late work will not be accepted during the final week (5 school days) of the grading period. Teachers and students will plan accordingly.

#### **Opportunity Lab: (Tues - Thurs, 3:15-4:00 pm)**

Opportunity Lab is available by teacher invite only for those students who need to complete or make up assignments, tests, need extended time, etc. without direct teacher intervention. Teachers will send home a permission slip to be signed by a parent/guardian if a student has been invited to Opportunity Lab.

Opportunity lab will be run by the curriculum team and administrators. Students will be allowed to ride the late bus home.



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### RETEST/REDO PROCEDURES

*The following criteria should guide retest/redo practices.*

#### Summative Assessment:

A student will be allowed **one** opportunity per grading period in each course to retake a test (Summative Assessment) for which he/she earned a failing grade (a grade below 70).

- The highest grade a student can earn on a test retake will be a 70. A student may not earn a grade lower than the original grade.
- Prior to retesting, the teacher will require the student to participate in one of the following: tutorial attendance, study group, test correction, etc.
- Projects/Papers assigned two or more weeks prior to the due date are NOT eligible for resubmission.

#### Relevant Application:

A student will be allowed **at least one** opportunity per grading period in each course to redo a Relevant Application for which he/she earned a failing grade (a grade below 70).

- The highest grade a student can earn on a redone relevant assessment will be a 70. A student may not earn a grade lower than the original grade.

#### Checking for Understanding:

A student will be allowed **at least one** opportunity to redo one daily grade or class assignment (check for understanding) for which the student received a failing grade.

- The highest grade a student can earn on a redone checking for understanding will be a 70. A student may not earn a grade lower than the original grade.

***DPMS or Benchmarks are NOT eligible for retest/redo opportunities***

#### General Information:

- An assignment that was never turned in is subject to late work guidelines.
- Assignments that are failing because of the late work guidelines are not eligible for redo.
- Grading closes at the end of the grading period

#### Parent communication of Retest/Redo Opportunity:

In an effort to communicate retest/redo opportunities with parents, the student's grade will reflect the grade earned plus .1 (example: grade earned 70%; grade recorded 70.1%)