



## GRADING GUIDELINES 2021-2022

### MISSING / LATE WORK PROCEDURE:

- It is always our expectation that students complete and turn in all assignments within the timeline set by the teacher.
- **5 points** will be deducted from the grade each day the assignment is not turned in for a maximum of 20 points (4 days late). If the assignment is not turned in by the 5<sup>th</sup> school day, the grade is a zero.
- Parent Communication of Late Work
  - ✓ In an effort to communicate late work concerns to parents, the student's grade will reflect the grade earned plus .1 (example: grade earned after late work points are deducted = 80%; grade recorded = 80.1%).
  - ✓ A "O" indicates non-mastery of skills/content or an assignment never turned in.
  - ✓ A "Z" in the gradebook indicates the student has not submitted his/her assignment. The assignment(s) will be calculated as a zero if not submitted within the allotted amount of time. If the student does not turn in the late assignment by the 5<sup>th</sup> school day, the "Z" will be replaced with a "O".
- When an assignment is not turned in on time, the teacher will enter the "Z" into the gradebook as soon as possible. This will allow the student and parent to see what the average will remain if the assignment is not submitted at all.
- Since late work will not be accepted during the final week (5 school days) of the grading period, teachers and students will communicate and plan accordingly.
- Late work will not qualify for a Retest/Redo opportunity.