

## LJMS Grading Policies 2020-2021

### Grading Philosophy

In the LJMS Professional Learning Community, the focus is on student learning.

- A student's grade should communicate academic achievement: what the student knows and is able to do as measured against the learning standards of the course.

### Grading Policy

At Jackson we are adopting a rolling gradebook. A rolling gradebook allows for progress towards a final mark that captures the total picture of student grades, regardless of length of quarter or number of assignments in each quarter. A student's final grade is determined by a combination of all assignments & assessments throughout the year, regardless of the quarter the work was completed, and is not an average of quarter marks.

**Cumulative** - Grades from each quarter carry over and build upon the previous quarter.

**Quarter grades** are a snapshot of a student's current progress in the course and demonstrate performance to that date, not just the quarter.

**Final grades** are determined by a combination of all assignments and assessments throughout the year, regardless of the quarter the work was completed.

### Grading System

#### *School Wide Grade Book Categories*

Category Type	%
Major Work (inclusive of Projects, Labs or Assessments)	40%
Classwork/Asynchronous Work (Practice/Extensions)	50%
Participation	10%

### Classwork/Asynchronous Work (Practice/Extensions)

In distance learning, "classwork" guides students in learning activities that they can then duplicate in an asynchronous setting. Teachers should consider students' asynchronous work as an extension of their lessons, which includes practice and extension activities that are completed asynchronously. Classwork as a whole accounts for the majority of the grade. There should be many more practice opportunities/assignments within that grading category.

### Participation Opportunities

In distance learning, "participation" should serve as an opportunity for students to process and/or reflect on content in their learning and those activities will be referred to as "participation".

### Late Work

We believe that the ideal consequence for not completing asynchronous work is to complete the work.

#### **Notes:**

- Late **classwork** may be turned in **four weeks** after the due date for full credit.
- Late **major work** may be turned in until **June 2021 or end of the semester for semester courses** for full credit.
- **For high school credit courses**, major missing/late work completed from a previous quarter can have a max score of 63%.

### Missing Work

We believe that the ideal consequence for not completing asynchronous and synchronous work is to complete the work. For missing assignments, the comment code (M) should be recorded in the gradebook. Students will be given opportunities to complete assignments.

### Gradebook Comments

Comment	Comment Code
<b>Missing</b> - may still be turned in for credit	<b>M</b>
<b>Late</b> - NO penalty will be applied. ***	<b>L</b>
<b>Absent</b> - Student was absent, work must be completed	<b>AB</b>
<b>Excused</b> - excused from doing the assignment	<b>EXC</b>

### Retakes For Assessments

The main goal is to promote student learning. Providing these retake opportunities puts the focus on continuous improvement and achieving mastery.

#### **Notes**

- For **major assessments**, any student who completes corrective action determined by the CT should be given at least one new opportunity but no more than two, to demonstrate proficiency.
  - Corrective action may include test corrections, student reflection, or alternative practice as determined by CTs.
  - Any student who receives below a 70% will be invited to Monday intervention for teacher directed corrective action.
- Since all students are afforded the new opportunity, the highest grade shall be recorded in the grade book.
- Retakes should be given either asynchronously or during Monday intervention times.
  - Retakes should occur within 2 weeks of the assessment date.

### Extra Credit Policy

Due to the virtual learning environment, students will be provided multiple opportunities for work completion. As a result, no extra credit will be given to students.

### Attendance

Students have a responsibility to attend school on a regular basis. Attendance in school allows for participation in class activities that will equip students with the essential knowledge to be successful in a course. The following procedures and policies pertain when an absence is necessary:

- Any pre-arranged absence must be reported to the school in advance of the days to be missed for approval by an administrator. In the case of pre-arranged absences, students will hand in all previously assigned work due during their absence on the day they return.
- Unexpected absences (illness, family emergency) must also be reported. Failure to report to the school within 48 hours of the absence will be considered an unexcused absence. Frequent absences may result in disciplinary intervention, including contact with the school attendance officer.
- **Students who are absent for two or more consecutive days are responsible for contacting the teacher to arrange a make-up schedule.**
- On **Mondays**, in order to be marked 'Present,' all LJMS students are required to access their grade level Google Classroom to complete and submit a Monday Attendance Reflection Assignment by **12:30pm**. Failure to complete this assignment will result in an Unverified Absence. Tuesday-Friday, attendance will be taken by teachers during each period.

### Honor Code

Giving credit for research or other work done by others is a matter of respect. Cheating and plagiarism are violations of honesty. The Honor Code is designed to increase awareness of the importance of academic integrity and the

consequences of plagiarism and cheating at Jackson MS. Honor Code: "I pledge that I have neither given nor received unauthorized assistance on this assignment."

Cheating includes such things as:

- copying another student's homework
- looking on another student's test or quiz to obtain answers or allowing another student to obtain answers from one's own
- providing test questions and/or answers to other students outside of class after taking the test
- using unapproved materials to complete a test or assignment
- using electronic devices (cell phones) to save or transmit answers
- writing answers on clothing, hand, arm and other parts of the body
- unauthorized possession of a test

Plagiarism includes such things as:

- copying content from any sources, including websites or other students
- copying any words or ideas from another source without giving appropriate credit in a citation
- paraphrasing or using the work or words of another, including but not limited to, quotations, graphs, statistics, charts, images, opinions, or theories, without giving appropriate credit in a citation

### Consequences of Cheating or Plagiarism

If a student is caught cheating or plagiarizing, the assignment or assessment will be listed as Missing in the gradebook. The work may be made up by the student doing another assignment at the discretion of the CT. In addition, the student's parent or guardian, as well as the appropriate grade level administrator, will be notified of the violation for possible disciplinary consequences.

For severe or repeated incidents of cheating or plagiarism, the teacher should submit an office referral to the appropriate grade level assistant principal. The administrator will assign an appropriate consequence.

### Reporting to Parents

Progress reports are automatically sent to parents every week. Parents are encouraged to regularly check SIS ParentVue to see their students' grades.

### Honor Roll

Honor rolls are posted at the end of each nine week grading period. They are as follows:

- ALL A HONOR ROLL: All A grades
- A-B HONOR ROLL: No grade below a B