

Due Dates and Deadlines

- Teachers will establish due dates and deadlines. Teachers are expected to separate the due dates from the deadline; however, there may be some exceptions when the due date and deadline are the same.
 1. Work turned in after the due date and by the deadline may be lowered no more than one letter grade or 10 percent of the grade.
 2. Work submitted after the deadline will be recorded as a zero.

Grades No Lower than 50 Percent

- When using points or percentages, a teacher may not assign a grade lower than 50 percent to the task/assessment with the following exceptions:
 1. If a student does no work on the task/assessment, the teacher may assign a zero.
 2. If a teacher determines that the student did not attempt to meet the basic requirements of the task/assessment, the teacher may assign a zero.
 3. If the student submits work after the deadline, the teacher may assign a zero.

Reteaching/Reassessment

- Reteaching occurs when the teacher or student determines that students are not meeting learning goals.
- Reassessment opportunities are identified by the teacher before the original task/assignment and occur within an instructional unit. Only one reassessment opportunity is offered per task/assignment.
- Reassessment opportunities will be offered in every course.
- When tasks/assignments are reassessed, they may be reassessed partially, entirely, or in a different format, as determined by the teacher.
- Some assessments/tasks may not be reassessed including end-of-course or semester exams; assessments that end an instructional unit or period of study (with the exception of end-of-unit assessments for Math A, B, and C); final research papers, reports, or essays; or culminating projects or performances.
- The reassessment grade replaces the original grade.

Homework

- Homework for practice or preparation for instruction may account for a cumulative (or total) maximum of 10 percent of the marking period grade. When turned in by the deadline, this homework is given credit. Teachers will use professional judgment to determine the value assigned to partially completed homework.
- Homework evaluated for learning counts toward the remaining portion of the marking period grade.

Summary

- As we begin another school year, we would like to remind you to review the attached grading and reporting procedures with your staff members, students, and parents. These procedures align with Montgomery County Board of Education Policy IKA, *Grading and Reporting*, and were developed through a collaborative process that involved principals, teachers, parents, and central services staff members. In effect since the 2006–2007 school year, the procedures are designed to promote consistency within and among schools.
- More information about secondary school grading and reporting procedures can be found at http://www.montgomeryschoolsmd.org/uploadedFiles/info/grading/SEC_GradingProcedures.pdf.
- Grading should promote the following:
 - Meaningful feedback on student achievement to students, parents, teachers, administrators, and the school system.
 - Accurate reflection of student achievement outlined in Montgomery County Public Schools curriculum.
 - Formal reporting, indicated by letter grade.
 - Fair representation of a student's performance on a variety of measures over time.
 - Clear and timely communication to parents and students as to the grading criteria.
 - Accurate and precise records that support reported achievement.
 - Consistency within and among schools.