



Pelham Park Middle School

Grading Procedures

Philosophy

The primary purpose for grading is to communicate with students and parents about student academic performance, college and career readiness, and student responsibility. An academic grade should reflect the teacher's most objective assessment of the student's academic achievement.

Quantitative Grading Practices

- Formal Assessments = 60% (at least 3 required and are given at times directed by the teacher)
- Informal Assessments = 30% (it is suggested that one grade per week be taken)
- College/Career Skills = 10%

**Grades are typically updated weekly in INOW*

Redo Procedure

All students are allowed **one** redo of a formal assessment per nine weeks. The redo may be different while addressing the same academic standards as the first assessment. Please note the following steps must be completed:

1. Upon receipt of a formal assessment grade posted in INOW, the student has 3 days to formally request a redo using the "Request for Redo" form.
2. A "Request for Redo" form must be completed by the student and relearning opportunities approved by the teacher before a redo can be attempted.
3. After the student and teacher have confirmed a deadline and signed the form, the student must have a parent signature to complete the request.
4. Completed evidence of relearning will be given to the teacher, along with the signed form, in order for the request to be honored.
5. The student may then complete the redo within the timeframe given by the teacher. Once all criteria are met, the redo grade will replace the original grade.

Minimum Grade procedure

- Minimum grade is 50% for reasonably completed work.
- Incomplete work will receive "INC" in INOW **which will average in as a zero until completed.**

Late Work procedure

- Reasonably completed late work will result in a penalty of 10% per day for up to three days. For reasonably completed work turned in after the third day, the grade will be recorded as a 50%.
- All work must be submitted within the nine weeks grading period in which it was assigned.
- Excused absences will follow the procedure listed in the Code of Conduct.

Extra Credit

- Due to extended deadlines and redo procedures, no extra credit will be given.