

## SCHOOL-WIDE GRADING PROCEDURES

CMS's building wide grading practice will be as follows:

- **Due Date** = Full Credit.
- **Late Work** = 10% reduction from earned grade
- **Missing work** will be reflected in Campus as an "M" .
- **End of Quarter Credit** (cut off date determined by teacher) = A minimum grade of **60%** for work handed in that is completed to a standard. **Students must make a legitimate attempt to complete all components of an assignment and demonstrate understanding of the concept to earn this credit.** This same standard (60%) applies to work completed prior to the end of quarter cut off.
- **Zero percent** still will be given to kids who do not hand anything in, or hand in something that shows little to no mastery or effort once the end of quarter date passes.
- **Retests / Re-dos:** 80% is considered mastery. Students who score below 80% on major summative assessments (ex: tests, papers, projects; NOT daily work or quizzes) may request permission to retest or resubmit their work. Students may then earn up to 80% on a retest grade. Some summative assessments may not be open for resubmission (ex: end of semester exams) as determined by the professional judgment of the classroom teacher. Teachers may also determine a "deadline" date for work resubmission.
- **Campus recording:** As a general guideline, teachers are expected to enter smaller assignments and formative grade checks within five school days of a due date. Larger projects and tests should be entered within a 5-8 school day window. Late/missing work should also be recorded as no longer missing within one week's time.
- **Academic Dishonesty** will be handled in accordance with CMS's academic honesty code. The code is listed below and should be taught to students during Connect.
- **Summative / Formative Assessments:** Teachers are expected to have a *minimum* of 70% of their final grades determined by summative assessments.

### CMS's Academic Honesty Code

Academic honesty and integrity require shared responsibility amongst students, parents, and staff to ensure high standards that support student learning. Violation of CMS's academic honesty code includes, but is not limited to, using cheat sheets, writing on desk or hand, copying, having excessive assistance from another person, providing excessive assistance to another person, or any other activity that is generally considered to be dishonest or undermine the learning process. All work submitted for credit in any class at CMS is expected to have been produced by and be the original work of the student submitting it. Students who cheat on formative assessments (daily work or "practice" assessments) will redo their work for credit not to exceed 59%. Students who cheat on summative assessments (tests, projects, labs, essays, etc.) will redo their assessment in a format decided upon by the teacher for credit not to exceed 75%. Furthermore, students will meet with administration to determine consequences and create a plan that includes evidence of further preparation before resubmission of said work or retesting. Parents will also be contacted and included in this process.