



Grading Practices

School: Landstown Middle School

Subject(s): Keyboarding, Keyboarding Applications

Grade Level: 7th, 8th

Homework

Discussed with teacher on an individual basis.

Late Work

Students should make every effort to submit work by the assigned due date; however, in the event that the student misses the due date, the student should work with his/her teacher to submit the assignment as soon as possible. Students may be required to participate in Administrative Academic Detention (after school) to complete any missed work.

Explanation of Zeroes

A designated code in the gradebook will be used to communicate missing work. When an assignment is missing, the code **Mi** (Missing) will be temporarily recorded averaging as a 0. Once the assignment has been made up, the updated grade will be reflected in the gradebook. If the assignment remains incomplete, it will remain a 0 with no code attached.

*All missing work must be submitted one week prior to the end of each grading period.

Reassessment

Students who receive a failing score on any summative assignment will be given the opportunity to be reassessed provided that the student meets the following:

- Participated in class
- Completed all assignments
- Demonstrated appropriate effort

Make-up Work

When a student is absent, the student should request missed work and the teacher will provide all relevant assignments. The number of days a student has to turn in make-up work will equal the number of days the student was absent. Teachers will take into consideration a student's individual circumstances.

Extra Credit

Extra credit will not be accepted.

For additional information, please access the [VBCPS Grading Guidelines for Secondary Schools](#) on vbschools.com.