Wakefield Middle School is committed to maintaining rigorous performance and achievement standards for all students and to providing a fair and consistent process for evaluating and reporting student progress that is understandable to students and their parents and relevant for instructional purposes. Grades are an essential way to communicate student achievement. Grades will reflect a student's achievement in regards to the learning objectives defined for the class.  
  
**GENERAL GRADING POLICY:**  
  
The purpose of our grading system is to appropriately and consistently measure and communicate an individual student's level of mastery of defined learning objectives.

* Students are expected to complete and submit work on time.
* Parents are expected to actively monitor student performance by checking grades in Parent Portal at least every two weeks. Families without internet access may request grade reports from the school data manager.
* Students will receive an interim in each class at the midpoint of each quarter.
* This policy provides students the opportunity to receive some credit for late work completed correctly; however, students will earn a zero when they do not submit an assignment.
* Student grades will not be negatively impacted by non‐academic or non‐curricular variables (such as no name on the paper, wrong size paper, parent signature, etc.), except when items are specifically addressed in a rubric for a formal paper or project.
* All late work must be submitted at least five days prior to the end of the quarter.
* Cheating is a violation of the WCPSS Code of Student Conduct and will be addressed through the Wakefield Middle School discipline plan. Teachers may also assign an alternative assessment/activity.
* Teachers will update grades in the PowerSchool System every 2 weeks.
* Grading Scale:    A 90-100    B 80-89     C 70-79     D 60-69     F Below 60

       \*Performance on the End-of-Course tests count as twenty-five percent of the final grade for students enrolled in high school courses.

* Core Content Teachers will use the following distribution to calculate grades:
  + Classwork 25%
  + Quizzes 35%
  + Test/Major Projects 40%

 Non-Core class teachers (electives) will communicate their grade distribution calculations individually at the beginning of each semester.

**HOMEWORK:**

* Homework will be assigned on a daily basis as needed. Per Board Policy, research-based guidelines indicate that students may spend up to 90 minutes on homework each night, except when studying for tests. More time may be needed in advanced classes. Students may be assigned projects with deadlines several weeks away. As a result, students may need to organize their assignments and work time to make sure they have completed their homework by the date due.
* Homework will not be assigned over extended holiday breaks. Teachers may assign homework over weekends. Long‐term projects that span weekends, or holidays may be assigned to allow flexibility to families, but the due date will not be within the first few days of returning to school.

**LATE-WORK (not due to absences)**  
   ·**Class work/Homework:**

* Students and parents are responsible for monitoring the Parent Portal to stay apprised of missing assignments and work with their students to submit work in a timely manner.
* Students may submit late work (classwork, homework and quizzes) up until the summative assessment for a unit of study (sub-unit for science and electives):
* Unless otherwise directed by the teacher regarding a specific assignment, student work submitted within three (3) school days beyond any graded assignment due date may earn a maximum score of 80% if completed correctly Additional points will be deducted from the assignment if information is incorrect, incomplete, or if the criteria are not sufficiently met.
* Students will earn a maximum of 50% for correctly completed work that is more than three days late but submitted by the summative assessment.

**Projects & Large Assessments**:

* Late work will be accepted with a 5% deduction per school day, with a minimum score of 50% for complete work.
* Late work will be graded based on accuracy in addition to the penalty for being late.

**MAKE UP WORK (due to absences) – Board Policy 6000**

* If the absence is approved in advance and/or if the work is assigned by the teacher in advance, all make-up work, including tests assigned for the day of return, is due upon the student's return to school. Teachers should use discretion and may make exceptions in the case of students whose excused absences were not planned in advance, for absences beyond the student's control, and if the nature of the absence prevents a student from submitting work on the day he or she returns to school.
* If the make-up work has not been assigned in advance, for absences of one (1) to three (3) days, the student will have one day for each day absent. For absences exceeding three (3) days, the student may have two (2) days for each day absent to make up work. Special consideration will be given in the case of extended absences due to injury or chronic illness.
* Parents are responsible for accessing the Parent Portal to monitor work completion and performance.
* The student is responsible for securing make-up work at middle school level.

**GRADE-RECOVERY/INTERVENTION:**

* Students at risk of academic failure may access additional support and instruction during the Continuous Student Improvement (CSI) period, Think Tank Tuesday, and after school tutoring.
* Students scoring below a 70% on a test or major project will have the opportunity to complete a teacher selected grade-recovery activity, such as a re-test, test corrections, or an alternate assignment. The teacher determines the timeline for work completion and can require completion of other unit work or participation in a study session prior to completing the grade-recovery activity. Students can earn a maximum score of a 70% after completing the grade-recovery activity.
* Points deducted for late work cannot be recovered.
* Students failing a course at the Interim will meet with the teacher and/or team to establish a plan for grade recovery. Parents are required to sign and return interims for students failing a course.
* Students failing a course at the quarter will meet with the counselor, grade-level administrator and parents, in addition to the teachers, to develop an intervention plan/contract/monitoring system to promote future success.
* The student is responsible for securing make-up work at the middle school level.

EXTRA CREDIT:  
According to WCPSS Policy, extra credit opportunities to enhance grades must be connected to learning outcomes and practices must be consistent within PLTs (grade-level content areas – example, 6th grade science teachers).

Wakefield Middle School will allow extra credit under the following conditions:

* No student can earn more than 100% on any assignment.
* Extra credit opportunities must be directly connected to the content/unit material being assessed and applied to only that specific unit. Points may not be banked or applied to future assignments.
* Extra credit practices must be consistent within grade-level PLTs.
* Extra credit points are not to be added to a student's overall average.