Kennebec Intra-District Schools *(RSU 2)*

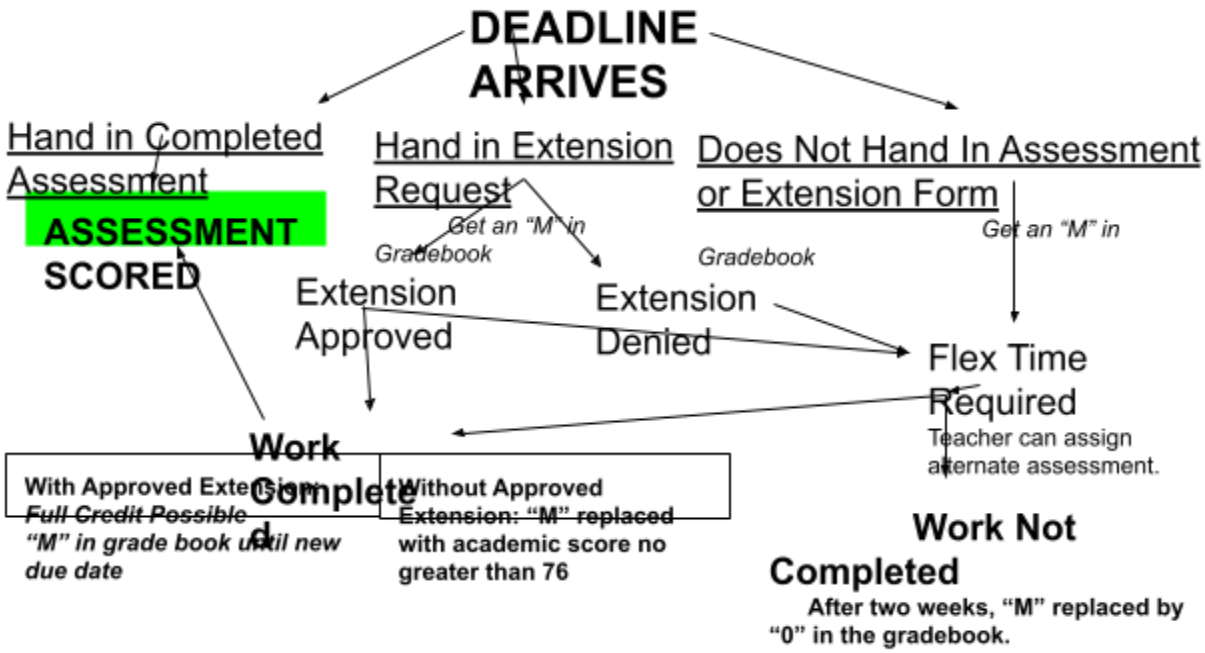
Grading/Reporting Explanation 4.0

High School Grades 9-12
Deadlines and Late Work

- **Set Deadlines:**
    - All teachers will be able to assign deadlines for work and hold students accountable to those deadlines.
- **Work Not Submitted by Deadline:**
    - Teacher will **put "M" in IC grade book** until work handed in or it turns to a ZERO
    - Case workers, advisors, study hall teachers, etc can run a report in IC for missing work
    - Student must work on missing summative assessment in FLEX, study hall, homeroom, before/after school time (max 2 weeks)
        - Grade capped at C (76)
    - Teacher may give alternate assessment (completed within max of 2 weeks)
        - Grade capped at C (76)
    - Student can complete The RSU 2 Extension Request Form
        - Full credit if form is approved and work is completed by the new deadline
- **The RSU 2 Extension Request Form:**
    - "Honest Effort" will be required to be considered for an extension request.
    - The extension form must be completed on or before the assessment due date. The teacher will decide how long the student has for the extension (max 2 weeks).
    - FLEX/Study Hall/before or after school can be used to finish the assessment or an alternate assignment, preferably with the teacher.
- **Zero:**

  If the student:
    - Did not meet the deadline
    - Did not complete the original or alternate assessment within two weeks
    - Did not complete or receive approval on the extension form
    - Did not meet the extended deadline after receiving approval on an extension form

  Then:
    - Student will receive a zero in the IC grade book
    - Student must attend credit recovery (FLEX, before or after school, study halls, summer school) to meet failed power standard



Assessment Retakes

- The RSU 2 Retake Form will be completed for retakes
- **Optional Retake**:
  - If student scores 60-69, they qualify for an optional retake
  - Optional retake score is capped at 76 (higher of two scores)
  - If the score brings a Power Standard average below 70, it becomes a Required Retake
- **Required Retake:**
  - If student scores 59 or lower, they are required to retake the assessment
  - Required Retake grade capped at 76 (higher of two scores)
  - If student fails again, guided re-teaching by classroom teacher for another retake during FLEX, before/after school, study hall/content lab, vacation school, summer school
- **Voluntary Retake:**
  - One voluntary retake per class per quarter
  - No cap on Voluntary Retake grade (higher of two scores)
  - Must be completed within the quarter that the assessment was assigned
- Optional and required retakes must be completed in a maximum two-week timeframe
- Teachers may assign an alternate version of the assessment for retakes
- **Formative Retakes:** Students can retake formative assessments once (take higher score capped at 76) after meeting with the teacher for instructional practice. Formative assessment retakes must be completed before the summative assessment for that unit is completed. There are no extensions.

Assessment Retakes

100

⇩ →**A**

90

⇩ →**B**

80

⇩ →**C**

70

⇩ →**Optional Retake**

- ★ If student scores 60-69, they qualify for an optional retake
- ★ Optional retake score is capped at 76 (higher of two scores)
- ★ If a summative assessment score brings a Power Standard average below 70, it becomes a required retake

60

⇩ →**Required Retake**

- ★ If student scores 59 or lower, they are required to retake the assessment
- ★ Required retake grade capped at 76 (higher of two scores)
- ★ If student fails again, guided re-teaching by classroom teacher for another retake during FLEX, before/after school, study hall/content lab, vacation school, summer school

Voluntary Retake

- ★ One voluntary retake per class per quarter
- ★ No cap on voluntary retake grade (higher of two scores)
- ★ Must be completed within the quarter that the assessment was assigned

Formative Retakes

- ★ Students can retake formative assessments once (take higher score capped at 76) after meeting with the teacher for instructional practice. Formative assessment retakes must be completed before the summative assessment for that unit is completed. There are no extensions.

RSU 2 HIGH SCHOOL EXTENSION REQUEST FORM

GUIDELINES: Use this form to request an extension of a deadline to complete an assessment task. An extension will not be automatically granted.

- This form is to be used by a student requesting an extension to submit a summative assessment task for other than medical reasons.
- If an extension is granted, the student will have up to a two-week maximum to complete the task.
- The assessment will be marked as "M" in Infinite Campus until the work is handed in or it turns to a zero
- If the assessment is not handed in on the new due date, it will be **a zero** in Infinite Campus
- If an extension is granted, the student may submit the work on the extended deadline for full credit (no penalty on academic or HOW grade)

There are three criteria for any request for an extension to be granted:

1. You must submit this Extension Request Form before or on the due date for the task.
2. You must provide the teacher with evidence of the work you have completed so far.
3. You must provide your teacher with a valid reason for requesting an extension. You **may not use** the following or similar reasons:
    - I had a big project due in another class.
    - I had to participate in an athletic event.
    - I had to participate in an extracurricular event (i.e., dance recital, band/chorus concert, etc.).
    - I had to go on vacation.

STEP #1: STUDENT REQUEST (to be completed by the student)

SUBJECT:	TEACHER:
ASSESSMENT:	
DEADLINE: What do you propose as your new deadline? (TWO WEEKS MAX) **Date: _____ Time: _____ AM PM**	

1. **REASON**: Why are you requesting this extension?

2. **SUPPORT**: In addition to more time, what additional support do you think you will need to complete this assessment (i.e., FLEX time, Student success tutor, study lab time, staying after school with teacher, etc.)?

3. **EVIDENCE**: What coursework, practice, and/or studying have you already finished for this assessment?

SIGNATURE: Student: _____ Date: _____

STEP #2: TEACHER REVIEW OF REQUEST (to be completed by teacher)

❑ **Extension Approved:** *The student will be granted an extension.*

Teacher signature _____ **Extended Due Date:** _____ **Time:** _____ **AM PM**

❑ **Extension Denied:** *The student will not be granted an extension.*

Reason:

_____

Note: Teachers should retain a copy of this form after granting/denying the student's request.

RSU 2 HIGH SCHOOL RETAKE FORM

GUIDELINES: Use this form to request a retake or a redo of a summative assessment.

- **Optional Retake**:
  - If student scores 60-69, they qualify for an optional retake
  - Optional retake score is capped at 76 (higher of two scores)
  - If the score brings a Power Standard average below 70, it becomes a Required Retake
- **Required Retake:**
  - If student scores 59 or lower, they are required to retake the assessment
  - Required Retake grade capped at 76 (higher of two scores)
  - If student fails again, guided re-teaching by classroom teacher for another retake during FLEX, before/after school, study hall/content lab, vacation school, summer school
- **Voluntary Retake:**
  - One voluntary retake per class per semester
  - No cap on Voluntary Retake grade (higher of two scores)
  - Must be completed within the quarter that the assessment was assigned
- Optional/Required retakes must be completed in a maximum two-week timeframe
- Teachers may assign an alternate version of the assessment for retakes

STEP #1: STUDENT REQUEST (to be completed by the student)

This retake is (circle one): Optional Required Voluntary

SUBJECT:	TEACHER:
ASSESSMENT:	ORIGINAL GRADE:
RETAKE DEADLINE: What do you propose as your new deadline? (TWO WEEKS MAX) **Date: _____ Time: _____ AM PM**	

SIGNATURE: Student: _____ Date: _____

STEP #2: TEACHER REVIEW OF REQUEST (to be completed by teacher)

❑ **Retake Approved:** **Alternate Assessment Assigned? Y N**

Teacher signature _____ **Retake Due Date:** _____ **Time:** _____ **AM PM**

❑ **Retake Denied:**

Reason:

_____

Note: Teachers should retain a copy of this form after granting/denying the student's request.