

Assignment Submission

Students are expected to submit all assigned work. Assignments that are not recorded in the gradebook are intentional steps to ensure student mastery of standards.

Retakes

- Students will have the opportunity to retake major assessments however, essays, projects and performances that are assigned major assessment grades are not eligible for a retake.
- Once grades for the assessment are posted, the student will have five (5) days to complete the school Google Form indicating they intend to retake the assessment.
- The teacher will provide a reteaching opportunity, and schedule a time for the student to complete the retake.
- Students must have completed all minor assessments associated with the instructional unit in order to complete the retake.
- An alternate assessment or revised learning task may be used to demonstrate mastery of the same standards measured by the original assessment.
- The highest score will be placed in the gradebook.
- All assessments must be completed by the end of the grading period.

Missing Work Due to Not Handed In

- Assigned work that is not handed in by the due date will be recorded in the gradebook as a code of **NHI**. The code of NHI equates to a score of zero in the gradebook.

Missing Work Due to Student Absences

- Assigned work missed due to an absence will be recorded as **MDA** in the gradebook. The code of MDA equates to a score of zero in the gradebook.
- Students have five (5) school days after returning from an absence to submit missed work.
- If a student misses a major assessment while absent, on the first day back, arrangements should be made with the teacher to make up the assessment within five days.