

SMMS GRADE BOOK PROCEDURES

"M" ■ - Missing

- The **"M"** (■ - Missing) will be used to identify assignments that have not been turned in (missing assignments) for students who were either present or absent.
- A **"zero"** will be placed in the "assignments value" allowing the grade book to properly reflect a student's average should the assignment not be completed.
- **"Hyperlink"** the zero so parents (or the RTI team) can access information regarding the status of the zero (i.e. either the requirements to make-up the assignment or that the grade is final).
- The make-up window will be the amount of time a student was absent plus a day. Zeros will stand and become final grades beyond the make-up window if work is not completed and turned in. However, points shall not be deducted from missing assignments that are completed and turned in within the make-up window.

Collected ✓ - Collected

- A **"green check"** should be used to identify assignments that have been collected but are not yet graded and entered in the grade book. **"Collected"** indicates to parents the status of an assignment while allowing teachers additional time to enter grades for projects or other assignments that remain ungraded on the day grades are required to be updated (**Wednesday of each week**).
- The **"green check"** may be used in **combination with the "*" (✖** - Assignment is not included in final grade) to indicate a grade will not count but has been collected. This combination is an informational piece designed to communicate the status of items that would not normally be graded (i.e. homework assignments given as practice). The **"*"** is used when an assignment will not count for an assignment for an entire class.
- Assignments may also be marked as exempt (♦ - Score is exempt from final grade) if a score will not be counted. The exempt may be used for individual students.

Assignment/Category Descriptions

- All assignments and categories should have a description associated with them that clearly indicates the topic being addressed. For example, "Causes of the Civil War" rather than "Chapter 12 Questions."
- Assignments/categories listed by standard should be hyperlinked to the standard. For example, S7L2b would need to be linked to more specific information since the parent may not be familiar with standards.

Updating Grades

- Gradebooks will be updated by Wednesday of each week. Any grades from the previous week should be entered by Wednesday. A minimum of one grade should be entered for each week of instruction.