

Expectations for Returning Student Work and Posting Grades in Gradebook

All teachers will operate within the following expectations for returning student work and posting grades in Gradebook (on-line grading system).

Returning student work:

- Major work (e.g., tests, extended written work, lab reports, projects, etc.) – within 10 school days
- Minor work (e.g., short quizzes, exit slips, graded homework, etc.) – within 3 school days

Posting grades in Gradebook:

- Any assignment that receives a grade should be posted individually in Gradebook. For example, if the teacher grades three tests, each test should be listed in Gradebook, not just the average of the three tests.
- For homework, if a teacher grades a particular assignment, that assignment should be entered into Gradebook. If a teacher records completion (i.e., no grade, just a record of completion/non-completion), the teacher can enter a summary grade (e.g., 12 out of 15 homework assignments – 80%)

All grades should be posted in a timely manner:

- Major work (e.g., tests, extended written work, lab reports, projects, etc.) – within 10 school days
- Minor work (e.g., short quizzes, exit slips, graded homework, etc.) – within one week
- Non-graded homework (i.e., homework recorded as completed or not completed) – once per 8-day cycle