

TEACHERS SHOULD PROVIDE OPPORTUNITIES FOR EACH K-12 STUDENT TO CONTINUE LEARNING MATERIAL THAT HAS NOT YET BEEN MASTERED EVEN IF THE STUDENT'S GRADE IS NOT REPLACED

KEY DEFINITIONS

MISSING/LATE WORK: An assignment, assessment, and/or task have not been turned in on time due to a student absence or failure to turn in the work

RECOVERY: Administered throughout a unit to students who have failed to demonstrate mastery of the standards. Recovery assessments should cover the standards that the individual student has not mastered

INCOMPLETE: An assignment, assessment, and/or task have not been turned in due to a student being absent for an extended period

MISSING/LATE WORK

Schools and teachers will make a good faith effort to have structures in place to clear late/missing assignments before grades are impacted

When a student has missed instruction, the teacher should work with the student to ensure the delivery of content before the student is assessed

Should there be an extenuating circumstance for a prolonged absence and/or missing assignments, assessments and/or tasks, the teacher and student will create an appropriate plan to deliver content and assess student learning

Student Misses Work Due to Absence (Excused/Unexcused)

- Upon return to school, students will have an equal number of days as they were absent to complete any late/missing assignment, assessment, and/or task for full credit
- Teachers may begin deducting points from late/missing assignment, assessment, and/or task (maximum of a 25% deduction), but only after the deadline has not been met. A deadline is typically equal number of days the student was absent
- A zero may be entered in the grade book, if a student fails to turn in a late/missing assignment, assessment, and/or task

Student Present but Fails to Turn in Assignment, Assessment, and/or Task

- Teachers may begin deducting points from a late/missing assignment, assessment, and/or task (maximum 25% deduction)
- A zero may be entered in the grade book, if a student fails to turn in a late/missing assignment, assessment, and/or task

RECOVERY

Students in K-12 should be afforded the opportunity to recover all major assessments if they score below a 75% on the assessment. Students are limited to **one recovery attempt per major** assessment that meets the threshold for recovery.

- Recovery of a major assessment should occur before the next major is given
- Students are eligible to earn a replacement grade on a recovery that is no higher than 75%
- Before recovery, the teacher should work with the student to complete missing work and/or ensure delivery of the content through reteaching and relearning.
- If a student's recovery is below the original score, the original score should stand in the grade book.
- The original score should be noted in the comment section of the grade book if a student recovers a major assessment.

INCOMPLETE

At the conclusion of a semester, with the approval of the principal, teachers may give students who are absent for extended periods of time an Incomplete grade. The student will be given the opportunity to make up the work and have the Incomplete grade changed to a numerical grade.

- All Incompletes should be cleared no later than 30 school days after the start of the next semester
 - If the Incomplete was given in the Spring semester, the student should clear the Incomplete during Summer School
 - Exceptions can be made for students with a 504, IEP, or other health plans
- Students can also clear Incompletes during a school-provided intersession, summer school, or through another school/district-provided credit recovery strategy
- Students must clear all Incompletes for credit-bearing courses or courses required for graduation
- For students taking noncredit-bearing courses, students are only required to clear Incompletes for reading and math
- Failure to clear the Incomplete in one of these opportunities can result in the grade reverting to a withdrawal failure (WF)