

Montezuma Secondary Staff Guidelines for Standards Based Grading

1. JMC Gradebook needs to stay up to date weekly with formatives and summatives.
2. Each standard in a unit will receive a mark.
 - a. Grading the same standard on multiple units
 - i. We grade all standards of every unit no matter if the standard has already been graded in previous units.
 - b. Example:
 - i. 3 standards in unit
 1. Student will receive 3 separate marks in the gradebook
 - a. Standard A - 4
 - b. Standard B - 2.5
 - c. Standard C - 4
3. Minimum of 12 standards per semester
4. Six to ten formative assessments per standard
5. Rubric Numbers and Cut-offs for standards
 - a. 4.0 - Exceeds
 - b. 3.5 - High Proficient
 - c. 3.0 - Proficient
 - d. 2.5 - Satisfactory
 - e. 2.0 - Basic
 - f. 0 - Not Met
6. Students at the "0 - Not Met" will need to be placed on School Wide Process for learning this standard.
 - a. JH - Will allow the grade to change after the School Wide Process has been completed by the student and teacher.
 - b. HS - Will NOT allow the grade to change after the School Wide Process has been completed by student and teacher.
7. Late Work
 - a. Definition of Late Work→ An assessment not turned in during the class period of the due date.
 - i. EXAMPLE - Class period 3A has an assessment to be turned in on 8/30/16. If the student does not hand in the assessment, then this is day 1 of the late policy.
 - b. If a student misses a due date (1-3 School Days), the best a student can receive for a grade will be "3.0 - Proficient" for their work.
 - i. Student must meet with teacher to determine plan and date the material.
 - ii. When the late work is handed in, the teacher will grade the assessment based on the rubric.
 - iii. The assessment mark could be lower than a 3.0-Proficient if the assessment is not meeting rubric requirements.
 - c. If a student misses a due date (4-10 School Days), the best a student can receive for a grade will be "2.5 - Satisfactory" for their work.
 - i. Student must meet with teacher to determine plan and date the material.
 - ii. When the late work is handed in, the teacher will grade the assessment based on the rubric.
 - iii. The assessment mark could be lower than a 2.5 - Satisfactory if the assessment is not meeting rubric requirements.
 - iv. The grade can go lower if the assessment is not meeting the expectations of the rubric.
 - d. After 10 days, students will receive a "0 - Not Met" for an assessment.
 - e. If student receives a "0 - Not Met", the student will be placed on the School Wide Process to complete the assessment.