

**World Language Department
Grade 9 – 12**

Grading Information for Parents & Students

Please Note: If an assignment has no grade listed in the gradebook, it will be calculated into the student's average grade as a zero until filled in with a grade. Please give the teacher some time to fill in grades for a newly posted assignment.

- **40% Assessment Category**
 - Grades in this category will include essays, tests, projects and/or performance tasks.
 - All assessments will be sent home after the assessment has been administered, graded, and reviewed with all students taking the course.
 - If a student is absent the day of an assessment, district guidelines for making up the assessment will be followed.
- **30% Quiz Category**
 - Grades in this category will include quizzes, formative assessments, presentations, journals, translations, target language readings, performance tasks and/or small projects.
- **30% Classwork/Homework Category**
 - In the gradebook, assignments in this category will be labeled as 'HW' for homework assignments, 'CW' for classwork assignments, or 'CP' for class participation, OR explicitly labeled in the assignment title (ie. Reflective Writing Homework OR Close Reading Discussion Class Participation).
- **Late Work & Extra Credit Procedure for ALL Categories**
 - No extra credit will be given.
 - The earned percentage grade will be reduced by 10% for each day late.
 - A performance task in the assessment category will be accepted up to 5 days late; all other late work will be accepted up to 3 days late.
 - If students only have class three days out of a cycle, they are still responsible for turning in late work the next school day even if the class is not scheduled to meet.
 - Late work will not be accepted beyond the days listed above.
 - Absentee late work will follow district guidelines which can be found on the district website at the following location: <http://www.cdschools.org/Page/42>
 - More time will be granted on a case-by-case basis for student absences during a long-term assignment.
 - If items in the Classwork/Homework category are gone over in class, late work does not have to be accepted unless the student was absent.
- **Common Gradebook Codes**

Code	Description	Average Assigned
A	Absent	0% - Needs To Be Made Up
ANC	Absent Not Completed	Not Counted Until Turned In
E	Excused	Doesn't Count For Or Against Grade
EM	Excused Medical	Doesn't Count For Or Against Grade
H	Handed In	Not Counted Until Graded
I	Incomplete	0%
NHI	Not Handed In	0%