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**March 26, 2020**

## **Grades 7-12 Virtual Grading Guidelines and Marking Period Grades**

Dear Lacey Township Middle School and High School Parents and Students,

Our Lacey Township School District families have been doing a fantastic job supporting their children during our transition to virtual learning. Our staff has been there every step of the way assisting you in supporting your children's educational goals in this time of uncertainty and change. We at Lacey Township Schools are moving forward carefully and cautiously with the intent of rewarding our students and families for their continued hard work in this virtual learning environment. Please take a moment to review the contents of this letter as it contains details of returning to graded assessments and assignments for grades 7-12 and the end of the 3rd marking period.

### **Lacey Township Remote Assessment and Grading Guidelines Grades 7-12**

- Teachers are permitted to use assessment tasks that **inform instruction, improve learning, provide remediation and report on student understanding and achievement.**
- Assessments, which can be both ungraded and graded, should not be overbearing or overly time-consuming.
- Ungraded and graded assessments should be considered part of the instructional time and students' workload for the class meeting.
- Teachers will continue to enter into Realtime one work product, task or assessment per class meeting which can be graded or ungraded (refer to guidelines below).
- Graded assessments should serve as a reward for these efforts and a reinforcement for others to work diligently throughout this period of virtual learning.

## Graded Assessments

- Teachers are permitted to implement 1 or 2 graded assessments per week to measure student progress which may include, but is not limited to, quizzes, writing assessments, Google forms, portfolios, performance-based assessments, project-based assessments, etc.
- **Teachers are required to provide formative, ungraded, student-specific feedback prior to administering a graded summative quiz or test.**
- It is strongly encouraged that students be given multiple attempts on graded assessments after students have demonstrated they have used the feedback from the original assessment to increase their understanding of the subject matter.
- The graded assessment will replace the class meeting's ungraded, informal assessment.
- Graded summative tasks that are performance-based must include a rubric, shared with the student as part of the task.
- Teachers will design assessment instruments and create environments that assist students in making good choices related to issues of integrity.
- Teachers are encouraged to design assessments that allow opportunities for student choice and student ownership.
- Teachers must provide timely responses, within 24 hours when applicable, to students and families via email.

## Marking Period 3 Dates

Lacey Township Middle School and Lacey Township High School will be following the established dates for the close of MP3, the submission of grades, and the opening of MP4.

- **Grade Reports**
- Last Day of Marking Period: 04/07/2020
- Parent Portal Available: 04/22/2020

## Marking Period 4 Dates

- **Progress Reports**
- Last Day of Progress Period: 05/11/2020
- Parent Portal Available: 05/16/2020
  
- **Grade Reports**
- Begin Data Entry: 06/08/2020

- Last Day of Marking Period: 06/12/2020
- Parent Portal Available: 06/18/2020

In conclusion, please continue to participate in all learning activities prepared by our wonderful staff whether students are completing their work in Canvas or Google Classroom or participating in a live Google Hangout with their teacher. Feel free to reach out directly through email to your teachers, guidance counselors or principals should you have any concerns or needs and let us know if you have any suggestions so we can keep improving during this virtual learning time.