



Grading Practices

School: Salem High School

Subject(s): Keyboarding

Grade Level: 9-12

Homework

- Homework is given as needed to reinforce or review a skill; it is not given on a daily or weekly basis. Missing class work will be assigned as homework.

Late Work

- Late work is accepted although points are deducted as work is turned in late.

Explanation of Zeroes

- Zeros are assigned when work is due and not turned in. Late work is accepted for partial credit.

Reassessment

- Students will have the opportunity to retake a failing assessment one additional time and the higher grade will be recorded in the gradebook. Student must initiate the scheduling of the make up assessment.

Make-up Work

- All class assignments are to be made up within one calendar week of an absence. In the event a student misses a test or quiz, it must be made up within 3 school days of an absence. If a student is going to be absent for several days, they may get their assignments in advance.

Extra Credit

- At the teacher's discretion, extra credit can be offered during the course of the year for students to complete alternate/additional assignments to offset missing work or to improve lower grades.

For additional information, please access the [VBCPS Grading Guidelines for Secondary Schools](http://vbschools.com) on vbschools.com.