

MONTGOMERY COUNTY PUBLIC SCHOOLS
Procedures for Secondary Summer Packets/Assignments
July 2, 2007



www.montgomeryschoolsmd.org/info/grading

Purpose

The purpose of this document is to outline the expectations for communicating to students, staff, and parents the grading procedures and grading criteria for summer packets/assignments. Teachers who assign summer packets will communicate expectations in writing to students and parents. This may include putting the information on the school Web site and attaching the information to the summer packet/assignment.

Rationale

Board Policy IKB, *Homework*, aligns with Policy IKA, *Grading and Reporting*, and affirms “homework is considered beneficial and important in a student’s overall program.” Homework prepares students for instruction, previews or practices skills and concepts, extends learning, and provides students with the opportunity to demonstrate skill and knowledge.

Alignment of Procedures for Summer Packets/Assignments to Homework Procedures in Grades 6–12

For teachers who assign homework to be completed during the summer in preparation for the next school year, procedures must be consistent with the document *Homework Procedures in Grades 6–12*.

1. Teachers will only assign homework that is related to the curriculum.
2. There are two categories of homework:
 - a. Homework for practice or preparation for instruction may account for a maximum of 10 percent of the marking period grade. When turned in by the deadline, this homework is given credit. Teachers will use professional judgment to determine the value assigned to partially completed homework.
 - b. Homework evaluated for learning counts toward the remaining portion of the marking period grade.
3. Teachers determine and communicate the extent to which the two categories of homework count toward the marking period grade.

4. Timely and meaningful feedback on both types of homework will be provided; feedback may take a variety of forms, as determined by the teacher.
5. School staff will communicate course-specific procedures in writing to students and parents at the beginning of a semester/school year, or when course-specific procedures change.

Procedures for Summer Packets/Assignments

- State the purpose of the summer assignment
- Provide a description of the task and identify supportive resources
- Share the relationship between the summer assignment and the first quarter course objectives
- Determine and communicate the category of homework (homework for practice or preparation for learning or homework evaluated for learning)
- Explain the extent to which the homework counts toward the marking period grade
- Explain how the assignment will be graded (grading criteria and rubric)
- Establish a due date and deadline