MILTON AREA SCHOOL DISTRICT

Grades 6-12 Grading Processes and Make-Up Assignment Procedures

Milton Area School District | Teacher Reference Guide

Purpose	This guide establishes a consistent structure for grade categories, grading philosophy, and make-up assignment timelines for students in grades 6-12.

Key Procedures	Summary
Grade Categories	Grades are organized into Summative Assessments and Formative Assignments. Teachers determine the weighting of each category.
Make-Up Work	Students receive the number of school days missed plus one additional school day to complete make-up work.

1. Grading Structure

Grades will be organized into two main categories: Summative Assessments and Formative Assignments. The weighting of each category is determined by the teacher.

Category	Examples	Expectations / Notes
Summative Assessments	Benchmarks and unit tests; quizzes; constructed responses; long-form essays completed in class; required labs completed in school.	Teachers in tested subject areas will administer at least one assessment per quarter using items from official PDE Item Samplers. This assessment will be the same across grade-level teams/courses and high school courses.
Formative Assignments	Classwork; projects; group work; assignments where students may use resources.	If the average in this category differs significantly from the Summative average, teachers should reflect on whether summative assessments accurately measure student knowledge and skills.

Summative Assessment Alignment

- PVAAS projections
- Firefly/CDT scores
- State assessment data
- Mid-term/final exam performance

2. Weighting and Grading Philosophy

Teachers will have flexibility in determining the weighting of the two categories. All grading decisions should reflect the core philosophy below.

Core Philosophy	A student's grade should reflect what they have learned and how they have performed.

- Emphasize product over process when appropriate.
- Grades should not be based on compliance, such as completion alone.

3. Make-Up Work Procedures

Students are responsible for completing all assignments missed due to an absence.

Procedure Area	Requirement
Time Allowed	Students will be provided with the number of school days missed plus one additional school day to complete and submit make-up work.
Timeline Begins	The make-up timeline begins on the student's first day back to school, and the return day counts as the first make-up day.
Submission Deadline	All make-up work must be submitted at the beginning of the class period on the school day immediately following the make-up period.
Assignments Due on Absence Day	If an assignment was assigned before the student's absence and was due on the day the student was absent, the assignment is due at the beginning of the class period on the day the student returns to school.

Student Responsibility

Students are responsible for obtaining missed assignments, notes, and instructional materials upon returning to school. Students should communicate with their teachers promptly to ensure they understand all missed work and deadlines.

Extenuating Circumstances

Extended illnesses, hospitalizations, or other exceptional circumstances may require adjustments to these timelines. In such cases, teachers and administrators may establish alternative deadlines that are reasonable and appropriate for the student's situation.

4. Examples

Example	Scenario	Make-Up Days / Rule	Deadline
1	Absent Tuesday; returns Wednesday.	Wednesday and Thursday.	Beginning of class on Friday.
2	Absent Tuesday and Wednesday returns Thursday.	Thursday, Friday, and Monday.	Beginning of class on Tuesday.
3	Absent Monday, Tuesday, and Wednesday; returns Thursday.	Thursday, Friday, Monday, and Tuesday.	Beginning of class on Wednesday.
4	Project assigned two weeks in advance and due Wednesday; student is absent Wednesday and returns Thursday.	No additional make-up time, the assignment was assigned before the absence and was already due.	Beginning of class on Thursday.

5	Absent Thursday and Friday; research paper due Friday; returns Monday.	Research paper due upon return. Missed work receives two days plus one additional day: Monday, Tuesday, and Wednesday.	Research paper: Monday. Missed work: beginning of class Thursday.
6	Absent Tuesday; returns Wednesday; absent again Thursday; returns Friday.	Timeline resets based on the most recent absence. Friday and Monday are make-up days.	All make-up work from both absences due beginning of class Tuesday.
7	Absent Monday; returns Tuesday; absent again Wednesday; returns Thursday. Worksheet assigned during Monday absence.	Make-up timeline is extended so the student receives the full permitted time. Thursday and Friday are make-up days.	Beginning of class Monday.

5. Guiding Principle for Additional Absences

Guiding Principle	When a student incurs an additional absence before the original make-up deadline, the make-up timeline is recalculated to ensure the student receives the full number of make-up days permitted by this policy. Students will not lose make-up days because of a subsequent absence.

Clarification: Any additional absences that occur during a student's make-up period will extend the make-up deadline by the number of additional days absent. Please see examples number 6 and 7 above.