



Classical  
Charter  
Schools



America

*“Verum et virtus”*

# **HOMEWORK & GRADING MANUAL**

**(PARENT VERSION)**

The Role of Homework and Grading in Achieving Student Success

An Introduction for Parents and Students

2024-2025



# The Roger Bacon Academy

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## Introduction

All schools operating under The Roger Bacon Academy management company use this grading manual. Law 2 at our family of schools is “Teach to Mastery” because, in so doing, every child can learn. It is imperative for students to master classroom content prior to progressing in the programs, and the grading provides guidance to the student on their path to achieving Mastery.

As loving teachers, we must resist our natural inclination to ignore minor errors and imperfections in our children’s work. When we give false praise or score work with a “100”, we have taught the child nothing. The uncrossed “t” or the unclosed “o” that resembles a “c” must be explicitly identified for the student to learn. In fact, we are deceiving the child and not teaching the child to discriminate fine points and nuances when, for the sake of kindness or the child’s “self-esteem,” we ignore their small inaccuracies.

Students must learn that perfection is the normal, usual criteria for our efforts in society and that the margin of acceptance for imperfection is extremely narrow. A roof that keeps out 99% of the rain is not a grade “A” roof or even a “B” or “C” - it is a grade “F” roof. Nor do we expect the pilot to land “almost” on the runway or the doctor to “nearly” cure our infection. As teachers, we can reward effort with hugs, with praise, or with extra privileges; but to reward effort with a falsely high grade is a disservice to the student.

A low grade must never be considered as a punishment. Rather, it should be viewed as a platform from which to build and measure the progress toward perfect skills. We must always pair a low grade with reasons and instructions on how to correct errors, so the student knows specifically what behavior – cross the “t” or close the “o” – is acceptable.

We must have high expectations for our students, and a major objective is to teach every student at their current achievement level. It is expected that a student first learning a new skill will not be at mastery and thus is not scoring perfectly. But as we coach the student and their skills improve, their scores should improve until mastery is achieved and then the student begins again learning new skills.

These high expectations ensure that each student is receiving the most effective education possible. As we go through the grading process there are numerous components to analyze. These include content, set-up, and handwriting. As you review the grading manual and as you apply it to your students, please remember that a score of 100 conveys no information to the student or parent on how to improve.

Baker A. Mitchell, Founder  
The Roger Bacon Academy



## Homework Goal

Homework should provide students with practice of a skill or process that has been learned in class and thus can be done independently. Homework serves to deepen students' understanding of knowledge gained in class. A second important purpose of homework is to develop a student's time-management and task organization skills. Identifying these objectives allows us to assign purposeful and effective homework.

Homework objective, by grade:

- K-2: Reinforce skills or processes learned in class. Parent involvement should function only to facilitate accomplishment of the assignment, for example, initiating homework sessions and reading or explaining the assignment to your student.
- 3-5: Reinforce skills or processes learned in class. Students are able to complete assignments independently and develop fluency. Homework is the practice by which students gain fluency. Parent involvement should function only to facilitate accomplishment of the assignment, for example, initiation of homework sessions and providing strategic assistance, if needed.
- 6-8: Reinforce skills or processes learned in class or studying for upcoming assessments. Projects and / or compositions will be assigned periodically with ample time given to complete the assignments. Projects and compositions will be worked on in class but may need additional time at home. Parent involvement should function to encourage effective time-management behaviors.

## Homework Design

We ensure that the objectives, above, are practicable by assigning homework at the students' achievement level. Teachers are trained and expected to thoughtfully and correctly assign homework that students can complete independently and that is challenging enough to maintain interest and produce improvement. Teachers use the following guidelines from Mager's, *Preparing Instruction Objectives* to correctly prescribe homework:

- Performance: An objective always states what the learner is expected to be able to do and/or produce to be considered competent.
- Condition: An objective describes the important conditions (if any) under which the performance is to occur.
- Criterion: An objective describes the criteria of acceptable performance; that is, it says how well someone would have to perform to be considered competent.

All papers should have a heading with the following template written along the top right side of the paper.

Name \_\_\_\_\_  
Homeroom \_\_\_\_\_ Date \_\_\_\_\_  
Subject \_\_\_\_\_ Lesson \_\_\_\_\_

If homework is assigned it will be graded. Homework assignments should be graded and provided to students for feedback within three school days after the assignment was turned in.



## Parent Involvement

Parents should provide adequate time and a proper environment for homework assignments to be completed. We encourage parents to be available to provide strategic assistance, but discourage parents from providing work or answers to students, as this limits student improvement opportunity and is not in compliance with the School Pledge. Strategic assistance, however, aims to remove barriers to student learning, such as clarifying assignment questions when needed, or to direct students to the correct next step. It is important that students arrive at solutions by themselves.

Parents and students need to understand the expectations for homework. Clearly designed expectations and conditions ease tensions about homework. We encourage parents and students to consider the following before beginning the homework assignments:

- What is the purpose?
- How much time will it take?
- What are the consequences if work is missing or late?
- Does my level of parent involvement limit or improve my student's learning?

## Middle School Expectations

Middle school is a period of transition and preparation for high school. Being more responsible for one's education is a step towards success in high school. In middle school, students will be expected to write down due dates, announced assessments, and homework assignments in their agendas. Assessment dates and due dates will not be part of the weekly grade-level newsletter. This will ensure students take ownership of their education and practice good study habits. Parents can check their student's agenda to see upcoming tests and due dates. Some quizzes may be unannounced. Unannounced quizzes, ensure students are mastering material and paying attention during class. For children to flourish on their way to adulthood, they will need to become independent learners.

## Amount of Homework Assigned

Homework is not to be assigned over vacation periods, long weekends, or Fridays. Unless it is to finish classwork left incomplete these guidelines will be followed. Teachers shall keep to the following guidelines when assigning homework regarding length.

<b>Kindergarten:</b>	<b>20-30 minutes</b>
<b>First and Second Grade:</b>	<b>35-45 minutes</b>
<b>Third Grade:</b>	<b>45-50 minutes</b>
<b>Fourth Grade:</b>	<b>45-50 minutes</b>
<b>Fifth Grade:</b>	<b>45-60 minutes</b>
<b>Middle School:</b>	<b>60-90 minutes</b>



## Requirements for Grading In-Class and Homework Assignments

Assignments and homework need to be completed on time. All assignments will be graded and returned within three school days of submission.

Additional criteria:

- **Completion:** All assignments should be attempted to the best of students' achievement levels and turned in on the due date.
- **Follows directions:** Students are required to follow classroom assignment expectations. This includes, but is not limited to, showing work, using pencil, working down the page, and following grade-level format. Students will receive a one-point deduction for each direction not followed.
- **Neatness:** Completed assignments should be legible and free of scribbles. Illegible responses will be counted as incorrect, in addition to the student appropriately rewriting each illegible response. If an entire assignment is illegible, the assignment will be marked as late, and the student will be required to complete it again.
  - Beginning in 4<sup>th</sup> grade, all classwork and homework assignments will be completed in cursive.
- **Failing Assignments:** All work in grades k-2 that earns a score below 70% will be sent home for parent/guardian signature. The signed work will be kept by the teacher and placed within the student's file.

## K-8 Incomplete/Late Work Policy

Students will be given three school days to complete the late or incomplete assignment. There will be opportunities during the school day to make up the work. Each day a completed assignment is late, a deduction of 8 points (per day) will be taken from the assignment's grade. If the assignment is not turned in on the third day, the grade will result in a zero.

In the event of extenuating circumstances, parents may send in a note requesting for their student to receive one extra day for completion.

**Teachers will communicate missing assignments to parents.**

### Make -up Work

Students will be allowed an equal number of days to make-up work for excused absences and early dismissals as were missed.

### Suspension

While suspended, the student is expected to maintain their academics and complete all missed schoolwork in the allotted timeframe to receive credit, as referenced in The Roger Bacon Academy Grading Manual.



## Digital Learning Tools

### Google Classroom

Google Classroom is used in grades 3-8 to provide a digital platform where assignments, announcements, and grades are easily accessible for teachers, students, and parents.

To access your child’s assignments and grades through Google Classroom at home, follow these simple steps:

1. **Logging In:** Visit the Google Classroom website ([classroom.google.com](https://classroom.google.com)) or use the mobile app. Log in using the provided credentials. Login credentials are provided to your child and sent home at the beginning of each school year. If you haven’t received them or need assistance, please contact your child’s teacher.
2. **Selecting the class:** Once logged in, you’ll see a list of classes your child is enrolled in. Click on the relevant class to view its content.
3. **Viewing Assignments:** Within the class, navigate to the “Classwork” tab and click on individual assignments to view the content, your child’s responses, the correct responses, and your child’s grade.
4. **Viewing Grades:** Within the class, navigate to the “Classwork” tab and click “View Your Work” at the top to view a list of all assignments, their submission status, and grades.

We encourage parents to regularly check Google Classroom to ensure ongoing involvement in their child’s education. If you encounter any difficulties accessing grades or have questions about specific assignments, please reach out to your child’s teacher for assistance.

### IXL Learning

IXL is an online learning platform designed to support students in various subjects through a personalized learning experience tailored to each student’s unique needs and abilities. IXL is used in grades K-8 to assess individual strengths and weaknesses and as supplemental practice to reinforce concepts learned in class. Each student has access to IXL at school and at home through their provided account. Incorporating IXL into your child’s learning routine at home can be a valuable way to support their academic growth and development.

To log in to IXL to support your child’s learning at home:

1. **Logging In:** Visit our IXL hub at [ixl.com/signin/rogerbacon](https://ixl.com/signin/rogerbacon) and log in using the provided credentials. Login credentials are provided to your child and sent home at the beginning of each school year. If you haven’t received them or need assistance, please contact your child’s teacher.
2. **Personalized Learning Paths:** Upon logging in, your child will have access to a personalized learning path based on their grade level and individual strengths and weaknesses. As your child works through exercises, they receive instant feedback on answers. The “My IXL” tab will provide recommendations based on your child’s progress in IXL, or from your child’s teacher.

**Progress Tracking:** Parents can easily track their child’s progress on IXL through detailed reports and analytics. See which skills your child has mastered and where they may be struggling on the “Analytics” tab.





## Letter- Number Grade Correspondence

Grade	Scale Score	Mastery Level
A	93-100	Excellent
B	85-92	Above Average
C	77-84	Average
D	70-76	Below Average
F	Below 70	Fails to Meet Requirements

Students are placed into classes based on achievement to ensure they receive instruction at the appropriate level. This provides students the opportunity to master concepts before continuing to the next level. This method of placement ensures that students receive a strong foundation in their core subjects of reading and math.

An “A” in a class does not guarantee that your child is on grade level. Some students are working below grade level. An “A” could mean that he/she is excelling at his/her current lesson progression. Lesson progression is based upon individual student achievement.

## High School Courses Letter- Number Grade Correspondence

### Grade 8 - English 1, Math 1, Earth and Environmental Science

### Grades 6-8 – Latin I and II

Grade	Scale Score	Mastery Level
A	90-100	Excellent
B	80-90	Above Average
C	70-80	Average
D	60-70	Below Average
F	Below 60	Fails to Meet Requirements

## How will a student's report card be calculated in Kindergarten?

### **ELA- Reading**

#### **Classwork: 40%**

- Reading Seatwork
- Language for Learning Mastery Test



#### **Reading Assessments: 60%**

##### Mastery Tests

- Mastery Tests occur every 5 lessons. Mastery Tests measure a student's mastery of individual skills, sounds, and words.

##### Checkouts

- Every five reading lessons, students are assessed for their accuracy/fluency rate. This means that students read a portion of a story aloud to their reading teacher one-on-one.
- Students are timed and errors are recorded.
- If the student does not achieve mastery the first try, the student will retest.

##### Guidelines for grading reading checkouts

- Pass on 1st try within program time and errors – 100%
- Pass on 2nd try within program time and errors – 85%
- If the student does not pass on the 2nd attempt, he/she will not receive any additional retests and the score will be 70%. Student will be placed into interventions/remediation to remedy.

##### Curriculum-Based Assessment

- Every twenty lessons a curriculum-based assessment will be administered to check for student mastery and measure student achievement within the program.
- If the student does not achieve mastery the first try, remedial exercises will be provided followed by retesting.

##### Guidelines for grading curriculum-based assessments

- Pass on 1st try– 100%
- Pass on 2nd try after remedial exercises– 85%
- If the student does not pass on the 2nd attempt, he/she will not receive any additional retests and the score will be 70%. Student will be placed into interventions/remediation to remedy.



## How will a student's report card be calculated in Kindergarten? (Continued)

### Math K

#### **Classwork: 50%**

- Both sides are completed in class with the teacher.

#### **Assessments: 50%**

- Saxon Math oral assessments are given every ten lessons.
  - These are to be separated by skill and counted as individual assessments.
  - Pass on 1st try– 100%
  - Pass on 2nd– 85%
  - If the student does not pass on the 2nd attempt, he/she will not receive any additional retests and the score will be 70%. Student will be placed into interventions/remediation to remedy.
- Written assessments are every five lessons.

*\*If students are in Saxon 1 math curriculum, refer to math calculated in first grade.*

### Science/History

- Classwork 40%
- Assessments 60%

### Grammar/Writing

- Classwork 50%
- Assessments 50%

## How will a student's report card be calculated in 1<sup>st</sup> Grade?

### ELA- Reading

#### **Classwork: 40%**

- Reading Seatwork
- TRC Writing Prompts-grading begins 3<sup>rd</sup> quarter
- Read Aloud Quiz (Q1/Q2)
- STARS Quiz (Q3/Q4)



#### **Reading Assessments: 60%**

##### Mastery Tests

- Mastery Tests occur every 5 lessons. Mastery Tests measure a student's mastery of individual skills, sounds, and words.

##### Checkouts

- Every five reading lessons, students are assessed for their accuracy/fluency rate. This means that students read a portion of a story aloud to their reading teacher one-on-one.
- Students are timed and errors are recorded.
- If the student does not achieve mastery the first try, the student will retest.

##### Guidelines for grading reading checkouts

- Pass on 1st try within program time and errors: 100%
- Pass on 2nd try within program time and errors: 85%
- If the student does not pass on the 2nd attempt, he/she will not receive any additional retests and the score will be 70%. Student will be placed into interventions/remediation to remedy.

##### Curriculum-Based Assessment

- Every twenty lessons a curriculum-based assessment will be administered to check for student mastery and measure student achievement within the program.
- If the student does not achieve mastery the first try, remedial exercises will be provided followed by retesting.

##### Guidelines for grading curriculum-based assessments

- Pass on 1st try– 100%
- Pass on 2nd try after remedial exercises– 85%
- If the student does not pass on the 2nd attempt, he/she will not receive any additional retests and the score will be 70%. Student will be placed into interventions/remediation to remedy.



## How will a student's report card be calculated in 1<sup>st</sup> Grade? (Continued)

### Math 1 and 2

#### **Classwork: 35%**

- Side A is completed in class with the Teacher.
- Side B will be for homework.
- Word Problem of the day

#### **Fact Assessments: 15%**

#### **Written Assessments: 50%**

- Saxon Math assessments are given every five lessons.

### Science/History

- Classwork: 40%
- Assessments: 60%

### Grammar/Writing

- Classwork/ Chapter Check-Up: 50%
- Assessments: 50%

### Spelling

- Classwork: 40%
- Assessments: 60%
  - Weekly assessments

## How will a student's report card be calculated in 2<sup>nd</sup> Grade?

### ELA- Reading

#### Reading Mastery Program

##### **Classwork: 40%**

- Reading Seatwork
- TRC Writing Prompts



##### **Reading Assessments: 60%**

#### Mastery Tests

- Mastery Tests occur every 5 lessons. Mastery Tests measure a student's mastery of individual skills, sounds, and words.

#### Checkouts

- Every five reading lessons, students are assessed for their accuracy/fluency rate. This means that students read a portion of a story aloud to their reading teacher one-on-one.
- Students are timed and errors are recorded.
- If the student does not achieve mastery the first try, the student will retest.

#### Guidelines for grading reading checkouts

- Pass on 1st try within program time and errors: 100%
- Pass on 2nd try within program time and errors: 85%
- If the student does not pass on the 2nd attempt, he/she will not receive any additional retests and the score will be 70%. Student will be placed into interventions/remediation to remedy.

#### Comprehension

- Comprehension assessments will occur bi-weekly as well as a cumulative test every three lessons.

### Journeys

##### **Classwork: 40%**

- Comprehension
  - TRC Writing Prompt
  - Comprehension Skill Practice Page
- Vocabulary
  - Vocabulary Strategy Practice Page

##### **Assessments: 60%**

- Comprehension Test
- Vocabulary Test

*\*Gradebook to reflect the program*



## How will a student's report card be calculated in 2<sup>nd</sup> Grade? (Continued)

### Math 2

#### **Classwork: 35%**

- Side A is completed in class with the Teacher
- Side B will be for homework
- Word Problem of the day

#### **Fact Assessments: 15%**

- Students begin with just one fact assessment of 25 facts. Midway through the year, Saxon 2 will introduce a second fact assessment with 100 facts. Both fact assessments will be counted as an assessment grade.

#### **Written Assessments: 50%**

- Saxon Math assessments are given every five lessons.

*\*If students are in Saxon Intermediate 3 math curriculum, refer to math calculated in third grade.*

### Science and History

- Classwork: 40%
- Assessments: 60%

### Grammar/Writing

- Classwork/ Chapter Check-Up: 50%
- Assessments: 50%

### Spelling

- Classwork: 40%
- Assessments: 60%
  - Weekly assessments

## How will a student's report card be calculated in 3<sup>rd</sup> – 5<sup>th</sup> Grades?

*Parents: Beginning in 4<sup>th</sup> grade, all classwork and homework will be completed in cursive.*

### **ELA (Grade 3)**

#### **Journeys, Wonders, STARS**

##### **Classwork: 40%**

- Comprehension
  - TRC Writing Prompt
  - Comprehension Skill Practice Page
- Vocabulary
  - Vocabulary Strategy Practice Page



##### **Assessments: 60%**

- Comprehension Test
- Vocabulary Test

### **Strategic Reading/ Intervention Programs/Corrective Reading**

##### **Classwork: 40%**

- Reading Seatwork
- Skill based comprehension worksheets
- TRC writing Prompts

##### **Reading Assessments: 60%**

Comprehension Tests

Check-outs or Fluency Checks

- Checkouts and fluency checks measure a student's decoding skills.
- Throughout the lessons, students are assessed for their accuracy/fluency rate. This means that students read a portion of a story aloud to their reading teacher one-on-one.
- Students are timed and errors are recorded.
- If the student does not achieve mastery the first try, the student will retest.

*\*Gradebook to reflect the program*





## How will a student's report card be calculated in 3<sup>rd</sup> – 5<sup>th</sup> Grades? (Continued)

### Grammar/Writing (Grade 3)

- Classwork/ Chapter Check-Up: 50%
- Assessments: 50%

### Spelling (Grade 3)

- Classwork: 40%
- Assessments: 60%
  - Weekly assessments

### English (Grades 4 and 5)

**Most assessments are administered using a Google Chromebook via the Google Forms application in Google. The use of web-based testing allows students to prepare for North Carolina End of Grade Tests which are administered via an online platform. Students are always expected to handwrite notes when taking any comprehension assessment.**

### Novels/Short Stories/Poems/Reading for Success/STARS/Maloney/Classical Roots

#### **Classwork: 40%**

- Classwork consists of follow-up comprehension questions, vocabulary, literature worksheets, and independent composition exercises.

#### **Assessments: 60%**

- Assessments consist of chapter tests, unit tests, and quizzes for reading selections and vocabulary. Assessments may be announced or unannounced.

### Grammar and Writing (Grades 4 and 5)

#### **Classwork: 50%**

- Early Language Lesson Practice/Wariner's Lesson Practice
- Composition Practice

#### **Assessments: 50%**

- Early Language Lessons/Wariner's Assessments
- Final Draft Compositions
- Journal Prompts
- Spelling Tests



## How will a student's report card be calculated in 3<sup>rd</sup> – 5<sup>th</sup> Grades? (Continued)

### Math

#### **Classwork: 35%**

- Students complete written practice in the classroom. This may include problems from their book, brief quizzes, notebook checks, BAM Fluency, and math procedures check. Students demonstrate strategies needed to solve problems they may see on tests or in daily work.

#### **Homework: 15%**

- Students complete no more than 15 problems from their books or worksheet.

#### **Assessments: 50%**

- Assessments consist of 10-question and 20 question tesets.

### Science

#### **Classwork: 40%**

- Classwork consists of follow-up questions, worksheets/quizzes, lab performance, and lab write ups.

#### **Assessments: 60%**

- Assessments consist of chapter/unit tests, major labs, and projects.

### History

#### **Classwork: 40%**

- Classwork consists of follow-up questions and worksheets.

#### **Assessments: 60%**

- Assessments consist of chapter/unit tests and quizzes. Assessments may be announced or unannounced.

### Latin (Grades 4-5)

#### **Classwork: 40%**

- Classwork consists of follow-up questions and workbook activities.

#### **Assessments: 60%**

- Assessments consist of formative assessments, quizzes, and chapter/unit tests. Assessments may be announced or unannounced.

## How will a student's report card be calculated in Middle School?



### English

#### **Classwork: 40%**

- Classwork consists of follow-up questions from reading selections, vocabulary lesson practice, literature worksheets, and independent composition exercises.

#### **Assessment: 60%**

- Assessments consist of chapter/unit tests for reading selections and vocabulary.

### Grammar and Writing

#### **Classwork: 50%**

- Wariner's Lesson Practice
- Composition Practice

#### **Assessments: 50%**

- Wariner's Assessments
- Final Draft Compositions
- Journal Prompts
- Spelling Tests

### Math

#### **Classwork: 35%**

- Students complete written practice in the classroom. This may include problems from their book, brief quizzes, notebook checks, and math procedures check. Students demonstrate strategies needed to solve problems they may see on tests or in daily work.

#### **Homework: 15%**

- Students complete no more than 15 problems from their books or worksheet.

#### **Assessments: 50%**

- Assessments consist of 10-question and 20 question tests.

### Science

#### **Classwork: 40%**

- Two classwork grades a week consisting of quizzes, writing assignments, lab write ups, or end-of- lesson questions.

#### **Homework: 10%**

- Students will have no more than two homework assignments during the week.
- All homework will reinforce or be an extension of material taught that day or during the week.

#### **Assessments: 50%**

- Assessments will occur after every chapter/unit. An assessment grade may also come from an assigned project or major lab.



## How will a student's report card be calculated in Middle School? (Continued)

### History

#### **Classwork: 40%**

- Classwork consists of follow up questions, worksheets, workbooks, and compositions.

#### **Assessments: 60%**

- Assessments consist of quizzes, chapter/unit tests, projects, and final essays.

### Latin

#### **Classwork: 40%**

- Classwork consists of flashcards, follow-up questions and workbook practice.

#### **Assessments: 60%**

- Assessments consist of quizzes, chapter/unit, and spelling tests.



## **How will a student's report card be calculated for Resource?**

The Resource Department includes Art, Music, Physical Education, Computer Lab, and Character Education. In addition to technical skills, students learn about each subject's history and famous figures.

Throughout each quarter, students will be evaluated based on their work in various areas including projects, quizzes, and in-class assignments. Cooperation with the teacher during class and with teammates on projects is crucial for success in any Resource subject. Failure to cooperate may result in a call or email to the parent/guardian, and a deduction of five points per day from their quarterly grade.

The Resource Department does not require homework, but students are highly encouraged to practice subject skills outside of class. In addition, students may need to make up missed in-class assignments.

### **Resources include:**

Physical Education  
Music  
Art  
Computer Lab  
Character Education/Health

### **Elementary:**

#### **Resource Grades K-2**

#### **Participation: 100%**

- Cooperation
- Engagement
- Participation in class

#### **Resource Grades 3-5**

#### **Classwork Assignments (2 or more): 40%**

- Projects
- Quizzes
- In Class assignments

#### **Participation: 60%**

- Cooperation
- Engagement
- Participation in class



## How will a student's report card be calculated for Resource? (Continued)

### Middle School:

#### Resource Grades 6-8

##### **Classwork Assignments (3 or more): 40%**

- Projects
- Quizzes
- In Class assignments

##### **Participation: 60%**

- Cooperation
- Engagement
- Participation in class

#### CPR Course

Students in 8th grade will complete CPR instruction to meet the NC Healthful Living Essential Standards as a requirement for high school graduation. Completion of this course will be documented in the state Student Information System.

#### Computer Science Course

8th grade will complete a Computer Science course during Computer Lab Resources to meet the requirement for high school graduation per G.S. 115C-81.90(c). Completion of this course will be documented in the state Student Information System.



*"But I thought it might taste good!"*