INSTRUCTION

Reporting/Grading Procedures

Summer Assignments – Advanced Courses – Grades 9-12

Summer assignments for advanced courses are not mandatory. While students are not required to complete prerequisite summer assignments for advanced courses, it is strongly recommended that students do complete such assignments. These assignments help students have successful educational experiences in advanced courses.

Purposes

1. Summer assignments are focused on specific objectives that support what students need to know, do, and understand in order to be successful in advanced courses.

2. Summer assignments may be designed as to help students review and understand basic concepts or specific skills that support success in the advanced course.

Guidelines

1. Students shall receive assignments for the next school year no later than the Monday before the final Monday of the current school year. Whenever possible, students should receive these assignments by June 1.

2. Summer assignments are due no earlier than the second Tuesday of the school year. Assignments completed by transfer students are due by September 30 of each school year.

3. Students who transfer into Prince William County Public Schools receive assignments at the time of registration for advanced courses.

4. Assessment rubrics and criteria shall be included with assignments. Where possible, students shall be offered a choice of assignments and assessments.

5. Assignments shall be designed so students can complete assignments independently within a reasonable amount of time. A typical assignment shall require no more than 10 hours for high school students.
6. Students shall have clear directions in order to find summer assignments. Assignments may be posted on the Web site of each high school. Assignments must also be available in hard copy at a designated location in each high school.

7. If additional materials are required to complete the assignment, the location of the materials on the Web and in the school shall be clearly indicated.

8. Assignments shall include an email address or other means of communication for students to communicate with teachers if questions about assignments arise.

9. Teachers should include information with the assignment on the dates they will be available to respond to student questions.

Evaluation for Credit

1. Students shall receive the assessment rubric requirements with the assignment.

2. Completion and effort shall be considered in the assessment.

3. Students who complete assignments shall receive up to 2 additional percentage points on the grade at the end of the first nine week grading period. Credit for this assignment can be considered in lieu of credit for the summer reading program described in Regulation 637-1.

The Principals and Level Associate Superintendents (or designee) are responsible for implementing and monitoring this regulation.

The Associate Superintendent for Student Learning and Accountability (or designee) is responsible for reviewing and revising this regulation in 2012.