

## GRADING GUIDELINES

Teachers will record **at least 12 total grades per nine weeks**, with a minimum of **two (2) major assignment** grades.

Grades will be **updated in Skyward weekly** so that parents are able to stay informed regarding their student's academic progress in each class using *Family Access*. Parents are strongly urged to take advantage of this communication tool.

**DAILY ASSIGNMENTS:** Class work, quizzes, and homework, typically requiring less than three (3) days to complete, are examples of daily assignments.

Students who score below a **70 on a daily assignment** will have an opportunity to improve their grade according to these guidelines:

- It is the **student's responsibility to let the teacher know** that he/she would like to attempt to raise their grade.
- Teachers will have discretion in allowing the student to submit a new assignment or to resubmit the same assignment.
- **The teacher shall determine the degree to which students' recorded grades shall increase** based on their demonstration of mastery.
- **The student will have a five (5) day** timeline from the date the grade is entered into Skyward to resubmit the assignment.
- If the original assignment was turned in late, the student will not have a second opportunity to improve their grade.

**MAJOR ASSIGNMENTS:** Chapter or unit tests, special activities or projects, essays, performances, and oral presentations are examples of assignments that will receive an assessment grade. Assessments typically take more than three days to complete or cover more than three days of material. Students will be informed of content covered on all major assessments at least 2 days in advance.

Students who score below an **85 on an assessment** will have an opportunity to raise their grade based on these guidelines:

- **It is the student's responsibility to let the teacher know** that he/she would like to be reassessed to raise the grade.
- **The student will have a five (5) day timeline** from the date the grade is entered into Skyward to be reassessed.
- **The teacher has the discretion to require the student to meet certain criteria**, such as attend tutorials or complete additional practice assignments, before he/she is allowed to retest.
- **The teacher shall determine the degree to which students' recorded grades shall increase** based on their demonstration of mastery.
- If the second grade is lower than the first, the first assessment grade will be the final grade.

### 9 WEEK GRADE CALCULATIONS:

Daily Assignment Grades – 50%  
Major Assignment Grades – 50%

### SEMESTER GRADE CALCULATIONS:

Nine (9) weeks – 50%  
Nine (9) weeks – 50%

**Late Work:**

Assignment due dates are set by the teacher. Some assignments are to be completed during class time and at school. Some assignments are to be taken home and completed to be returned the next day. Students are expected to complete all assignments as prescribed by their teacher.

Late work is defined as any assignment that is not turned in during the student's scheduled class period, at the time the teacher designates, on the day in which the assignment is due, if the student is in class that day.

**Late work deductions will be determined by the teacher and/or grade level/departmental team.** Late work will be accepted for up to 5 school days, no longer. After 5 days, the assignment will be scored a zero and it can no longer be made up for credit. **The teacher has the discretion to act in the best interest of the student in extenuating circumstances.**

**Missed assignments (due to an absence from class):**

It is the student's responsibility to complete missed assignments when absent from class regardless the reason for the absence. Assignments made prior to the absence will be due on the day of return.

Students will be allocated two (2) days per one absence. **All extenuating circumstances will be considered and this policy can be adjusted per teacher/administrator discretion.**

**Report Cards/Progress Reports and Conferences:**

Report cards are issued at the end of each nine (9) weeks grading period. Report cards will be sent home with the student. Parents are also able to access the grades on-line using Skyward *Family Access*.

**At the end of the first four (4) weeks of a grading period, parents will be given a written progress report if their child's performance in any course is 75 or below.** If the student receives a grade lower than 70 in any class or subject at the end of a grading period, it is strongly encouraged that parents contact the teacher to schedule a conference.

Teachers follow grading guidelines which have been approved by the superintendent pursuant to the board-adopted policy and are designed to reflect each student's relative mastery of each assignment for the grading period, semester, or course. State law provides a test or course grade issued by a teacher cannot be changed unless the board determines the grade was arbitrary or contains an error, or the teacher did not follow the district's grading policy.

Questions about grade calculation should first be discussed with the teacher; if the question is not resolved, the student or parent may request a conference with the principal.