

# GRADING AND REPORTING HIGH SCHOOL

## Academic Achievement Grade

Grading must reflect what a student knows, understands, and is able to do related to the course standards. Grades are not intended to be a consequence for student behavior. Grades will be reported using A, A-, B+, B, B-, C+, C, C-, D+, D, F, P/F (pass/fail), I (incomplete), M (medical), WF (withdrawn fail), WP (withdrawn pass), and W (withdrawn) for the marking period grade on the report card. Extra credit assignments are not to be used.

The high school philosophy of reporting student progress is supported by the following guidelines:

- The system of reporting is one that is clear and easily communicated to stakeholders.
- The evaluation of student progress is based upon all learning goals of a subject.
- Each student's progress will be reported in terms of academic achievement and may be clarified through the use of comments regarding work habits and attitudes.
- The system of reporting may include written communication as well as teacher-parent and/or teacher-student conferences.
- Parents/guardians and students have the opportunity to access student grades on a continuous basis through the CCPS on-line grading system.

## Reporting Student Grades

- Report cards and interim reports will each be issued four times a year to high school students.
- Dates for interim reports and report cards will be communicated to students and parents/guardians.
- Reports of progress on Individual Education Plans (IEPs) will be issued with interim reports and report cards to parents/guardians of students with disabilities. Progress will also be reported at each student's annual review.
- If the student did not receive a D+, D, or F interim but experiences a decline in performance that could jeopardize his or her ability to pass the marking period, the teacher will contact the parent/guardian.

Formative Assessments	Summative Assessments
<i>Short assessments that provide students with feedback on their understanding of the content that quickly affect instruction.</i>	<i>Comprehensive assessments used to document mastery of content outcomes that may include multiple concepts and/or skills within a single assignment.</i>

Extra credit or extra homework assignments are not to be used as a means for improving a student's grades.

Schedule Configuration	Number of Grades
Semester	12
Block Year	9
Long Skinny (A/B)	9
9-week	9

## Category Weights by Course Percentage

High School Regular and Honors Courses	60%	40%
High School AP courses	70%	30%

**Grades must:**

- include both formative and summative assessments distributed appropriately throughout the marking period.
- provide clear evidence that the formative and summative measures are assessing what students know and are able to do.
- have a minimum of three summative grades per marking period in A/B and skinny courses.
- have a minimum of six formative grades per marking period in A/B and skinny courses.
- have a minimum of four summative grades per marking period in semester and year-long block courses.
- have a minimum of eight formative grades per marking period in semester and year-long block courses.

**Communicating Grading Criteria**

At the beginning of each school year, teachers will provide the students and administration with statements of their grading criteria and procedures which must be within the guidelines of the county policy. The teacher's grading policy will be approved by school administration prior to distribution. The grading criteria will contain the following:

- How formative measures are weighted in the marking period grade.
- How summative measures are weighted in the marking period grade.
- How other special requirements impact marking period grades.
- The processing timeline for retakes and for submitting make-up work and how that work will be graded.
  - Teachers will allow and grade the retake of assignments in alignment with regulation (IKAG-RE).
  - Teachers will allow and grade late assignments in alignment with regulation (IKAG-RE).

**Recording Grades**

- Grades in the gradebook will:
  - include all work that has received a grade.
  - be consistently listed as percentages.
  - be recorded in a timely manner.
  - within ten school days of the assignment being collected.
  - with one assignment/grade being entered every ten school days.
- No assignment weight may exceed a value of one.

**Computing End of Marking Period and Final Course Grades**

The following chart depicts the scales used to calculate end-of-marking period and end-of-course grades. Percentages earned for marking period grades as well as quality points will reflect actual scores and will not be "rounded up."

<u>Percentage</u>	<u>Letter Grade</u>	<u>Quality Points</u>	<u>Final Grade Range</u>
93-100%	A	4.00	3.75 - 4.00
90-92.9%	A-	3.67	3.48 - 3.74
87-89.9%	B+	3.33	3.20 - 3.47
83-86.9%	B	3.00	2.80 – 3.19
80-82.9%	B-	2.67	2.50 – 2.79
77-79.9%	C+	2.33	2.20 – 2.49
73-76.9%	C	2.00	1.80 – 2.19
70-72.9%	C-	1.67	1.50 – 1.79
67-69.9%	D+	1.33	1.20 – 1.49
60-66.9%	D	1.00	0.60 – 1.19
0-59.9%	F	0	0 – 0.59

## End-of-course Grade Calculation

When calculating the end-of-course grade, the marking period percentages will be converted to quality points and each marking period will be weighted equally.

### Comments

When appropriate, the grade should be clarified by the use of comments. A grade of D+, D, F, or I must be clarified by comments.

The following comments will be used:

#### *The student has demonstrated:*

1. outstanding effort and initiative.
2. consistent effort.
3. mastery of subject/content.
4. a high level of creativity.
5. an ability to work well with others.
6. positive leadership.
7. motivation to learn.
8. a positive learning attitude.
9. improved academic performance.
10. interest and enthusiasm.
11. a high level of responsibility.

#### *The student needs to:*

12. improve performance on tests and quizzes.
13. master skills and concepts.
14. complete assigned work on time.
15. complete long-term assignments.
16. participate in class.
17. complete work accurately.
18. turn in required work.
19. bring in class materials.
20. follow directions.
21. improve time management skills.
22. complete homework assignments.
23. show more effort.
24. complete work after absence.
25. take advantage of retake opportunities.

#### *Additional Comments*

26. Behavior interferes with learning.
27. Grade was affected by attendance.
28. D+, D, E, or F interim was issued on interim report.
29. Please arrange for a conference.
30. Grade was affected by a transfer.
31. See additional report.
32. No grade received, additional documentation attached.
33. Grade reflects modified below grade level curriculum.
34. Grade reflects alternate curriculum.

### Transfer Students' Grades

Students transferring during the marking period will receive credit for work completed at the previous school. The overall course grade will be entered for all assignments in the corresponding course up to the date of entry in the receiving school. If a student transfers with letter grades instead of percentages, the following percentages will be used for those letter grades.

A	100%
A-	92%
B+	89%
B	86%
B-	82%
C+	79%
C	76%
C-	72%
D+	69%
D	66%
F	59%

### Repeating a Course

A student may repeat a course to improve his/her grade. The higher grade earned shall receive the appropriate credit, shall count toward graduation requirements, and will be included in the grade point average. The lower grade earned shall be changed to zero credit, shall not count toward graduation requirements, and will not be included in the grade point average.

### Alternative Grades

Often, students' grades are affected by extenuating circumstances. Extended student illnesses, family issues, or other circumstances may prohibit a student from completing the required components of a course within originally designated time periods. When situations like this occur, the principal or designee will notify students and parents of opportunities to complete required work and available alternatives.

- With the approval of the principal, a medical (M) may be issued when a student has not completed the minimum components of a course due to physical injury and/or absences for personal illness.
- With the approval of the principal, an incomplete (I) may be issued. A student who receives an incomplete (I) will be given a specified period of time to complete the work. Each incomplete assessment grade will remain a zero until the work is completed.

### Interim Reports

- Interim reports, reflecting current academic achievement in each subject, will be issued at the midpoint of each marking period to all students.
- Comments are required for all D+, D, and F grades.
- At least four grades (to include formative and summative) will be entered by the interim reporting time.

### Conferences

Parent-teacher conferences regarding reasons for unsatisfactory progress are strongly recommended and encouraged throughout the year.

### High School Honor Roll

To be eligible for this honor, a student must obtain an average of B (3.0) or better and not have received more than one grade of C+, C, or C-. A student earning a D+ or below is not eligible for honor roll status. If an I (Incomplete) appears on the report card for any subject, determination of eligibility is to be made after the incomplete is terminated. A student earning a 3.67 or greater average shall be recognized as a Distinguished Honor Student.

For the purpose of averaging, the following point scale shall be used:

A	4.0
A-	3.67
B+	3.33
B	3.0
B-	2.67
C+	2.33
C	2.0
C-	1.67
D+	1.33
D	1.0
F	0