

**INSTRUCTION
Grading and Promotion
ADMINISTRATIVE PROCEDURE**

I. All teachers shall keep a current record of student grades in the Skyward Gradebook.

II. Grades on the report card shall be equivalent to the following percentages:

Grade	Percentage	Points	Mastery Level
A	90-100	5.00	Student has exceptional master of topic
B	80-89	4.00	Student has good master of topic
C	70-79	3.00	Student has acceptable master of topic
D	60-69	2.00	Student has partial master of topic
F	50-59	1.00	Student is not demonstrating any mastery of topic
0	40	0.00	No evidence of learning available

In first through twelfth grades shall be figured on a percentage basis to promote consistency.

III. Missing Assignments. A missing assignment shall be marked as "missing" in the Skyward Gradebook. A student shall be provided the opportunity to make up the assignment or offered an alternative assignment to be completed in a reasonable amount of time for full credit.

IV. Late Assignments. Each day an assignment is late past the date of teacher entering assignment grades, 10% will be taken off up to a week. If the assignment is not done, the score for that assignment shall be marked as forty (40%). A student may be given the opportunity to do additional work to make up for the incomplete assignment and receive full credit.

V. Evidence of Learning. Students who make a legitimate attempt on an assessment (The definition of legitimate attempt is based on teacher discretion; however, factors considered include whether the student willingly took the original assessment and/or the student read and attempted all portions of the assessment showing work where applicable.) will earn no lower than a 50 percent on the assessment. However, students who do not make a legitimate attempt on an assessment or do not complete an assessment will earn a 40 percent to indicate that no evidence of learning was available.

VI. Category Weighting. Grades will be organized into categories with the assigned weight for each.

Kindergarten — Standards Based Reporting

Mastery of Standard	Progressing Towards Mastery of Standard	Not Making Progress Towards Mastery of Standard
M	P	N

First through Eighth Grade

Summative Projects, Tests, Performances, Essays, etc.	Formative In-Class Individual Work, Small Quizzes	Other Homework or group work
60%	35%	5%

High School

Summative Projects, Tests, Major Quizzes, Performances, Essay, etc.	Formative In-Class Individual Work, Small Quizzes, Homework	Midterm Exam Required; Failure to Complete is a zero	Final Exam Required: Failure to Complete is a zero
65%	15%	10%	10%

Early College Credit courses will follow the grading procedures and policies from the awarding higher institution.

- VII. **Grade Reports & Calendar.** Grading will be cumulative throughout each semester resulting in a Semester 1 percent/grade and a Semester 2 percent/grade. Grade reports will be made available every four weeks throughout a semester.

SEMESTER 1		SEMESTER 2	
September	Progress Report #1	February	Progress Report #1
October	Progress Report #2	March	Progress Report #2
<i>October</i>	<i>Parent-Teacher Conferences</i>	<i>March</i>	<i>Parent-Teacher Conferences</i>
November	Progress Report #3	April	Progress Report #3
December	Semester #1 Final Grade	May	Semester #2 Final Grade
In Grades 1 through 8, the End of Year Grade (EOY) will be determined by averaging the earned percent for semester #1 and semester #2.			

- VIII. Absences. Excused and Unexcused Absences are defined in Board Policy 7:70 (“Attendance and Truancy”). ESSA (Every Student Succeeds Act) defines absences as the same regardless of the absence being excused or unexcused. Therefore, all responses and actions shall be the same for either reason.

Students with an (excused or unexcused) absence, including suspensions, shall be given a forty (40%), but they shall be allowed to make up the work for full credit. Students will be allowed two (2) days for every day of unexcused absence or suspension. A student who completes the assignment within the time guidelines shall receive full credit. The percentage grade would then replace the forty (40%) given. Incomplete or work not turned in would still be given a forty (40%). *Refer back to late/missing assignment procedures on page 1 for more detail.* If an absence(s) occurs at the end of the grading period, the student will be given an incomplete forty (40%). A student who completes the assignment(s) within the time guidelines shall receive full credit. The percentage grade would then replace the incomplete given and the new grade would be issued. Incomplete work or work not turned in would still be a forty (40%).

- VII. Special Conditions: High School Students must take all summative course exams as indicated in the course syllabi. Failure to complete an exam shall result in a zero (0%). All state-required course assessments for all students must be completed and passed.

- VIII. Parent Conferences. Parent Conferences shall be conducted after the first nine weeks of school of the first semester and after the second nine weeks of second semester.
- IX. Notification of Unsatisfactory Student Work. Parents shall be notified whenever a student's work is unsatisfactory. Notification may be by formal or informal reporting procedures. Parents/students have Family Access to monitor grades in real-time online.
- X. Academic Dishonesty: The act of demonstrating behaviors to gain an advantage on assigned work that no longer allows for assessment of one's own knowledge and abilities (including but not limited to cheating, plagiarism, or using notes or other aids during an assessment).
- A. Definitions.
1. Plagiarism. Plagiarism is the stealing and use of the ideas or writing of another as one's own; appropriating passages from another and using as one's own the writings or the ideas of another. "To be liable for plagiarism, it is not necessary to exactly duplicate another's literary work, it being sufficient if unfair use of such work is made by lifting of a substantial portion thereof." (Black's Law Dictionary)
 2. Author Falsification. Author falsification is the act of turning in an assignment done by another, and claiming the work to be one's own.
 3. Source Falsification. Source falsification is the intentional listing of erroneous or non-existent sources, i.e., attributing ideas, writings, or passages to an incorrect or non-existent source.
- B. Consequences for Plagiarism, Author Falsification, or Source Falsification.
A student who commits plagiarism, author falsification, or source falsification shall receive a grade of forty (40%) for the assignment. The student may complete an alternative assignment within five (5) school days (only) of the student notification of the infraction and receive a maximum grade of eighty (80%). Two separate grades will be entered in the gradebook, the first grade for the original assignment and the second grade for the alternative assignment.
- C. Consequences for All Other Forms of Academic Dishonesty.
A student who commits academic dishonesty shall receive a grade of forty (40%) for the assignment. The student may complete an alternative assignment and receive a maximum grade of eighty (80%). Two separate grades will be entered in the gradebook, the first grade for the original assignment and the second grade for the alternative assignment.
- XI. Reassessment: Every student has the opportunity to show new learning through reassessment of skills presented on summative assessments. Reassessment procedures are available from the teacher and building administrators.
- XII. Assignment of Credit and Classification for High School Graduation
Per School Code, students may not be classified as a senior (12th Grade) until they have participated in the state required SAT exam on the state assigned testing dates in the home school.

For the 2019 Graduating Class: 26 credits are required for graduation. Credit will be assigned to students who have successfully completed the course requirements and earned a passing grade. Credits will be used to determine what grade level will be assigned in grades 9-12:

- A. To be classified as 10th Grade, students must earn 6 credits.
- B. To be classified as 11th Grade, students must earn 13 credits.
- C. To be classified as 12th Grade, students must earn 19 credits.

Classification of students occurs at the beginning of each school year to take into account those students who had obtained credit through summer school or other sources prior to the start of the next academic year. Classification may also occur at semester.

Class Rank ends with the Class of 2019. Class rank will not take place until a student has earned a minimum of 13 credits and attained 11th grade status. Methodology for determination of class rank can be found in the Welcome to High School Curriculum

For the 2020 Graduating Class and years beyond: 24 credits are required for graduation. Credit will be assigned to students who have successfully completed the course requirement and earn a passing grade. Credits will be used to determine what grade level will be assigned in grades 9-12:

- A. To be classified as 10th Grade, students must earn 6 credits.
- B. To be classified as 11th Grade, students must earn 12 credits.
- C. To be classified as 12th Grade, students must earn 18 credits.

Student recognition will be as follows:

- A. Cum Laude “with honor” for students with GPAs of 4.25-4.49.
- B. Magna Cum Laude “with great honor” for students with GPAs of 4.50-4.74.
- C. Summa Cum Laude “with highest honor” for students with GPAs of 4.75 and higher.

CROSS REF: Policy 6:300 (Graduation Requirements)

REVISED: October 5, 2009
 December, 5, 2016
 August 18, 2017
 May 24, 2018

Signature of Superintendent: _____

Dr. Sharon Desmoulin-Kherat

Date: _____