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:

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

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

**Kindergarten – Standards Based Reporting**

<table>
<thead>
<tr>
<th>Mastery of Standard</th>
<th>Progressing Towards Mastery of Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>M</td>
</tr>
<tr>
<td></td>
<td>P</td>
</tr>
</tbody>
</table>

**First through Eighth Grade**

<table>
<thead>
<tr>
<th>Summative</th>
<th>Formative</th>
<th>Homework</th>
</tr>
</thead>
<tbody>
<tr>
<td>Projects, Tests, Performances, Essay, etc.</td>
<td>In-Class Individual Work, Small Quizzes</td>
<td></td>
</tr>
<tr>
<td>60%</td>
<td>35%</td>
<td>5%</td>
</tr>
</tbody>
</table>

**High School**

<table>
<thead>
<tr>
<th>Summative</th>
<th>Formative</th>
<th>Midterm Exam</th>
<th>Final Exam</th>
</tr>
</thead>
<tbody>
<tr>
<td>Projects, Tests, Performances, Essay, etc.</td>
<td>In-Class Individual Work, Small Quizzes, Homework</td>
<td>Required; Failure to Complete is a zero</td>
<td>Required: Failure to Complete is a zero</td>
</tr>
<tr>
<td>65%</td>
<td>15%</td>
<td>10%</td>
<td>10%</td>
</tr>
</tbody>
</table>

Early College Credit courses will follow the grading procedures and policies from the awarding higher institution.
VI. **Absences.** Excused and Unexcused Absences are defined in Board Policy 7:70 ("Attendance and Truancy").

Excused (valid cause) Absence: The parent(s)/guardian(s) has authorized an absence and notified the school at the time of the student’s absence (unless noted otherwise) regarding any of the following events:

- Absent from school because of illness
- Observance of religious holiday (48 hours advance notice)
- Death in the immediate family
- Family emergency
- Visits to college campuses and job interviews (with 48 hour advance prior approval and not in excess of 5 days total)
- Situations beyond the student’s control as determined by the Board of Education
- Other circumstances which cause reasonable concern to the parent for the safety or health of the student

Unexcused Absence: The parent(s)/guardian(s) has not authorized absence nor notified the school in advance or at the time of the child’s absence for any event listed above. In addition, the following constitutes an unexcused absence:

- Absent without valid cause for a school day or portion thereof.

Excused students will be given forty (40%) for missing assignments. The student will be allowed two (2) days for every one day of excused absence to make up missing assignments. A student who completes the assignments within the time guidelines shall receive full credit. The percentage grade would then replace the forty (40%) given. Incomplete work or work not turned in would still be a forty (40%). **Refer back to late/missing assignment procedures on page 1 for more detail.**

Students with an 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%). 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. Plagiarism, Author Falsification, and Source Falsification.

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. 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.

XI. Assignment of Credit and Classification for Graduation (For the 2018, 2019 Graduating Classes): 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.

With 19 credits, a student is in line for the required 26 credits for graduation.

Classification of students would take place 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 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 guide.

**Assignment of Credit and Classification for Graduation (For the class of 2020 and future years Graduating Classes):** 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:

D. To be classified as 10th Grade, students must earn 6 credits.
E. To be classified as 11th Grade, students must earn 12 credits.
F. To be classified as 12th Grade, students must earn 18 credits.

With 18 credits, a student is in line for the required 24 credits for graduation.

Classification of students would take place 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.

**CROSS REF.:** Policy 6:300 (Graduation Requirements)

**REVISED:**
- October 5, 2009
- December 12, 2016
- August 18, 2017

**Signature of Superintendent:**

Dr. Sharon Desmoulin-Kherat

**Date:** August 21st, 2017