

INSTRUCTION

Grading and Promotion

I. Purpose of Grading:

The purpose of grading is to communicate to a variety of audiences an accurate evaluation of what students demonstrate they know and are able to perform toward meeting Illinois State Learning Standards and District expectations as well as to provide a basis for both students and teachers to reflect upon teaching and learning.

II. Grades on the report card (Grades 1st through 12th) will be equivalent to the following percentages:

- A = 90 – 100
- B = 80 – 89
- C = 70 – 79
- D = 60 – 69
- F = 59 and below

Grades should be figured on a percentage basis to promote consistency.

Kindergarten will utilize a skill-based report card with grade designations as determined by the District.

Missing assignments will be marked as a zero in the Skyward Gradebook. A student who is present but does not turn in an assignment will be provided the opportunity to make up the assignment. The earned grade on the missing assignment will lose one letter grade per day until that assignment turns into an “F.” If the assignment is not turned in, it will still be marked as a zero.

III. Homework assignments will account for no more than 15% of the total grade.

IV. The following guidelines will apply to students with excused absences, suspensions and unexcused absences:

Excused Absence

For a non-attendance day to be an excused absence, a note or phone call will be required from the student’s recognized guardian within two (2) attendance days of the student’s return to school. Excused students will be given a zero and the assignment will be labeled as missing. 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 will receive full credit. The grade would then replace the zero. Work not turned in will still be given a zero.

Unexcused Absence

Students with an unexcused absence, including suspensions, will be given a zero but they will be allowed to make up the work for full credit. Students will be allowed one (1) day for every day of unexcused absence or suspension. A student who completes the assignment within the time guidelines will receive full credit. The grade will then replace the zero given. Work not turned in will still be given a zero. On the tenth (10) day of absence from any course, the student will automatically be given an “F” in that course for the semester.

If an absence(s) occur(s) at the end of the grading period, the student will be given a zero. A student who completes the assignment(s) within the time guidelines will receive full credit. The grade will then replace the zero given and the new grade will be issued. Work not turned in will still be given a zero.

If a graduating Senior high school student is absent at the end of the final grading period and meets the guidelines for an excused absence, the student must complete all missing course requirements by 12:00 p.m. (noon) on Friday (day before graduation ceremony) in order to participate in graduation exercises. The student(s) name(s) may not appear in the graduation program.

Forfeiture of Promotion or Course Credit

Grade K-8: Students with more than five (5) **unexcused** absences in a grading period, including unexcused and out-of-school suspensions, **will receive** an “F” for that grading period. If a student misses in excess of (20) absences during the school year, a student could be subject to retention.

Grade 9 -12: Students with more than five (5) **unexcused** absences in a grading period **will receive** an “F” in each course(s) the absences occurred. If a student misses more than **ten (10)** absences in a **semester**, including unexcused and out-of-school suspensions, that student may not receive course credit.

The classroom teacher will assign an F for the grading period if a student has more than 5 unexcused absences. However, upon appeal by the student and the parent, the principal has the authority to override the failure.

Appeal Procedure

Parents of students who believe excessive absences (that result in a denial to participate in graduation exercises; sports ineligibility; or the retention or loss of credit) are due to extenuating circumstances (documentation required), may

appeal the decision to the principal using the district approved **Grade Change Appeal Form.**

V. Parent Conferences will be conducted at the conclusion of the 1st and 3rd grading periods.

VI. Parents will be notified whenever a student's work is unsatisfactory. Notification may be made by formal or informal reporting procedures.

VII. Plagiarism

Defined: "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)

Consequence: Failure of the assignment only.

VIII. Author Falsification

Defined: Turning in an assignment done by another, but claiming the work to be one's own.

Consequence: Same as for plagiarism (explained above).

IX. Source Falsification

Defined: The intentional listing of erroneous or non-existent sources, i.e., attributing ideas, writings, or passages to an incorrect or non-existent source.

Consequence: Same as for plagiarism above.

X. Assignment of Credit and Classification for Graduation:

Credit will be assigned to students who have successfully completed course requirements and earned a passing grade. Credits will be used to determine what grade level a student will be assigned in grades 9-12.

Promotion Requirements

Students will be required to meet current promotion requirements as determined by Board policy:

Class of 2015 and Beyond Traditional Schedule:

- Grade 9 to 10 – a minimum of 6 units cumulative must be earned
- Grade 10 to 11- a minimum of 13 units cumulative must be earned
- Grade 11 to 12- a minimum of 19 units cumulative must be earned
- Graduation - a minimum of 26 units and successful completion of any other state standards must be earned according to School Board Policy

Grade Point Average

A student's grade point average (GPA) will be calculated with the average of all courses completed. GPA will be based on a 4.00 scale.

Weighted Grade Point Average

A student's weighted grade point average (WGPA) will be calculated with the average of all courses completed. However, designated weighted courses will be based on a 5.00 scale.

CROSS REF.: 6.30 (Graduation Requirements)

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