

Grading Guidelines (All Grade Levels)

Grading guidelines for each grade level or course will be communicated and distributed to students and their parents by the classroom teacher. These guidelines have been reviewed by each applicable curriculum department and have been approved by the campus principal. These guidelines establish the minimum number of assignments, projects, and examinations required for each grading period. In addition, these guidelines establish how the student's mastery of concepts and achievement will be communicated (i.e., letter grades, numerical averages, checklist of required skills, etc.). Grading guidelines also outline in what circumstances a student will be allowed to redo an assignment or retake an examination for which the student originally made a failing grade. Procedures for a student to follow after an absence will also be addressed. To earn credit in a course, a student must receive a grade of 70 based upon course-level or grade level standards. A minimum of 10 daily grades must be used per grading period in calculating the average. For grades 6-12, a minimum of three tests will be given per grading period for calculating the average. All grades recorded in the teacher grade book must be graded or reviewed by the teachers. Any exceptions to these guidelines must be approved by the campus principal.

Elementary School Grade Calculations

- Pre-K and kindergarten students will receive a locally developed report each grading period.
- For grades 1-5, students should have at least 10 grades per grading period. The grades will be averaged for each grading period.

Middle School Grade Calculations

- In grades 6-12, achievement is reported to parents as:

1. Grading Period Calculation

- a. Tests and special projects – 60%
- b. Daily work – 40%

2. Semester Grade Calculation

- a. 1st Grading Period – Grade 85
- b. 2nd Grading Period – Grade 70

$$155/2 = 77.5 = 78 \text{ Semester Average}$$

****Please note – All 8th grade students enrolled in high school classes will follow the high school grading policy**

High School Grade Calculations

1. Grading Period Calculation

- a. Tests and special projects – 60%
- b. Daily work – 40%

2. Semester Grade Calculation

- a. 1st Grading Period – 40%
- b. 2nd Grading Period – 40%
- c. Semester Exam – 20%

The actual numerical grade earned will be recorded for all grading periods and semester average.