

Grading Procedures

Revised 9-2-16

I. K-2nd (Standard-based Grades for all beginning 2016-2017 school year)

- a. Teachers will use 1, 2, 3, and 4 to indicate level of mastery for each core curriculum standard. Science and Social Studies grades can be found under “Related Arts” on the report card and will also be given 1,2,3,4 to indicate level of mastery.
- b. A district assessment will be administered to each Kindergartener every nine weeks.
- c. Special area grades will be based on a rubric. The primary teacher will record the special area grade in Skyward.

II. 3rd-8th Special Areas (Art, Music, PE)

- a. Teachers must report a minimum of a mid-term grade and a final grade.
- b. All grades will be reported as A, B, C, D or F
 - i. A=97
 - ii. B=89
 - iii. C=80
 - iv. D=72
 - v. F=65

III. 3rd

- a. Reading will have its own report card grade. Reading grade should include comprehension, phonics, vocabulary, etc. Teacher discretion will be used to determine weighting and categories.
- b. Handwriting will be reported separately on the report card with no specific categories or weighting guidelines provided by the district.
- c. Language Arts will have its own report card grade made up of:
 - Spelling – 10%
 - Grammar - 45%
 - Composition - 45%

IV. 4th-8th

- a. One RLA report card grade based on the following weighted categories:
 - i. Grammar - 25%
 - ii. Reading Informational Text - 25%
 - iii. Reading Literature - 25%
 - iv. Composition/Speaking/Listening – 25%
- b. 4th grade handwriting will be reported separately on the report card with no specific categories or weighting guidelines provided by the district.

V. Extra Credit for Elementary Classes

- a. Extra credit is optional. The teachers who choose to allow extra credit may do so with one of the following options:
- b. All grades and all subjects’ final grades may not exceed 100. Extra credit may be added in various ways, but **pay attention to the final average** to ensure it meets the guidelines above.
 - i. EC Option 1: Put in the assignment grade (even above 100) and then negatively adjust term average at the end if it exceeds 100 for all regular classes.

- ii. EC Option 2: Create an assignment in the appropriate category (daily or test) with a maximum score of 0 and a weight multiplier of 1.00 to accumulate extra credit points.
- iii. EC Option 3: Adjust daily assignment grades along the way (ex. student makes 104 on an assignment, teacher gives student 100 in the gradebook and then adds 4 points to a lesser scoring assignment)
- iv. EC Option 4: Teacher decides to only allow extra credit points up to a certain grade (ex. teacher adds points to give assignment grade up to 100)

VI. 9th-12th

- a. All final averages should not exceed 100 except for the following classes:
 - i. Honors classes and NIC classes may extend up to 103
 - ii. Dual Credit classes may extend up to 104
 - iii. AP classes may extend up to 105

VII. High School Credit Recovery- The student's parent or legal guardian must give written consent for the student to enroll in a credit recovery course. Parents/guardians should be informed that not all postsecondary institutions will accept credit recovery courses for credit and that the NCAA Clearinghouse will not accept credit recovery courses for credit.

- a. Credit Recovery guidelines depend on when the student failed the class.
- b. **If the student failed the class prior to Fall 2014**, then they may follow the "old" guidelines
 - i. Grade of 55 or above in any subject
 - ii. 27 hours of seat time required
 - iii. Once seat time is completed, the grade is calculated at 50% previous grade and 50% credit recovery grade.
- c. **If the student failed the class in Fall 2014 and forward**, then they will follow the new guidelines listed below.
- d. **New Credit Recovery Guidelines:**
 - i. Algebra I: A final grade of 64 or below will be cause for students to repeat Algebra IB
 - ii. Other Classes: Students must finish the failed course with a grade not lower than 60 in order to participate in credit recovery.
 - iii. Only core curriculum classes are eligible for credit recovery.
 - iv. Honors credit is lost if a student fails an honors course. If allowed to attend credit recovery from an honors failure, students will receive regular credit.
- e. Grading:
 - i. The original class grade counts 50% and the recovery grade counts 50%. The average of the two grades must be a 69.5 or higher in order to receive credit.
- f. Attendance:
 - i. If a student fails and has missed 15 or more days, the class must be repeated. No credit recovery for truancy.
 - ii. Seat time required for recovery is a minimum of 30 hours.
 - iii. If a student fails to attend credit recovery 70% of the time, he/she will be required to repeat the class.
- g. Discipline:
 - i. Students may be dismissed from credit recovery for failure to follow school rules

VIII. **Extra Credit for High School Classes**

- a. High school courses' final grades **may not exceed 100 with the exceptions** of Honors classes and NIC (103); Dual Credit classes (104); and AP (105).
- b. Extra credit is optional.
- c. Extra credit may be added in various ways, but **pay attention to the final average** to ensure it meets the guidelines above. The teachers who choose to allow extra credit may do so with one of the following options:
 - i. EC Option 1: Put in the assignment grade (even above 100) and then negatively adjust term average at the end if it exceeds 100 for all regular classes.
 - ii. EC Option 2: Create an assignment in the appropriate category (daily or test) with a maximum score of 0 and a weight multiplier of 1.00 to accumulate extra credit points.
 - iii. EC Option 3: Teacher may adjust daily assignment grades along the way (ex. student makes 104 on an assignment, teacher gives student 100 in the gradebook and then adds 4 points to a lesser scoring assignment)
 - iv. EC Option 4: Teacher decides to only allow extra credit points up to a certain grade (ex. teacher adds points to give assignment grade up to 100)

IX. **Honor Roll** -2016-2017 Honor Roll may include grades 3-12