



## Douglas County School System High School Grading Guidelines

### Grades

All grades taken on assignments, tests, and/or projects shall be recorded in the *Student Information System* (electronic grade book).

### Grading Scale

Grades shall be calculated on assignments, tests, and/or projects in the following method:

A	=	90 to 100
B	=	80 to 89
C	=	71 to 79
D	=	70
F	=	Below 70

### Weight of Grades

All grades can be categorized into two groups, summative and formative. All grades should be academic and relevant to the course. Extra credit work should be academic. The following defines the differences between these two groups:

#### Summative Grades

- Summative grades will comprise approximately 50% of the 36 week average in all high school credit courses\*
- Summative categories or grades could include but are not limited to: Examinations/Tests, Projects, Labs, Term Papers, Compositions, Benchmarks, Common District Assessments, Quizzes, midterms, and other similar assignments

#### Formative Grades

- Formative grades will comprise approximately 30% of the 36 week average in all high school credit courses\*
- Formative grades could include but are not limited to: Class Work, Notebooks, Labs, Quizzes, Homework, and other similar assignments

### **EOC/Final Exam**

- End of Course exams will count 20% of the 36 week average.
- Non EOC/SLO courses – culminating projects or final exam will count no more than 20% of the 36 week average.

### **Minimum Number of Grades**

Building level administrators will monitor at school level. A minimum of nine (9) grades per eighteen (18) weeks is expected. Grades will be updated in the Parent Portal every 2 weeks.

### **Incomplete Grades**

Incompletes are awarded to students who did not complete their End of Course Assessment (EOC) upon finishing the course, did not complete their final exam, and/or have major grades missing due to an unexpected absence or illness. For EOCs, incompletes will be converted to a numeric grade once the EOC is completed by the student or the student is given numerous opportunities to take the test and a zero is awarded for the EOC score. For missing exams or major grades, students have ten days or at the discretion of the building principal to complete the missing items.

### **Transfer Students' Averages and Report Card Nine Week Averages**

Teacher should assign each grade in the grade book with the students' transfer average.

### **Late Work**

Late work is classified as work not turned in on time, but not due to excused or unexcused absence. The penalties, determined by the classroom teacher, for late work apply to students not turning work in on time. The acceptance of late work is left to the discretion of the building level administrator. It is encouraged for teachers to use an approach of mastery of the curriculum standards.

### **Make-Up Opportunities**

#### **Make Up Work (Excused)**

Students will be given 1 day for each day absent to complete and turn in make up work, unless the building level administrator has established a building policy. Students shall be expected to contact his or her teachers to obtain make up assignments. Students shall receive a zero for any assignment or test not made up in the allotted time. Within this framework, the maximum time allowed shall be determined at the discretion of the teacher and building level administrator according to individual circumstances.

**Make Up Work (Unexcused)**

The acceptance of make work for unexcused absences is left to the discretion of the teacher and building level administrator according to individual circumstances.

**Extra Credit**

Extra Credit opportunities will be provided consistently across subject areas at the discretion of the principal and must be academic in nature.

**CDA (Common District Assessments)**

- Can replace with another CDA developed by a collective group of teachers who teach that subject.
- Test must be the same type of test: multiple-choice, using an assessment management tool.
- Use pacing guides to determine the window available to retest.
- Teachers may allow students the opportunity to retest.

**APPEALS**

\*A student/parent has 5 business days from the date report cards are issued to appeal the final grade. The appeal must be made in writing to the principal and the decision of the principal is final.