



# Appoquinimink School District

THE WORLD IS OUR CAMPUS

**Policy Number:** 4111

**Policy Title:** EVALUATION AND GRADING

**Date Adopted:** 9/11/07

**Date Revised:** 9/5/07

**Date scheduled for review:** 2011

**Scope:** This policy applies to all families with children enrolled in the Appoquinimink School District, to all members of the general public, and to all school district employees.

**Purpose:** To establish a fair and consistent method of evaluating student work.

Teachers shall be provided with a standardized record-keeping system for student achievement which includes minimum instructional objectives and a place to certify whether each objective has or has not been mastered.

Each school shall follow the Board approved District Grading Policy and the procedures developed by the Superintendent, or designee, to support this policy. Report cards to parents shall reflect the achievement of instructional objectives, teacher judgment of student effort, and class attendance.

All parents shall be guaranteed a regular conference to discuss their child's progress as well as special conferences as may be required.

A grade is a measure of student achievement relative to district curricular goals and objectives. Grades serve to inform students, parents, teachers and administrators of the degree in which mastery has been attained and to help teachers adjust instruction to meet the individual needs of all students. It shall be the responsibility of the superintendent to establish a process to develop, monitor and revise as needed, a fair, comprehensive procedure for teachers to follow when grading students. This policy shall be consistently applied and clearly communicated to all teachers, students, and parent.

## Notification and Dissemination

The principal will annually inform all students, parents, and staff of the provision of this policy. Notification may occur as follows:

- Publishing in faculty, student, and parent handbook and school newsletters
- Posting the information on district/school website
- Presenting at Open House and other assembly presentations
- Reviewing with students at the beginning of the year
- Refreshing throughout the year through homeroom and/or advisory periods
- Posting for students and staff throughout the school
- Providing to new students and families through the registration process

## ELEMENTARY AND MIDDLE SCHOOL

### Grade Determinations

The grading scale for the Appoquinimink School District is:

A+=( 97 – 100%)	A=(93 – 96%)	A-=(90 – 92%)	B+=(87 – 89%)	B=(83 – 86%)
B-=(80 – 82%)	C+=(77 – 79%)	C=(73 – 76%)	C-=(70 – 72%)	D+=(67 – 69%)
D= 63 – 66%)	D-=(60-62%)	F =59 and below		

## **Letter Grades**

- a. Letter grades will be calculated using both formative and summative assessments based on a procedure determined by the Superintendent.

## **Make Up Work**

- a. A student may make up and receive a recorded grade for work missed due to an absence. Students returning from absences will have an equal number of days to complete make up work.
- b. Vacation Absence (VAB) – Any absence prearranged with the principal following the district attendance policy. These absences are unexcused, however makeup work for credit is provided.

## **Grading and Return of Student Work**

- a. The grading and return of student work will generally occur within one week . Long term assignments and projects may exceed the one week return with prior approval of building level administration and parent notification. Teachers will communicate at the time the assignment is issued when calculated grades will be included in a marking period report. Major projects and assignments completed within a marking period must be graded and included in the grade calculation for that marking period, unless otherwise communicated.
- b. Student grades may not be subject to a percentage grade reduction for lateness to class, absence, behavior or disciplinary action. Such actions, however could impact the final grade because of missed work and incomplete assignments.

## **Interim Progress Reports/Report Cards**

- a. Teachers must also notify the parent of unsatisfactory progress throughout the marking period.
- b. Teachers will communicate with parents and the school administrator when students are at risk for receiving a failing grade on an interim progress report or a report card prior to the distribution of the report card.
- c. Interim progress reports and report cards will be issued three (3) times annually in accordance with the established calendar dates for marking periods.

## **Parent Conferences**

- a. Parent conferences are scheduled twice during the school year.
- b. Parents and/or teachers may request additional conferences to discuss student progress and/or concerns.

## **PROMOTION, ACADEMIC INTERVENTION AND RETENTION**

### **Promotion**

- a. In order for a student to be promoted to the next grade he/she must pass four out of four of the core courses, as well as meet the requirement as defined by the Delaware Department of Education.
- b. After consideration of all factors, including parent and teacher input, the principal will determine if promotion is appropriate. Parents may appeal the decision to promote in accordance with district policy.

### **Retention**

- a. With input from the appropriate teachers(s), the principal will consider a student for retention when a student fails to meet district criteria for promotion. The principal may also consider for retention a student who is recommended by the appropriate teacher(s) or parent for other reasons. The principal must consider whether the needs of the student are best met through retention and offer the parent an opportunity to be included in the decision-making process. Retention notification and decisions will follow the timeline outlined in Board Policy 5930.

- i. Parents will be notified in writing if their student is at risk of being retained in a grade.
- ii. This notification may occur as early as the end of the second marking period, but no later than April 15th of the academic year. Delaware Department of Education notification may occur as late as the first week of August, following summer school.
- b. Retention decisions will be made based upon a number of indicators, which may include, but are not limited to the following:
  - i. Academic achievement level
  - ii. Demonstrated progress in response to academic interventions
  - iii. Age of the student
  - iv. Previous retention(s)
  - v. Developmentally appropriate factors
  - vi. Parental concerns
  - vii. Emotional factors
  - viii. Report card
  - ix. Individualized Education Plan
  - x. 504 Plan
- c. Parent may appeal a decision to retain following the district procedures.
- d. If a student is retained in the current grade, the instructional team for that grade must review any academic interventions provide the student during the current academic year and make revisions designed to support the student's success for the following year.

## HIGH SCHOOL

### Grade Determinations

Marking period grade will be calculated using the grading scale for the Appoquinimink School district based on a procedure determined by the Superintendent:

A+=( 97 – 100%)	A=(93 – 96%)	A-=(90 – 92%)	B+=(87 – 89%)	B=(83 – 86%)
B-=(80 – 82%)	C+=(77 – 79%)	C=(73 – 76%)	C-=(70 – 72%)	D+=(67 – 69%)
D=(63 – 66%)	D-=(60 – 62%)	F =59 and below		

### Make-Up Work (Reference ASD attendance Policy)

- a. A student may make up work and receive a recorded grade when an excused absence(s) is documented by a note from the parent.
- b. A student may make up work but will not receive credit for ran unexcused absence.
- c. Students returning from an excused absence will have an equal number of days to complete make up work.
- d. VAB – Vacation Absence: Any absence prearranged with the principal following the district attendance policy. These absences are unexcused, however makeup work for credit is provided.

### Grading and Return of Student Work

- a. Assignments collected before the end of a marking period will count toward that marking period's grade. Teachers should plan due dates to ensure sufficient time to grade assignments before the end of the marking period, as listed in the ASD academic calendar.

- b. Student grades may not be subject to a percentage grade reduction for lateness to class, absence, behavior or disciplinary action. Such actions could impact on the final grade, however, in an indirect manner because of missed work or incomplete assignments.

### **Grade Reporting**

School staff shall communicate to students and parents on a regular basis the student's level of academic performance in the essential curriculum in accordance with grade level expectations.

### **Interim Progress Reports/Report Cards**

- a. The interim/progress report reflects the progress of the student through the date of issuance. Teachers will notify parents of unsatisfactory progress throughout the marking period.
- b. Report cards are issued at the conclusion of each marking period and shall reflect all work completed during that marking period unless otherwise indicated by the teacher. The grading and return of student work will generally occur within three weeks, unless notified when the assignment is given.
- c. All classes will report student progress every four and a half weeks via interim reports and/or report cards in accordance with the building calendar.

### **Determining Final Grades and Credit**

- a. Only the final grade and/or code will be retained on the transcript.
- b. Accelerated, Honors, Advanced Placements (AP) and Tech Prep (TP) courses are awarded higher quality points than other courses based on the rigor involved.
- c. Final course Grades are calculated by factoring in the four marking period grades, mid term exam and final exam. The course average is submitted as the final grade for the course. Marking period = 20%; Mid Term and Final Exam = 20%. Waivers to this calculation formula may be obtained by building administration.
- d. Credit will be awarded for all successful completion of high school courses. Middle school courses will not fulfill graduation requirements for academic or vocational areas, but earned credits will enable students to register for Accelerated courses at the high school level.

### **Incomplete Codes**

- a. Incomplete codes will be issued when a student has not been able to complete required course work due to excused absences or other extenuating circumstances. A teacher assigning an incomplete code will notify the supervising administrator.
- b. Incomplete codes must be converted to the appropriate letter grade no more than two weeks after the marking period ends, except in the unusual circumstances as approved by the principal or his/her designee. In the event the code is not converted, the system will automatically convert to an F.
- c. For academic eligibility for high school extracurricular activities, incomplete codes must be converted to a letter grade to determine eligibility.

**FA Codes:** Students with unexcused absences of 5% or greater may be denied credit.

### **CREDITS EARNED/GPA**

#### **Credit Based Promotions**

- a. Grades 9 & 10 – Students must take a full schedule. For promotion, students must earn a minimum of five credits each year, four of which must be English, social studies, science and math. Those students who do not meet these criteria will be scheduled into appropriate courses in the next grade.

- b. Grade 11 – Students must take a full schedule and demonstrate progress towards meeting graduation requirements. For promotion to grade 12, students must acquire 15 credits. (This includes credits earned in grades 9 and 10.) Students must pass English and Social Studies.
- c. Grade 12 – A minimum of four credits is recommended. Students MUST take all courses necessary to meet the graduation requirements for Appoquinimink School District/State of Delaware Diploma.
- d. For graduation, All Grades – Students may not double up on core subjects (English, social studies, science or math) within the same school year, unless one of the two meets an elective or pathway requirement. Students must complete all requirements as stated previously. Students must pass English and Social Studies. Students must complete a senior project (paper, presentation, product and portfolio).

#### **Class Rank/GPA**

- a. Grade Point Average (GPA) is calculated by dividing the total number of quality points by the number of credits attempted to date. Only final course and yearly cumulative GPAs appear on transcripts.
- b. Weighted and non-weighted class rank/GPA will both appear on the high school transcript.
- c. Courses carrying a designation of advanced placement (AP), honors (H) or Tech Prep (TP) will determine weighted class rank in grades ten through twelve.
- d. Weighted courses will be indicated in the school course catalog.
- e. In grades 10 through 12, students must earn a grade of “B-“ or higher in accelerated, honors courses in order to earn the weighted designation of .5 additional quality point per credit. Students must earn a grade of “B-“ or higher in an advanced placement or tech prep course in order to earn the weighted designation of 1.0 additional quality point per credit.
- f. Non-weighted GPA is computed electronically at the end of each marking period. The official class rank is determined electronically by end of marking period 2 of the senior year.