

<p>Section: BP 5631 Title: Grading (Marking) Adopted: August 8,2006 Last Review Date: July 1997 (Marking) Revised: July 2006</p>
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Appoquinimink School District Grading Policy

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 parents.

Notification/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

Appoquinimink School District

Grading Committee

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Elementary/Middle School Grading Procedures

Grade Determinations

Grading Scale

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 are reported on *report cards*. These grades are supplemented with additional information including checklists reflecting progress in district curricular goals and objectives.
- b. Letter grades will be calculated using both *formative* and *summative assessments*.
- c. In grades **3-5**, the following calculation will be used:
 - 60% Formative Assessments:** Class work, classroom projects, quizzes, *summer reading* and *benchmark assessments*.
 - 40% Summative Assessments:** Unit tests, *benchmark assessments*, research reports, *major projects* and published writing pieces
- d. In grades 6-8, the following calculation will be used:
 - 30% Formative Assessments:** Examples of *formative assessments* are *summer reading*, class work, *homework*, classroom projects, quizzes and *benchmark assessments*.
 - 70% Summative Assessments:** Examples of *summative assessments* are unit tests, research reports, *major projects*, and published writing pieces.

Homework (Reference Appoquinimink School District Board Policy 5631)

- a. *Homework* is a planned part of the educational process that is designed to enhance student achievement.
- b. The purposes of homework are to:
 - i. Reinforce learning that takes place in the classroom.
 - ii. Help students develop organizational, planning, and time management skills.
 - iii. Provide the practice needed to develop student skills and become an independent learner.
 - iv. Serve to strengthen the links between the school and the home.
- c. Suggested length of *homework* at the 3-5 grade level is a daily total of 1-4 assignments taking approximately 15-45 minutes depending on the child.

Homework will be reflected in the Weekly Progress Report and the Skills for Successful Learners section of the Report Card.

- d. Suggested length of *homework* at the 6-8 grade level is a daily total of 3-5 assignments taking approximately 45-75 minutes depending on the child. *Daily homework* may count for up to one-third (1/3) of the *formative assessments* counted toward the letter grade (10% of the letter grade).

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.

Grade Reporting

Grades in 3-8 are derived from a compilation of information from the entire marking period. These include the following:

- a. *Formative Assessments* – *summer reading*, class work, *homework*, classroom projects, *quizzes* and *benchmark assessments*.
- b. *Summative Assessments* – *tests*, research reports, *major projects*, published writing pieces, long term projects.

Comments/Skills for Successful Learners in grades 3-5 are derived from a compilation of demonstrated attributes. These include the following:

- a. Task commitment
- b. Class participation
- c. Quantity and quality of work
- d. Timely completion of class and homework assignments
- e. Class preparation

Interim Progress Reports/Report Cards

- a. Grades are based on evidence of the mastery of the goals and objectives outlined in the district curricula and reported through *parent conferences*, *interim reports*, and *report cards*.
- b. Students are given letter grades on *interim progress reports* and *report cards*. The *cumulative grade* will be recorded on the final report card.
- c. Teachers will maintain an *electronic grade* book and evidence substantiating the grade.
- d. At a designated point during each *marking period*, teachers will notify parents in writing concerning student progress. All students will receive *interim progress reports*. In addition, students in grades 3-5 will receive weekly updates regarding class participation and performance in work habits and behavior during the week.
- e. Teachers must also notify the parent of unsatisfactory progress throughout the marking period.
- f. 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.
- g. *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

(Reference Appoquinimink School District Board Policy 5930)

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.

Academic Intervention

- a. When a student in grades 3-8 performs below grade level expectations, the teacher, building administration, and parent will develop an intervention plan to address student performance.
- b. Interventions may include the following:
 - i. Conference with the student and parent/guardian
 - ii. Differentiated instruction within the regular classroom/school day
 - iii. Instructional Support Team

- iv. Additional instruction in the area of need by school support personnel (i.e. Title I, Before/After School Academic Academy, Enrichment, Reading Specialist)
- v. *Summer School*

Retention

- a. With input from the appropriate teacher(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. Parents 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 provided the student during the current academic year and make revisions designed to support the student's success for the following year.

High School Grading Procedures

Grade Determinations

Grading Scale

- a. The grading system for high school consists of numerical grades. Grades are converted to letter grades for *transcripts*.
- b. The following *grade codes* will be used - plus or minus signs will be used for official records A, B, C, D, F, *WP, WF, I, NG, P, FA*
- c. *Marking period* grades will be calculated using the grading scale for the Appoquinimink School District:

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		
- d. Numerical grades are rounded to the nearest whole number.
- e. The letter / numerical grade is used to indicate the achievement of each student in relation to attainment of course objectives.
- f. The following factors will be used as guidelines in determining level of achievement:
 - (30%) *Process – Formative evaluation* of student work used for the purpose of providing feedback to the student and teacher regarding progress toward standards. This may include but is not limited to: *homework, class work, participation, quizzes, summer reading, writing process, lab participation*
 - (70%) *Product – Summative assessment* used to measure the degree to which a standard has been attained. This may include but is not limited to: *tests, essays, projects, rubric scored presentations, lab reports*

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 an *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 and 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*. This 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.

Course Transfers

- a. If a student transfers between levels of the same course no (W) code will be entered on the *report card* or permanent record.
- b. If a student transfers to a different course before one week after the published first interim report the student will be responsible for making up work in the new course. *Make up work* will be averaged into the first quarter grade. No (W) code will be assigned.
- c. If a student transfers to a different course after one week after the published first interim report the student will be responsible for making up work in the new course. *Make up work* will be averaged into the first quarter grade. A (W) code will be assigned to the original course.
- d. The grades for students who have transferred in from another school will be averaged into the final grade for identical courses. The district will determine grade and *credit* transfer status for students entering the Appoquinimink School District from non-identical courses.

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.

Withdrawals

- a. (W) Code - Any student who withdraws from any course more than seven school days after the *first marking period interim report* (*third marking period interim* for spring semester courses) will receive a *WP-Withdraw Passing* or a *WF-Withdraw Failing* on the *report card* and *transcript*, based on the grade at the time of withdrawal. No *credit* shall be received. Courses dropped *WF* factor into *credits* attempted, impacting the *GPA*.
- b. If a student transfers between levels of the same course, the grade the student earned will be transferred and averaged. A (W) code will not be assigned.
- c. Credit transfers for students assigned to alternative programs will be determined by the principal.

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

Grade Change – Procedures for grade change by administration will be in accordance with the Appoquinimink Education Association contract. Students or parents wishing to appeal a grade will follow the district appeal process.

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 toward 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 & 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 & 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 *GPA*'s 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 ten through twelve, 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.

Glossary

Academic Eligibility – the GPA requirements stipulated by DIAA, DOE, and Appoquinimink School District for participation in athletics and extracurricular activities.

Accelerated – A course taken above the student's current grade level.

Advanced Placement- College level courses taught at high school which include the opportunity for collage credit and placement at various post-secondary institutions

Benchmark assessments – a common formative assessment of student learning relative to content goals and objectives used to measure progress.

Block Course – A semester long course taught two periods per day that offers 1 credit

Class Rank – Rank order of students per grade based on weighted or unweighted GPA

Core courses – core courses are English language arts (reading and writing), mathematics, social studies and science

Credit – Numerical value given to indicate progress toward graduation requirements

Cumulative grade – the average of the three marking periods listed on the report card as a final grade.

Cumulative Record – A folder for each student that contains documents such as standardized testing results, report cards, transfer records, etc.

Daily homework – homework assigned by the teacher that is due on a designated day.

Elective – A course not otherwise specified as a graduation requirement

Electronic grade book – the official record of all teacher reported grades

Excused Absence-Any excused absence, as defined by the Board of Education

Extra credit – an assignment given to students to supplement the marking period grade that is linked directly to curriculum and addresses the goals and objectives of that marking period's content.

Failing grade – A numerical grade of 59% or lower.

Final exam – a cumulative exam administered at the conclusion of a course which assesses student mastery of the content for the entire course.

Formative assessments – ongoing measures designed to provide information to both the teacher and student concerning students' understanding of small segments of course material.

Grade Codes

- a. WP – Withdraw passing: This grade will appear on the report card and transcript. It will not factor into credits attempted, GPA or class rank.
- b. WF – Withdraw failing: This grade will appear on the report card and transcript. It will factor into credits attempted, GPA and class rank.
- c. I – Incomplete: Needs definition and specific procedures
- d. NG – No Grade: Needs definition and specific procedures
- e. P – Pass: Used in Pass / Fail designated courses only
- f. FA – Failed due to Attendance: The student did not receive credit for the course due to

Grade Point Average (GPA) – Quality points earned divided by credits attempted

Graduation Requirement – Courses / Activities required by the State of Delaware and or the Appoquinimink School District to receive a high school diploma

Homework – Assignments given which reinforce learning that takes place in the classroom.

Incomplete – A grade given when course work is pending

Midterm exam – an exam administered at the mid point of the course which assesses student mastery of the content from the beginning of the course to that point.

Interim progress report – A report reflecting the progress of a student through the date of issuance.

Major project – a summative assignment that takes place over several days and may be completed both in school and at home.

Make up work – work provided to students to complete following an absence

Marking period – A segment of the school year during which instruction is delivered, student progress is monitored, and grades are given.

Parent conference – an opportunity for parents/guardians to meet with teachers to discuss the progress that the student is making, establish common expectations, and to discuss interventions or assistance being recommended to support achievement.

Pathway – A planned program of sequenced or specialized courses designed to develop knowledge and skills in a particular career area.

Process – Evaluation of student work used for the purpose of providing feedback to the student and teacher regarding progress toward standards. This may include but is not limited to: homework, class work, participation, quizzes, summer reading, writing process, lab participation

Product – Assessment used to measure the degree to which a standard has been attained. This may include but is not limited to: tests, essays, projects, rubric scored presentations, lab report

Promotion – The progression of a student from one grade to the next based upon a demonstrated ability to achieve at expected levels of performance.

Quality Point – Grades are assigned a numerical value according to the table below. Higher quality point values are assigned to honors, accelerated, advanced placement, and tech prep articulated courses due to the increased rigor and workload associated with these courses.

Grade	Quality Points (QP)	Honors QP	AP / Tech Prep QP
A+	4	4.5	5
A	4	4.5	5
A-	3.66	4.16	4.66
B+	3.33	3.83	4.33
B	3	3.5	4
B-	2.66	3.16	3.66
C+	2.33	2.33	2.33
C	2	2	2
C-	1.66	1.66	1.66
D+	1.33	1.33	1.33
D	1	1	1
D-	0.66	0.66	0.66
F	0	0	0

Quiz – a formative assessment that measures goals and objectives of a segment of a unit of study.

Report card – a document that is issued at the end of each marking period and reports the student’s grades, attendance, and other information.

Retention – The act of retaining a student in a particular grade or course based upon a demonstrated inability to achieve at expected levels of performance.

Senior Project – A full year demonstration of mastery that includes a research paper, a product, and a presentation to an evaluating committee

Summative assessments – a measure of student understanding following a sustained period of instruction with the focus on identifying the level of student mastery of the content taught.

Summer reading – district required reading to be completed during the summer for all students with specific assignments/assessments at each grade level.

Tech Prep – Coursework aligned to partnering colleges' programs. Students may be awarded college credit upon successful completion of criteria.

Test – a summative assessment that measures the goals and objectives of a unit of study.

Transcript – A record of a student's final course grades in grades 9 through 12. It also reports a student's weighted and unweighted GPA as well as class rank

Unexcused absence – a student absence from class, not accompanied by a valid parent note conforming to the list of approved reasons for absence in the Code of Conduct

Unsatisfactory Progress – Performance below teacher / parent expectations

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.

Weighted Course – Honors, AP, and Tech Prep courses that receive additional quality point values (see "Quality Point" definition above)