

The school district shall employ a grading system(s) which is appropriate to each of the three instructional divisions. Grading is considered to be a positive tool to measure growth, progress, achievement and development of the student in the educational setting. The report card is an instrument used to communicate this progress and development to students and parents alike.

It is to be recognized that a student is an individual with his/her own abilities and capabilities. It is also recognized that an individual is part of a society which is achievement oriented and competitive in nature. Hence, when a student's achievement is evaluated, attention should be given to his/her unique characteristics and to accepted standards of performance in the educational setting.

All students are expected to complete the assigned class work and homework as directed. Students in grades 9-12 are also expected to participate meaningfully in class discussions and activities in order to receive course credit. If work is missed due to absence, the student is expected to make up the work. The student and/or the student's parent(s) or guardian(s) should discuss with the student's teacher an appropriate means of making up the missed work. With the possible exception of absences intended by the student as a means of gaining an unfair academic advantage (e.g., to secure more time to study for a test), every effort will be made to provide students with the opportunity and assistance to make up all work missed as a result of absence from class.

The following guidelines will be observed:

1. Students and their parents will be provided with information regarding classroom attendance/participation and course credit policies upon their admission to school and at the beginning of the school year.
2. Parents are to be informed regularly, at least four times a year, of their child's progress.
3. The use of marks and symbols will be appropriately explained.
4. Grading will not be used for disciplinary purposes, i.e., giving lower grades for unexcused absences, as opposed to giving lower grades for failure to complete assigned work or for lack of class participation. However, a student's misconduct that is directly related to his/her academic performance (e.g., plagiarism, cheating on a test, avoiding an exam to secure more time to study), may be reflected in the student's grade.
5. Grading will be based, in part, upon student improvement, achievement, and participation in classroom discussions and activities.
6. In grades 9-12, a grade for classroom attendance/participation will account for a portion of the student's overall grade in each class. Classroom work missed due to absences from class and the failure to make up the work missed, will be factored into the attendance grade in accordance with this policy. In consultation with Building Principals, teachers will develop procedures for the makeup of work missed due to excused absences from class.
7. Absences due to attendance at school-sponsored functions or programs that are directly related to the class work missed as a result of such absence, shall not be counted as an absence for purposes of this policy.
8. The parent(s) or guardian(s) shall be regularly notified when a student misses class work due to absences. Parent(s) or guardian(s) will be notified by letter when such absences result in unsatisfactory classroom performance. A copy of the letter shall also be sent to the student's guidance counselor and the Building Principal. Communication with parent(s) or guardian(s) regarding a student's performance in classroom work and activities is generally encouraged.

The professional judgment of the teacher should be respected. Once a grade is assigned to a student by a teacher, the grade may only be changed by the Building Principal after notification to the teacher of the reason for such change. Should an administrator enforce a grade change, he/she shall be prepared to report to the Superintendent of Schools and/or the Board.

The district shall employ grading and reporting systems that best suit the educational level of the students.

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