



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 cumulative 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, Quarterly Assessments, Quizzes, midterms, and other similar assignments

Formative Grades

- Formative grades will comprise approximately 30% of the cumulative 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

EOCT/Final Exam

- End of Course Tests will count 20% of the cumulative average in all high school courses.*
- Non-EOCT courses can use culminating projects or finals, which will count no more than 20% of the cumulative average in all high school courses.

Minimum Number of Grades

Building level administrators will monitor at school level. A minimum of nine (9) grades per eighteen (18) weeks (full year schedule) or nine (9) grades per nine (9) weeks (semester schedule) is expected. Grades will be updated in the Parent Portal every 1-2 weeks.

Incomplete Grades

Incompletes are awarded to students who did not complete their End of Course Test (EOC) upon finishing the course. For EOCs, incompletes will be converted to a numeric grade once the student completes the EOC 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 (10) 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-up 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 area at the discretion of the teacher and building level administrator and must be academic in nature.

Quarterly Assessments (QA's)

- Assessments must be administered as directed.
- QA's will be recorded as a test grade.
- Original QA's should not be altered.

APPEALS

*A student/parent has five (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.