

Unity School District - Board of Education

Board Policy **Administrative Rule 345.11**

High School Grading Policy

Last Revised 5/11/2021

High School Grading Scale: *(to be included in Student Handbook)

- A 100-94 – Exceptional**
- A- 93-90**
- B+ 89-87**
- B 86-83 – Above Average**
- B- 82-80**
- C+ 79-77**
- C 76-73 – Average**
- C- 72-70**
- D+ 69-67**
- D 66-63 – Below Average**
- D- 62-60**
- F 59- – Failing**

- ✓ Any grade less than a 'C' is not acceptable at Unity High School.
- ✓ A grade of an 'F' in specific classes required for graduation will result in the student retaking that specific course. A grade of an 'F' in other courses will require the student to continue to take courses to reach the credit requirements for graduation, but may not require the student to retake the given course.
- ✓ If a student does not complete all the work necessary to earn a trimester grade, the teacher may assign an incomplete to be made up within two (2) weeks.
- ✓ Only final trimester grades are used in calculating grade point average. Student progress reports do not affect cumulative grade point average.
- ✓ Students with an 'F' trimester grade or progress report will be ineligible for athletic and co-curricular activities as defined by the Unity High School Activity Code.

High School Grading Guidelines:

1. A floor score of '50' of the total points for an assignment exists for all completed work except tests and quizzes. Work completed and of good quality will retain a score of 50.
2. A teacher may assign a modified or alternative assignment for any incomplete work. The teacher will do so considering the time frame, ability of the student, curricular nature of the assignment, and parent feedback.
3. Assignments should never be used as a punishment and must be related directly to the curricular content in the course.
4. Assignments are to be assigned in small, manageable increments and each course must average at least one graded assignment per week per semester.
5. Extra credit is extra work that should be given sparingly and is not meant to replace work not completed in class. Extra credit must be related directly to the curricular content in the course and cannot account for greater than 5% of total points for the course.
6. One assignment will not be the basis of passing or not passing the course meaning no assignment can be worth more than 40% of the semester grade.
7. Students are not to be graded on a bell-curved grading scale.
8. Students who display mastery of skills can be given alternative assignments based on the district acceleration policy.

9. A student's grade will be computed using a "total points method." Students and families are encouraged to keep running totals of their grade.
10. In the computation of grades, homework will not make up more than 40% of the student's final trimester grade. Homework may not make up less than 20% of the final grade.
11. Grade reporting should be multifaceted, not relying on any one form of communication with parents or students, and should be both regular and spontaneous, including the following: conferences, report cards, progress reports, telephone calls, emails, notes, etc. Teachers are expected to contact parents between mid trimester progress report time and trimester grading if there is a chance of student failure in the given course.
12. Report cards will be issued each trimester of the school year. Progress reports will be issued once each trimester at equal intervals.
13. Grade reports provide for teachers to give students continual feedback on the quality of work as it relates to course objectives, including confidentially posting student grades in the classroom.
14. All assignments, tests, quizzes, etc. should be evaluated, returned promptly, and reviewed with students before the next related test is administered.
15. Electronic grade books should be updated within five days of each assignment, per the district employee handbook, to provide the student and parents with the most recent information regarding the academic progress of the student.
16. Teachers will distribute to each student at the beginning of courses specific classroom grading expectations that will follow this board policy and allow teachers to provide written instructional objectives and evaluation measures that reflects the curriculum and student achievement.
17. Teachers will avail themselves to students who have questions about their grades.
18. Students caught plagiarizing an assignment will receive an automatic zero and can be removed from the course with an 'F' if caught cheating a second time in the same course in a given semester. A student may complete the assignment or an alternative assignment up to 50% of the original possible score.

End of Semester Culminating Assessment Guidelines:

1. All teachers will give culminating final assessments to all students. The assessment process may include but will not be limited to final exams (written or oral), exit conferences, portfolio self assessments, final research project presentations, etc.
2. The final culminating activity must be based on stated objectives of the course and Board-approved curriculum and must not account for more than 10% of the points in the course for the semester.
3. Students shall be afforded an opportunity to discuss end of term results and final grades with their teachers during the school year.

Definition of Terms:

- School Work – General term that relates to any work done by a student for educational purposes.
- Homework – Student work that is designed to be completed at home or out of school.
- Classwork - Student work that is designed to be completed in class or during the school day.