



# Clarke County School District

Better Together

## Teacher Guidelines for Grading in High Schools

### Grading:

All grading and reporting practices in Clarke County School District will support the learning process and encourage student success. The purpose of grading is to communicate achievement status to students and families. Grading provides information that students can use for self-evaluation and growth; encourages student growth and progress in learning; identifies students for available educational opportunities; and evaluates the effectiveness of curricular, instructional, and assessment practices and programs. Grades will be based on achievement of course/grade-level standards. Any grade less than a 70 should not be acceptable to Clarke County High School students.

### Grade Reports:

Students receive an end-of-course average grade based on a variety of assignments which generally fall into two main sources: formative and summative grades. Grades reflect mastery of standards as measured by quality assignments that assess student learning. Teachers will enter grades into Campus every week.

### Grade Reports are based on:

- **Formative Assignments: Assessments FOR Learning**
  - Count as **35%** of the course average
  - Minimum of **four** grades per progress reporting period (every 4 ½ weeks)
  - Some examples are, but are not restricted to:
    - Quizzes
    - Practice/Class Work
    - Rough Drafts
    - Outlines of projects
    - Homework
- **Summative Assignments: Assessments OF Learning**
  - Count as **45%** of the course average
  - Minimum of **one to two** per progress reporting period (every 4 ½ weeks). No fewer than **six** for the course
  - Some examples are, but are not restricted to:
    - Major Tests
    - Major Performance Tasks
    - Projects
    - Presentations
    - Reports
    - Essays
- **Final Summative Exam or EOC Milestone Test counts 20% of the course average**
  - All high school courses must give a final exam during the scheduled final exam window. Project-based finals must incorporate materials that align to course content mastery on the assigned final exam schedule.

*\*All assignments and assessments must be 100 points.*

*The Multiplier value can be set at 1.0, 0.5, or 0.25 Values must be consistent across content*

*areas for the same assignment. Multiplier must be set at 1.0 for Interim Assessments, Common Formatives, End of Unit Assessments and Summative Assessments*

**Progress Reports:**

All students receive a progress report every 4 ½ weeks. Students and families should be aware that progress report grades reflect the grades earned up to that point in time, but the formative and summative (except for final exam/EOCT) assignment grades reflect only 80% of the final grade to be earned. In addition, progress reports will be used to determine eligibility for sports and may be used to determine eligibility for extracurricular activities.

**Make-up Work due to Student Absence:**

Clarke County Board of Education Regulation IHEA-R(1) states: **Students who are absent from school shall be provided opportunities to make up missed school work by their teachers.**

For high school students (9-12), a request for the make-up work must be presented to the teacher (according to the guidelines described in the class syllabus) **within 3 days of the student's return to school.**

All make-up work should be completed by the student and returned to the teacher within one week after the student receives the make-up work from the teacher. In the event a student is absent from school for more than a week, the student should complete all makeup work within the same number of days a student was absent from school (i.e., if a student misses 8 days of school, the student should complete makeup work within 8 days after the teacher has provided the make-up work for the student). If the make-up work is not completed within the established timeline then it will default to the missing work guidelines below.

It is the responsibility of the teacher to provide students with procedures for makeup work as part of the class syllabus. These procedures shall take into consideration the varying difficulty and time required for completion of the work.

**Missing Work and Summative Retakes:**

Students are expected to complete and turn in all assignments, which gives them practice and multiple opportunities to master standards. Assignments are given for students to practice and to show what they know, understand, and can do with the Georgia Performance Standards / Georgia Standards of Excellence. *For purposes of this guidance, **Missing Assignments** will be defined as work not completed; not subject to student absence.*

- **Missing Assignments:** *Students will be allowed to complete and turn in missing work according to the following criteria:* Missing and/or incomplete work should be completed within the same grading period for no penalty (September, October, November).
- **Family Contact:** Teachers must contact families regularly to communicate student progress. Teachers must contact families if a student's grade drops below a 70 in the course.
- **Summative Assessments:** An alternate form of assessment may be retaken after a period of review/remediation. The higher of the two scores will be recorded. There will be no retake opportunity on final exams.

**Extra Credit:**

Extra credit opportunities are limited to additional assignments that provide extended learning opportunities that directly match the course standards and must be made available to all students without cost or requiring transportation. When an extra credit opportunity meets these criteria, it must be offered to all students. If multiple teachers teach the same course, all teachers must offer the same extra credit opportunity.

