

## Section 7000 – Instructional Program

7560-R Grading System

7560-R

### Grades 6-12

Grading procedures will be applied consistently. Schools will ensure school level processes, as approved by the school leadership team, for implementing the following procedures:

1. School staff will communicate course-specific grading procedures in writing to students and parent(s)/guardian(s) at the beginning of each semester/trimester.
2. Teachers will only assign homework that is related to the curriculum.
3. Extra credit can only be used when connected to the content. Extra credit shall be available to all students.
4. Teachers will assess student learning in a variety of ways over time within a grading period.
5. Grading processes, including weights and proportions, are listed in the syllabi and will be applied consistently within the content area. The processes will be communicated in advance and in writing to students and parents.
6. In their feedback to students, teachers may use letters, numbers, or other symbols for individual tasks/assignments, but must also be descriptive in nature (e.g., what the student did well, what the student did not do well, and what the student could do to improve).
7. Percentages, not letter grades, are to be used to calculate trimester (high school) and year-end grades (middle school). Percentages that Gradebook converts to are in parenthesis. Rubric scores are also translated to percentages.

<b>Percentages</b>	<b>Letter Grade</b>	<b>Content Understanding</b>
100%+	A+ (100%)	Exemplary effort
93-99%	A (96%)	Outstanding level of effort
90-92%	A- (91%)	
87-89%	B+ (88%)	
83-86%	B (85%)	High level of effort
80-82%	B- (81%)	
77-79%	C+ (78%)	
73-76%	C (75%)	Acceptable level of effort
70-72%	C- (71%)	
67-69%	D+ (68%)	
63-66%	D (65%)	Minimal level of effort
60-62%	D- (61%)	

**Section 7000 – Instructional Program**

	I (Incomplete)	Extenuating circumstances did not allow for completion of the work
0-59%	E (50%)	Did not take advantage of makeup opportunities.

8. Beginning with the class of 2012 Advanced Placement (AP) classes will follow the same grading scale, but final grades will be weighted as a factor of 1.25 when calculating Grade Point Average and used for valedictorian(s) status.
9. A calculated grade may not be lowered with the exception of documented cheating.
10. When a teacher has evidence that a student demonstrates a higher level of performance than a calculated marking period grade indicates, the teacher, in consultation with and approved by the principal, may change the grade. Properly documented evidence shall be recorded and secured in accordance with the Michigan Record Retention guidelines.
11. Final assessments shall be administered for any course taken for middle school and high school. All students will follow the same schedule for each trimester/semester. The final exam/assessment should be made up of a sub-set of the material for that particular trimester/semester.  
 If a quality assessment cannot be completed during the exam period, the department may choose to use a multi-day or alternative plan (such as writing, projects, etc.).  
 When creating multi-day exams, staff should take into consideration the exit date of graduating seniors. If an exam/assessment is not given in a non-core course, the teacher must have prior approval from the principal by the interim period (approximately week 6 for high school and week 9 for middle school).
12. Grading calculation for each trimester/semester shall be defined in the syllabus. Exams will be incorporated into the trimester/end of the year grade with a 10% value. Final grades for a course will be calculated in the following manner: 90% online calculated grade and 10% from the final assessment. A zero for an exam grade shall be given for an unexcused absence or for cheating.

## Section 7000 – Instructional Program

7560-R Grading System

7560-R-3

13. Credit Awarding in High School: Credit shall be awarded each trimester in one of the following ways: it should be noted, that beginning school year 2008-2009 students will receive credit for a full year course (formerly 10.0 credits) and .5 credit for a trimester course (formerly 5.0 credits).
- a. Passing with a grade obtained and noted on the transcript.
  - b. If, initially, a student's final score is in the 0-59% range, the grade will result in a "Held Grade". The student will be given the following trimester to improve the grade. If, after the end of the following trimester, the grade does not reflect the demonstration of mastery, it will convert to an "E".
  - c. Incompletes (I) may be given for extenuating circumstances\* and, in cases where the student, through effort, is showing progress and moving toward completion of the class. A student may make up missing common assessments/projects as listed in syllabus within one trimester/semester without grade penalty.
    - Students shall...
      - Get approval from the Principal and teacher.
      - Get list of common assessments and projects needed to complete.
      - Make up work by the end of the next trimester/semester.
    - The teacher shall...
      - Grade work.
      - Complete grade change paperwork process.
- (\*Note: extenuating circumstances may include, but are not limited to, family illness, death of a family member, accident, or family disruption.)
14. Credit/No Credit (CR/NC): A student may take up to 1.0 credit (with the exception of seminar/advisory) in their high school career as credit/no credit (CR/NC). The student shall make application for CR/NC prior to the start date of the course. The teacher shall continue to award grades, and the student may request the letter grade in lieu of CR/NC at the end of the course if they choose. Beginning with the class of 2012, if the student accepts the CR/NC status, they shall not be considered for valedictory status. (Note: CR/NC is not part of the student's GPA calculation.)

## Section 7000 – Instructional Program

7560-R Grading System

7560-R-4

15. All assessments will be subject to the school administrator's approval. The school's administration is responsible for determining whether the assessment is aligned with the pacing guide included as part of the syllabus for each course.
16. It is **IMPERATIVE** that the instructor use common grading when scoring these assessments.
17. All assessments should have a scoring device that assures consistency. This must include a rubric where appropriate.  
  
When reassessment is offered, all students, regardless of the original grade, may be reassessed if they complete re-teaching and relearning activities as determined by the teacher.  
  
When a reassessment is given, the highest grade prevails.
18. Principals, department heads, and central office administration shall continually monitor and support staff with the appropriate use of the District's online Gradebook.
19. Teachers will place assignments and grades in the District's online Gradebook that are accessible to parent(s)/guardian(s) and students. Posting grades within two to three days is a fair guideline for most assignments and grades.
20. Testing out is a high school option for every course for students enrolled in the Grand Rapids Public Schools. Students need to be scheduled for the course and register with the Curriculum Office. The testing out window will be offered approximately two weeks after the end of the school year. Testing out documents may include a paper-pencil portion, but could also include labs, writing, performance, or other forms of assessments. Testing out must be at 80% or higher of the common assessments. Testing out earns credit and meets the graduation requirement, but is not a part of the GPA calculation. Testing out is a full class option only.

Rules Accepted: June 29, 2009