

## Academic Grading Policy # 1F.02

All students will be graded fairly and on the same criteria.

<b>Absences</b>	Tests or quizzes that are missed due to student absences must be made up within 48 hours (2 days) of the student's return to school.
<b>Grading Time Frame</b>	<p>Teachers have 2 school days (sooner if possible) following any test or quiz to correct, grade, enter and return tests or quizzes to the students.</p> <p>Homework/Class Assignments will be corrected and returned within two days and writing assignments in one week.</p> <p>Grades will be updated and posted in Jupiter Grades by 9:00 am on the first school day of the week.</p> <p>The assignments, tests, and quizzes done during the last week of the quarter will be figured as part of the following quarter.</p>
<b>Grading Weights</b>	Grading weights will be decided by each subject coordinator and will be the same throughout each grade.
<b>Reports or Projects</b>	Reports or projects may be counted as test or quiz scores at the Subject Coordinators discretion depending on the time and effort spent on them.
<b>Subject Grading</b>	All subjects will be graded. Each subject may be graded on in-class assignments, participation points, homework, tests, and quizzes. Each subject may have a different grading criteria.
<b>Dropping a Score</b>	<p>One low test or quiz score can be dropped per quarter if 10 or more tests and quizzes have been given that quarter.</p> <p>One low writing score can be dropped if a second writing paper of similar concepts has been given within that same quarter.</p>
<b>Disputing a Grade</b>	It is primarily a parent who would dispute a grade, however in some cases a teacher or student may be able to dispute a grade with administration oversight.
<b>Assignments</b>	If a student misses a problem on their assignment, the student may rework the problem. They may have the teacher's help in reworking the problem. If they get it right, they will receive full credit up until the due date. Teachers are required to accept and record an initial score of any assignment turned in on or before the due date. Teachers may record an initial score for homework before the student takes homework home, but must give full credit for correct problems turned in up until the due date. The homework cannot be due the same day it is assigned so parents will have a chance to help the student with the assignment for full credit. After the due date, the work can be fixed for half credit up until the term has ended.
<b>Missing Assignments</b>	All assignments will be due on their due date. Teachers are required to accept student assignments when turned in even if they are not complete. An assignment that is not turned in by the due date will be entered in jupiter as missing. One week following its due date, the assignment will be scored as 0 and become part of the student's catch up plan. The student can complete the assignment for half credit.
<b>Locked Grades</b>	Grades will be final after grades are locked at the end of each term. Parents will have two weeks from the Monday following the end of the quarter to dispute a grade. After two weeks grades will remain final and changes cannot be made without just cause determined by Administration.
<b>Extra Credit</b>	<p>Extra credit will be given at the teachers discretion, but may not exceed 5% of the assignment/test grade.</p> <p>Non-academic extra credit incentives may only count toward 5% extra credit on an assignment, not a test or a quiz.</p>
<b>Testing</b>	A students grade in each subject must be based on at least 3 tests per quarter along with quizzes and assignments called for in the curriculum. Large projects or a final essay may be counted as a test.
<b>Re-Testing</b>	Our goal is 100% mastery for every student. If a student misses any concepts on their classroom test, the parents or teacher may help the student complete a catchup plan on the missing concepts and request an appointment to retake the test at the teacher's convenience. Alternatively, the student may schedule a retake class in Ensign's after school program to re-test on those concepts after completing a catchup plan. The teacher may also help her students with a catch up plan and then re-test as a class if the entire class did poorly. The catchup plan must be completed before a re-test. A twin test with only the missed concepts may be used to retest. Only the missed concepts need to be retested; any concepts with which the student has shown mastery do not need to be tested again. A student will not be able to receive higher than 99% and will not be able to receive extra credit on a re-test. The student will receive the higher score achieved (either the test or the retest) and the teacher will make a note that the student has re-tested. A student may retest as many times as desired during the current term as long as they complete a missed concepts catchup plan before each retest. Retesting for tests given in a quarter will not be allowed after the two week dispute period for that quarter has ended.

Report Cards	For 1st, 2nd, and 3rd Term, Ensign will provide a link to parents to access a digital copy of the student report card. At the end of the year, a paper copy of the student report card will be included in the students awards packet.																																																														
Reviewing a test	The actual test cannot be used to do the class reviews. Practice tests can be used for test reviews.																																																														
Open Book Tests and Quizzes	Open book tests should not be given. Any teacher who wishes to give open book quizzes must first approve it with admin and ensure the students are receiving the study skills benefits of taking an open book quiz.																																																														
Grading Scale	<table><tr><th colspan="2">All Grades</th><th colspan="2">Grade Point Average</th></tr><tr><td>A+</td><td>100%</td><td></td><td></td></tr><tr><td>A</td><td>95 - 99</td><td>A</td><td>4</td></tr><tr><td>A -</td><td>90 - 94</td><td>A -</td><td>3.667</td></tr><tr><td>B+</td><td>87 - 89</td><td>B+</td><td>3.333</td></tr><tr><td>B</td><td>83 - 86</td><td>B</td><td>3</td></tr><tr><td>B -</td><td>80 - 82</td><td>B -</td><td>2.66</td></tr><tr><td>C+</td><td>77 - 79</td><td>C+</td><td>2.333</td></tr><tr><td>C</td><td>73 - 76</td><td>C</td><td>2</td></tr><tr><td>C -</td><td>70 - 72</td><td>C -</td><td>1.667</td></tr><tr><td>D+</td><td>67 - 69</td><td>D+</td><td>1.333</td></tr><tr><td>D</td><td>63 - 66</td><td>D</td><td>1</td></tr><tr><td>D -</td><td>60 - 62</td><td>D -</td><td>0.667</td></tr><tr><td>F</td><td>59 - Below</td><td>F</td><td>0</td></tr><tr><td colspan="2">Grade percent will be rounded to the nearest whole number</td><td colspan="2">GPA will be rounded to 3 decimals</td></tr></table>			All Grades		Grade Point Average		A+	100%			A	95 - 99	A	4	A -	90 - 94	A -	3.667	B+	87 - 89	B+	3.333	B	83 - 86	B	3	B -	80 - 82	B -	2.66	C+	77 - 79	C+	2.333	C	73 - 76	C	2	C -	70 - 72	C -	1.667	D+	67 - 69	D+	1.333	D	63 - 66	D	1	D -	60 - 62	D -	0.667	F	59 - Below	F	0	Grade percent will be rounded to the nearest whole number		GPA will be rounded to 3 decimals	
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**PURPOSE:**

Fair and consistent grading for students. Teacher guidelines for academic grading.