

			LE: Ensign Learning Center			Packet Ref#
			Model/App: Ensign Learning Center			107.0.03.1.1.4
			PS: ____ PKT: Policies and Procedures			1 of 2
			Policy Title: Academic Grading Policy # 1			
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All students will be graded fairly and on the same criteria.						
Absences	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.					
Grading Time Frame	<p>Teachers have 2 school days (sooner if possible) following any test or quiz to correct, grade, enter and return test or quizzes to the students.</p> <p>Homework/Class Assignments will be corrected and returned within two days. 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>					
Grading Weights	Grading weights will be decided by each subject coordinator and will be the same throughout each grade.					
Reports or Projects	Reports or projects may be counted as test or quiz scores depending on the time and effort spent on them at the Subject Coordinators discretion.					
Subject Grading	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.					
Dropping a Score	<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>					
Assignments	If a student misses a problem on their assignment, the student may rework the problem. They may have the teachers 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 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.					
Missing Assignments	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, it will be scored as 0 and become part of the students catch up plan. The student can complete the assignment for half credit.					
Locked Grades	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.					
Extra Credit	<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>					
Re-Testing	Our goal is 100% mastery for every student. If a student misses any concepts on their classroom test, the parents may help the student complete a catch up plan on the missing concepts and request an appointment at the teachers convenience to re-test on those concepts. The teacher may also help the student with a catch up plan and then re-test. The catch up plan must be completed before a re-test. A twin test may be used. 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 grade (either the test or the retest) and the teacher will make a note that the student has re-tested.					
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	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			
Honor Roll	Honor and High honor GPA criteria							
	High Honor Roll	3.7995	to	4				
	Honor Roll	3.4995	to	3.7994				
PURPOSE:								
Fair and consistent grading for students. Teacher guidelines for academic grading.								