**Academy for College and Career Exploration**

**Grading Policy**

**SY 2018-2019**

**GRADING (From Faculty Handbook)**

**Grading Policy**

Students receive a letter and numeric grade for each course. This grade is an average of the marks received during the quarter. A semester course grade is a combination of quarterly grades (80%) and a final exam (20%).

For each **year-long** course, final grades are derived by averaging the two semester grades (80%) and the final exam (20%). When courses last only half of the school year (Sept.-Jan., or Feb.-June) the credit for these courses is earned and assigned on the February and June report cards. In other words, students pass or fail courses for the year in February as well as June.

Students will be recognized and celebrated for high academic achievement. Collectively, we will develop an assessment philosophy, belief statement, and honor roll criteria.

**Course Failure Policy**

The BCPS minimum passing grade for each subject is **60%**. At ACCE, our expectations are that students earn a minimum GPA of 2.00 to participate in extracurricular activities. All students are expected to pass every subject to which they are assigned. For high school students, failures must be made up in Summer School or through Credit Recovery. Enrollment in Credit Recovery may not be available to all students. Students failing three or more subjects may be recommended to alternative programs to fit their needs. If a student is having difficulty in a class, the student should see the teacher immediately, and the teacher must inform the parent/guardian and have the student attend Office Hours, which is held before and/or after school.

**Grade Reporting**

ACCE must follow BCPSS schedule and procedures. Specific directions are sent via email to faculty about when and how progress, quarter, and exam grades are to be entered electronically into Infinite Campus. These guidelines must be followed so that the whole process of grade reporting goes smoothly. The goal is to have efficient, error-free entry and reporting of grades.

Grades are to be submitted 48 hours prior to what is indicated on the BCPSS school calendar. This will provide ACCE faculty members with adequate time to adjust or fix any mistakes.

* MINIMUM number of grades per week entered in Infinite Campus: 2 per month, must include %, computer can not calculate letter grades
* Every student should have comments on his/her report card and must have a comment on the progress report if a student’s grade is D or below. Be careful to frame comments appropriately, giving an accurate picture of how student is doing on grade-level standards. [See comment examples here.](https://docs.google.com/document/d/1SSOiJUpqvbUxWuHzLOZOFaxo57UYJlL9dIVU4p-1sYY/edit?usp=sharing)
* If a child is to referred to SST, be sure to mention it in the comments to parents with a brief explanation of why (academic concerns, behavior concerns, attendance concerns) they were being referred.
* Incoming students receive grade from previous school, unless they are on our roll for ½ of the quarter which is 23 days, then we give the grade.
* Students must have comments for ***attendance***, ***behavior***, and ***academics*** according to the following criteria. Comments should be as specific as possible in these three areas.
  + ***Attendance***: A comment is needed if a student has been absent 5 or more times for the marking period or if the student is consistently tardy and that they are failing your course or a content area, because of their excessive tardiness. (10+ absences = SST)
  + ***Behavior***: Address any concerns with behaviors that interfere with a student passing the course. If a student is failing because their behavior interferes with learning, they should be referred to SST.
  + ***Academics***: Address academic concerns including, reading and math level, missing classwork, missing homework, or if a student is in danger of failing. If specific areas like homework or participation strongly affect performance, please address them. Include any relevant diagnostic or other data that provides an accurate description of a student’s performance.
  + **ESOL/Special Education Grades**: All teachers have a legal responsibility to ensure that there are grades for all students on your Infinite Campus roster.
  + If a student is always pulled out of a teacher’s class, then 100% of the grade for that general education class should come from the ESOL or Special Education teacher who serves them during that time, with a note in the comments to specify that the grade comes from the ESOL or Special Education teacher.
  + If the student is pulled out with less frequency, then the general education teacher and collaborating teacher must assign a grade based on the proportion of time spent in each class (i.e. pulled out 50% of time, grade is a 50/50 blend of both classes). Comment needs to say- This grade reflects work in ESOL
  + No ESOL Exempt, No ESOL NTQ
* See Guidelines for Parent Conferences [here](https://docs.google.com/document/d/1qNlSTkg-MrFsPnbdo6CkENIX9ufgpYxoWNvRXSLOrKk/edit).

**When submitting grades:** Please adhere to the following procedures when submitting grades in Infinite Campus.

**Grading procedures:**

|  |  |  |
| --- | --- | --- |
| Question | Yes | No |
| Do all of my students either have a grade or are marked NTQ (rotation classes only)? |  |  |
| Do all of my students have comments? |  |  |
| Do all of my students have a grade for conduct? |  |  |

* If you can answer “Yes” to all of these questions you will not come up on the missing grades report.
  + If you teach Elective Course and enter grades into Infinite Campus, ensure that all students who are currently taking your class have a grade (progress reports and report cards). For all students in the school who are not currently taking your class, ensure that they have an NTQ for that course.
* **Pull your own missing grades report**
  + Log into Infinite Campus
  + Grading and Standards Report
  + Grades report
  + Select term
  + Teacher name
  + Progress Report or marking period
  + Shift key + progress conduct or shift + marking period conduct
  + Missing grades
  + Check the dropped students box
  + Generate

**Grading Scale: (As of August 11, 2015)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Report Card Grades Marks** | | | | |
| Range | Grade | Standard | Honors | AP/IB |
| 97-100 | A+ | 4 | 5 | 5.5 |
| 93-96 | A | 4 | 5 | 5.5 |
| 90-92 | A- | 4 | 5 | 5.5 |
| 87-89 | B+ | 3 | 4 | 4.5 |
| 83-86 | B | 3 | 4 | 4.5 |
| 80-82 | B- | 3 | 4 | 4.5 |
| 77-79 | C+ | 2 | 3 | 3.5 |
| 73-76 | C | 2 | 3 | 3.5 |
| 70-72 | C- | 2 | 3 | 3.5 |
| 67-69 | D+ | 1 | 2 | 2.5 |
| 64-66 | D | 1 | 2 | 2.5 |
| 60-62 | D- | 1 | 2 | 2.5 |
| 59 or below | F | 0 | 0 | 0 |