

**ADMINISTRATIVE GUIDELINES
GRADING PROCEDURES FOR GRADES 3 - 12
CABELL COUNTY SCHOOLS**

Approval Date: **January 10, 2017**

Grading is a gauge of the skill achieved in the content of a course. Effective grading practices communicate a student's progress toward the content standards of the course. Effective grading practices are meaningful and include comments and feedback in a timely manner.

Grade Periods

- Students will receive a grade report every **nine weeks**.
- **Mid-term** (approximately 4 ½ weeks) grade reports will be printed for all students.
- Dates for sending home mid-term and end-term reports will be placed on the district calendar.

Reporting Grades

Students will receive a grade in each course every grading period:

- The grade shall be a measure of the student's progress in mastering the content standards of the course. Any assessment graded by the teacher, including essays, classwork, homework, tests, quizzes, projects, Academic Progress, etc. Students will receive numerical grades as follows:

90-100 A 4.0
80-89 B 3.0
70-79 C 2.0
60-69 D 1.0
0-59 F 0

Minimum Number of Grades

- Teachers will give sufficient grades to provide evidence of student progress.
 - o The minimum number of grades acceptable will be nine (9) Academic Progress grades per grading term.
- Requirements will differ by programmatic level and content. These requirements will be determined by the school's leadership team.
- Larger projects that are worth a greater value can be broken into multiple grades, rather than one grade.
- Teachers must enter grades using the district's grading software (Schoology) **weekly**. Exceptions may be made by the school principal based on frequency of the course (i.e., elementary related arts meeting every three days).

Homework

- Homework must relate to the curriculum standards for the course and be appropriately modified to meet the needs of those with academic limitations.
- The district believes that homework should be for fluency and should be assigned only to students who need the additional practice based on student need and ability. The school's leadership team will articulate the individual school's purpose statement regarding homework.
- Guided practice should occur in the classroom under the direction of the teacher.
- Teachers of honors and advanced courses can use their discretion to assign homework and summer assignments as necessary.

Collaborative Work

- One student's lack of effort cannot affect the grade of another student.

Makeup Work

- **Makeup work** is work that would have normally been completed in the classroom, and possibly at home, during the student's absence (excused or unexcused) from the class.
- Students will be given one day per day absent to complete makeup work. This can be extended by the teacher based on individual circumstances. In all circumstances, students should be treated equitably.
- The teacher may provide an alternative assignment in lieu of missed class work (i.e., an experiment, notes on a documentary, etc.)

Late Work

- **Late work** is work that was assigned with an associated due date but is turned in by the student past the date and time it is due. Late work is work that was assigned when the student was present or with their knowledge. (For example, a student who has known about the assignment but is excused for a school-based trip the day the assignment is due.)
- Students are expected to be prepared for all classes.
- Teachers are expected to provide additional time for completion of assignments **at mastery** based on individual student needs and/or extenuating circumstances.
- Late work shall be accepted up to five school days past the due date, but not beyond the end of the grading period. Teachers may, at their discretion, extend the due date for late work.
- A teacher may assess no more than a five percent (5%) reduction in the grade of the late assignment per school day. Teachers are expected to be cognizant and empathetic to valid, extenuating circumstances on the part of the student.
- The teacher may provide an alternative assignment in lieu of missed class work (i.e., an experiment, notes on a documentary, etc.)
- Excused/Exempted absences due to an approved school function will not incur a grade penalty.

Revised: January 10, 2020

- Because honors and AP courses are based on mastering the standards at a swift pace and in a collaborative environment, late work is accepted at the discretion of the teacher. 504, SAT, and IEP accommodations must be implemented per the individual plan.