

Required Grading Format for Middle and High Schools

The following grading format requires all middle and high school teachers of core courses and electives to set up their gradebooks by using three broad categories. Within the guidelines listed below, teachers must define how much each category in a gradebook will count. Within each category, activities can be made to count more or less than others by assigning different points for those activities. For example, within the Formative and Summative Assessments category, a quiz must be assigned a lesser point value than a chapter test.

Please note the three broad categories and their respective ranges of category percentages below:

Formative and Summative Assessments	Inside of Classwork	Outside of Classwork
50-70%	10-40%	0-20%

Teachers at North Baldwin Center for Technology and South Baldwin Center for Technology should use the following three broad categories and their respective ranges of category percentages:

Formative and Summative Assessments	Practical Application	Professionalism
50-70%	10-40%	0-20%

Please note the following:

- Grading MUST reflect student mastery of course of study standards.
- Grades DO NOT reflect compliant behavior.
- Homework assignments (outside of classwork) must be based on what was taught in the classroom. Homework is a REINFORCEMENT activity, not an introduction to new material.
- Homework should never determine whether a student passes or fails a class.
- Formative assessments should be given frequently each week to monitor student understanding of what is taught. Not every formative assessment needs to be entered into the gradebook.
- Formative assessments have a lesser point value than summative assessments.
- More than one type of assessment should be given per grading period.

Please note the following about homework:

- The completion of homework is an indication of a student's effort and should be evaluated for accuracy and completion with checklists, grades, or any format that provides feedback to the student. Homework provides opportunities for reflection and self-assessment and should be assigned only when appropriate.
- In grades 7-12, homework should count no more than 0-20% of the total grade per quarter. If homework is graded, it does not need to be graded on a 100-point scale.
- Homework is an opportunity for students to practice what was taught in class. Homework should be meaningful and never assigned as a punishment.
- If assigning homework, please consider the recommendation by the National Education Association and the National Parent Teacher Association known as the "Ten Minute Rule", which recommends a daily maximum of 10 minutes of homework per grade level. For example, homework for second graders should be limited to about 20 minutes at night.

Please note the following about Cooperative Learning Group Projects:

Heterogeneous group activities are encouraged to promote learning. These types of activities should improve the learning of all students. When assigning grades for each student engaged in a cooperative learning group project, the grades must be determined based on a pre-assigned and pre-explained rubric. "Group participation" can be included in the rubric, but should contribute to no more than 20% of the cumulative points students can earn within the rubric. Students must earn individual grades for their contributions to a cooperative learning group project. Individual grades should be based on individual roles or assignments within the group.

Examples of assignments that can be placed in each category:

Formative and Summative Assessments	Inside of Classwork	Outside of Classwork
Short quizzes	Project	Homework Questions
Project	Portfolio	Project
Oral Presentation	Oral Presentation	Journal
Portfolio	Log	Notebook
Chapter Test	Journal	Log
Unit Test	Notebook	Report
Report	Lab Activity	Essay
Essay	Essay	Group Project
Performance Test	Report	Artwork
Group Project	Bell Ringer	Musical Presentation
Artwork	Cooperative Assignment	
Physical Activity in Class	Group Project	
Display	Artwork	
Music and Drill Pass-off's	Dress Out in PE	
In School Performance		
Outside of School Performance *If a student is unable to attend an evening or out of school performance, an alternative assessment must be provided. If the student fails to complete the alternative assessment, the teacher may award a "0".		
PE Skill (Rate the skill using a rubric in order to provide proficiency feedback.)		
PE Skill (Rate the final skill level of a student after sufficient instruction and practice opportunities have been provided.)		
Written test on a sport or skill		

For teachers at North Baldwin Center for Technology and South Baldwin Center for Technology:

Formative and Summative Assessments	Practical Application	Professionalism
Short quizzes	Job Performance	Simulated Workplace Job Skills (attendance, worth ethic, safety)
Project	Hands-on Activities	
Oral Presentation		
Portfolio		
Chapter Test		
Unit Test		
Report		
Essay		
Performance Test		
Musical Presentation at School		
Group Project		
Artwork		
Physical Activity		
Display		

Recording and Communication of Grades:

1. Open communication with students and parents should be maintained concerning grades. Teachers are encouraged to keep students and parents apprised of student progress.
2. While teaching on a period schedule, at least one numeric grade must be posted to the gradebook **WEEKLY** in the Formative/Summative Assessments category and one from either the Inside of Classwork or the Outside of Class category.
3. Outside of Classwork: If a teacher assigns five or less assignments to the Outside of Classwork category, please make sure the category weight is minimal or do not use the category at all. If a teacher gives no Outside of Classwork assignments, the computer will automatically calculate the grade based on the items in the other categories, for a total of 100%.
4. Students who take a class that requires outside performances or activities (e.g., band concerts, athletic events, choir concerts) are expected to attend these events. Teachers must include their expectation of attendance at such events in their syllabi. Such activities must be recorded in the Outside of Classwork category.
5. If a student fails two major assessment grades during a grading period, some form of communication between the teacher and parent is required (e.g., phone call, parent/teacher conference, email). Requests from parents for a progress report or current average should be answered within two working days of the request, but this should not interfere with the instruction of other students.

6. No student can be academically penalized or denied a grade report because of fees owed or textbooks lost or damaged. *However, high school students must clear all outstanding obligations prior to receiving the official diploma from the school.*

To Calculate Course Grades for Students:

- For the first semester, the midterm grade should be a “stand alone” item in the gradebook and is worth 5% of the first semester grade.
Example: 1st quarter average (47.5%) + 2nd quarter grade (47.5%) + midterm (5%) = first semester average
- For the second semester, the final exam grade is a “stand alone” category in the gradebook.
Example: 3rd quarter average (47.5%) + 4th quarter average (47.5%) + final (5%) = second semester average
For students who are exempt from final exams, check “EXEMPT” under “STUDENT AVERAGES”.
- Final course grade: first semester average + second semester average ÷ 2 = final course average