

Scotlandville Magnet High School 2023-2024 Grading Policy

PREFACE

Scotlandville Magnet High School believes that providing academic grades is important to ensure that students and parents receive information regularly about student academic progress to facilitate learning and parent engagement. This grading protocol, aligned with Board policy, sets forth school-wide standards for grading students in grades 9-12 and provides a foundation for consistent grading practices from teacher to teacher within Scotlandville Magnet High School. Additionally, this protocol is intended to support, not duplicate, policy requirements and should be reviewed in conjunction with applicable district policies.

District required grading categories and weights will be preset by the district in the JCampus gradebook. JCampus is the only official gradebook for the East Baton Rouge Parish School System; therefore, all recorded grades must be recorded in JCampus. In addition, a printed backup copy of the gradebook must be maintained per quarter.

Advanced Courses

For advanced high school courses (e.g. honors, AP, DC, DE, IB, Capstone Industry Certification), teachers must manually enter grades for each nine-week grade and the semester exam in the JCampus gradebook.

Advanced courses provide additional rigor and substantially exceed the academic standards approved by the State Board of Education. Advanced courses governed by an MOU, institution of higher learning, the Board of Elementary and Secondary Education, and/or have additional requirements must adhere to the requirements established under the program.

Special Education and English Learners

Special education students receiving instruction in general education are graded as other students unless the Individualized Education Plan (IEP) makes provision for alternative grading procedures. The grading category requirements detailed in this protocol may be modified based on a student's IEP. Students receiving services as English Learners must have an opportunity for modified instruction

Scotlandville Magnet High School 2023-2024 Grading Policy

and evaluation that relates specifically to a student's stage of English Language Development (ELD) and provides access to grade level content and skills. The grading category requirements detailed in this protocol may be modified based on a student's Individualized Learning Plan (ILP). Should this protocol contradict any requirements of a student's IEP or ILP, the plan shall govern.

Roles and Responsibilities

Teachers will: (1) consistently implement common grade-level or department grading procedures in compliance with this protocol, (2) clearly communicate the common grading procedures to parents and students in writing under the direction of the principal and mastery criteria for projects or other assignments that are used to evaluate multiple concepts using tools such as rubrics or criteria charts, and (3) record grades in the JCampus gradebook.

Principals will: (1) ensure compliance with Board policies and regulations related to grading, (2) develop procedures to communicate the school grading practices, (3) monitor teacher gradebooks and ensure that grading protocols are followed, and (4) report student learning progress to all parents, school instructional staff, and others as deemed appropriate in compliance with law

Class Participation (minimum of 4 grades)

Class participation includes opportunities where optimal student learning is characterized by students being actively engaged.

Note: If a student is absent, the participation grade must be omitted for the time of absence. An (E) will be placed in the gradebook in place for those assignments.

Examples of class participation include, but are not limited to:

- Students ask clarifying questions
- Students explain what mastery looks like
- Accountable talk with their peers as appropriate Activities, tasks, or discussions that build on a solid foundation of knowledge
- Students generate their own questions
- Students cite relevant evidence

Scotlandville Magnet High School 2023-2024 Grading Policy

- Think, pair, share
- Fist-to-five
- Exit tickets
- Bell work

Classwork (minimum of 4 grades)

Refers to a student's formative demonstration of ability based on the assignments administered during the school day.

Classwork should be rigorous, standards-based, and connected to the Tier 1 curriculum. It also should document cumulative mastery of content area concepts.

Examples of classwork include, but are not limited to:

- Reading/Annotations
- Written assignments
- Modules included in the curricula

Portfolios/Projects/Presentations (minimum of 1 grade)

A culminating project, portfolio, or presentation is an activity or final product that challenges students to demonstrate their academic knowledge in an experiential and summative manner.

Examples of portfolios, projects, or presentations include, but are not limited to:

- Research papers
- Extended lab reports
- Monologues/Dialogues
- PowerPoint presentations
- Oral presentations

MAKE-UP WORK

Make-up work occurs **during a nine-week period**.

- Students should make every effort and be afforded the opportunity to make up work missed due to excused and suspensions.

Scotlandville Magnet High School 2023-2024 Grading Policy

- In the event of an excused absence, students are expected to make-up work missed within a reasonable time (e.g., at least one or more days of make up for each day of excused absence). Reasonable is described as one class period for each class period missed **beginning the day after the student's return to class**. For example, if a student misses class on A day and returns to school on the next A day, the student has until the next A day class period to the make-up work.
- Students and/or parents should work with teachers for assistance in completing make-up work (e.g., obtaining make-up work/assignments, requesting tutoring, participating in available tutoring, etc.).
- Assessments should be made-up under the supervision of the classroom teacher or a designee.
- Teachers must provide the make-up work and determine the grade during a nine week period.
- Teachers should create designated areas in the classroom or a virtual platform for students/parents to retrieve make-up work. Once make-up work is obtained, students and/or parents must sign-off that the work has been received.
- It is the primary responsibility of students/parents to obtain the provided make-up work and to complete it in the allotted time to receive **full credit earned without point reduction**.
- No Report Grade Change-of-data form is required if all work is done and graded prior to report cards being issued.
- Teachers' make-up rules/regulations must be included in principal approved written communication to parents.

RETAKE/RE-DO

Our goal at SMHS is to provide quality first-time direct instruction. Teachers are expected to prepare lessons and provide reteaching as needed to ensure that students are given every opportunity for standard mastery. As a result, students will not be given an opportunity to redo or retake assessments.

**Scotlandville Magnet High School
2023-2024 Grading Policy**