



# Douglas County School System

## Middle School Grading Guidelines

### Grading Scale

- Grades shall be calculated on assignments, tests, and/or projects in the following method:
  - A = 90 to 100
  - B = 80 to 89
  - C = 71 to 79
  - D = 70
  - F = Below 70

### Middle School Conduct

- Conduct/Citizenship includes attitudes and behavior. Citizenship / Conduct marks will be posted on all report cards. Conduct grades are not recorded in the student's permanent record. Parents will be notified before a student is issued a mark of "U" on a report card. The letters used for Conduct reporting are as follows:
  - S = Satisfactory (Overall Acceptable behavior in class)
  - N = Needs Improvement (Mostly acceptable behavior with some repeated misbehaviors)
  - U = Unsatisfactory (Unacceptable classroom behavior)

### Number of Grades Per Nine (9) Weeks

1. The minimum number of grades used to determine the final grade must be 9 for each 9-week grading, per subject area.
2. Each middle school will issue progress reports every 4 ½ weeks and report cards at the end of every nine week grading period. Additional teacher-developed progress sheets may be sent home between reporting periods.
3. Homework assignments should not count as more than 15% of the final grade.
4. Unit Assessment / Test should count as a minimum of 30% and not exceed 50% of the final grade. Students should have a minimum of three graded tests per 9 weeks.
5. 55% Rule – no grade lower than 55 should be posted on report cards.

## **Communications to Parents/Guardians regarding Student Performance**

Progress reports and report cards are used to communicate with parents concerning student grades. Communications in addition to written progress reports or report cards by teachers and other school personnel are encouraged. Informal notes, telephone calls and conferences are effective and often necessary follow-ups to formal progress reports or report cards.

**Teachers should notify a student's parent/guardian by personal contact or in writing if a student is in danger of receiving a grade of F on a Report Card.** This formal contact should occur as early as possible during the grading period so that a parent/guardian is aware and has time to assist his/her student with improving his/her grade. Documentation of parent/guardian notification should be kept by the school. Teachers are also encouraged to notify a parent/guardian if a student is experiencing a significant decline in achievement.

---

### **Middle School Practices on Make-Up Work due to Student Absence(s)**

1. All students may receive credit for completing makeup work after an absence. A student will be given as many days as he/she was absent from that class to make up assignments and tests. Teachers are not required to provide assignments to students prior to an absence.

### **Middle School Homework Practices**

1. Homework is work that is assigned to be completed at home. It is an effective tool in developing/reinforcing academic skills and study habits. It is an extension of the learning process and involves the home / family in the student's learning.
2. Middle School students should expect to complete homework / study for upcoming assessments. Middle School students are not typically expected to spend more than 90 minutes total on homework per night.

### **Middle School Practices on Late Work**

1. Work which is not submitted to a teacher on the assigned due date will not result in full credit. If a student is present in class, he/she is expected to turn in work at the time it is requested. Each school principal will establish specific grade-level procedures regarding submission of "late work" and the credit value it will be assigned.

### **EXTRA CREDIT**

Extra Credit opportunities will be provided consistently across subject areas at the discretion of the principal and must be academic in nature.

## **Common District Assessments (CDAs)**

- Teachers may allow students the opportunity to retest after a period of remediation determined by the teacher.
- Teachers must obtain prior approval from their principal for the development of a retest CDA.
- Retest CDAs should be developed by a group of two or more teachers from the same subject area/grade.
- Retest CDAs must be the same format, using similar standards and assessment strategies as the original CDA.
- The original CDA grade can be replaced with a retest CDA grade.

## **APPEALS**

A student/parent has 5 business days from the date report cards are issued to appeal the final grade. The appeal must be made in writing to the principal and the decision of the principal is final.