

**Administrative Procedures for Policy #3415 (Students) Regarding Grading
Comment Codes for High School and Middle School Report Cards and Interims – 3415.4**

<u>Code</u>	<u>Description</u>
1	Attendance: Excellent
2	Attendance: Needs Improvement
3	Chronic Absenteeism
4	Frequently Tardy to Class
5	Classwork: Organized and On Time
6	Classwork: Late or Incomplete
7	Classwork: Missing Assignments
8	Classwork Scores: Poor
9	Homework: Organized and On Time
10	Homework: Late or Incomplete
11	Homework: Missing Assignments
12	Homework Scores: Poor
13	Assignments: Complete/On Time
14	Fails to Turn in Assignments
15	Fails to Make Up Assignments
16	Project Scores: Excellent
17	Project Scores: Poor
18	Test/Quiz Scores: Excellent
19	Test/Quiz Scores: Poor
20	Failed to Make Up Test/Project
21	Product Assignment Coming
22	Achievement Is Outstanding
23	Works at An Acceptable Level
24	Noticeable Improvement
25	Not working to Full Potential
26	Has Difficulty with Subject
27	Additional Help May Be Needed
28	In Danger of Failing for the Year
29	Call to Schedule a Conference
30	Takes a Leadership Role
31	Respects Learning Environment
32	Actively Participates in Class
33	Uses Time Effectively
34	Displays Outstanding Character
35	Positive Classroom Attitude
36	Exhibits Cooperative Behavior
37	Does Not Participate in Class

Student 3415.4

Adopted: 8/2/90

Revised: 5/11/95; 7/14/05; 11/1/06; 2/20/07; 10/9/07; 7/18/08; 8/16/12; 5/9/14; 8/21/15; 1/18/16;
8/25/16; 8/22/17; 8/30/18; 8/31/22

<u>Code</u>	<u>Description</u>
38	Refuses to Work in Class
39	Inattentive or Not Focused
40	Does Not Use Time Effectively
41	Behavior Is Inappropriate
42	Does Not Take Notes
43	Shows No Evidence of Studying
44	Unprepared for Daily work
45	Fails to Meet Deadlines
46	Does Not Follow Safety Rules
47	Does Not Follow Directions
48	Fails to Dress Out for Class
49	Student in Alternate Placement
50	Content Was Modified – ESOL
56	Did Not Complete Summer Assignment
62	Needs to Make-Up Test/Quiz
63	Needs to Reassess Test/Product Assignment
64	Class Participation Needs Improvement

Student 3415.4

Adopted: 8/2/90

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