Instruction

Grading and Promotion

Method of Grading

I. A traditional system of grading will be used at the LCHS Technology Campus: A, B. C, D. F, I (Incomplete).

II. Grades are determined by the following: 60% Knowledge/Skill Achievement (Part I) and 40% Business & Industry Standards (Part II) (attendance, employability traits, safety practices and time use effectiveness). Part I and Part II are averaged only when both are passed.

III. Grades will be reported to the participating schools on a quarterly and semester basis. The grade is determined by completion of program goals, task competencies, and business and industry employability standards.

IV. Make-up for an incomplete grade (I) will be granted according to the student's member school guidelines.

V. Progress reports will be sent home to parents and to the participating schools during the fifth week of each quarter.

Regular attendance and promptness in reporting to class are vital to success at the Technology Campus and in the world of work. Absenteeism will be a part of the student's grade.

Credits

Because each of the participating high school districts has its own graduation requirements, curriculum and method of assigning credits, each district will determine and assign the amount of credit for courses taken by its students at the Technology Campus. The LCHS Technology Campus Board of Control has approved a maximum of 3 credits per year for all courses at the Technology Campus, except for Cosmetology, which offers a maximum of 4 credits per year (i.e., per 750 clock hours). In all cases, the home high school will determine the number of credits to be awarded a student for a course taken at the Technology Campus.

The Executive Director or designee shall establish a system of grading and reporting academic achievement to students and their parents/guardians. The system shall also determine when promotion and graduation requirements are met. The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, and performance on the Illinois *Partnership for Assessment of Readiness for College and Careers* (PARCC) and/or other assessments. A student shall not be promoted based upon age or any other social reason not related to academic performance. The administration shall determine remedial assistance for a student who is not promoted.

Every teacher shall maintain an evaluation record for each student in the teacher's classroom. A District administrator cannot change the final grade assigned by the teacher without notifying the teacher. Reasons for changing a student's final grade include:

- A miscalculation of test scores,
- A technical error in assigning a particular grade or score,
- The teacher agrees to allow the student to do extra work that may impact the grade,
- An inappropriate grading system used to determine the grade, or
- An inappropriate grade based on an appropriate grading system.

Should a grade change be made, the administrator making the change must sign the changed record.

LEGAL REF.: 105 ILCS 5/2-3.64, 5/10-20.9a, 5/10-21.8, and 5/27-27.
23 Ill. Admin. Code § 1.440.

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