

INSTRUCTION

Student Evaluation and Grading: School based grading and evaluation procedures

The Superintendent is responsible for developing procedures for each school or center to establish grading and evaluation practices for student progress that are consistent with School Board policy and administrative guidelines. Such practices will be developed by consensus (or by majority vote if consensus cannot be reached) of teachers by grade, department, or specialized course, then reviewed by the Instructional Leadership Team and shared with the School Planning Council. The Principal/Executive Director will review and approve such practices and then submit them to the Department of School Leadership. Once approved by the Department of School Leadership for final approval. After final approval, such practices will be published for students and parents/legal guardians.

A. Teachers' development of grading and evaluation practices by grade, department or specialized course

Teachers will collaborate by grade, department or specialized course (i.e. Advanced Placement, International Baccalaureate) to reach consensus (or majority vote if consensus cannot be reached) on their proposed grading and evaluation practices. Teachers of specialized courses who wish to have grading and evaluation practices separate from those proposed by the grade and/or department must include a written explanation for why they should have separate practices. Individual teachers may not have grading or evaluation practices that differ from the practices approved for the grade, department or specialized course.

1. Grading and evaluation practices to be addressed - among the grading and evaluation practices to be addressed will be: a) homework; b) late work; c) zeros; d) reassessment; e) make-up work; f) extra credit; g) and other matters affecting grading and evaluation.
2. Exceptions to grading and evaluation practices - proposed grading and evaluation practices will be subject to relevant exceptions set forth in a student's individual education plans (IEPs), Section 504 plans, or health plans. Teachers must implement these exceptions as set forth in such plans.

B. Instructional Leadership Team review process

The Instructional Leadership Team (ILT) will review proposed grading and evaluation practices annually to ensure consistency across grade, department, and/or specialized course and alignment with administrative guidelines for grading and evaluation. If the ILT has questions about proposed practices and their alignment with policy or administrative

guidelines, the ILT may request amendments by the proposers (grade/department/specialized course). Schools will maintain ILT agendas and minutes from meetings where grading practices are shared and discussed.

C. School Planning Council notification process

The School Planning Council (SPC) will be notified annually of the school's proposed grading and evaluation practices. Students, parents and legal guardians seeking to provide comments regarding proposed grading and evaluation practices should do so through their representatives on the School Planning Council. Schools will maintain SPC agendas and minutes from meetings where grading practices are shared.

D. Principal/Executive Director review and approval of proposed grading and evaluation practices

The Principal/Executive director will review all proposed grading and evaluation practices to ensure grading and evaluation practices have been developed at the teacher level and are consistent with School Board policy and School Division guidelines for grading and evaluation. The Principal/Executive Director will approve and submit all grading and evaluation proposed practices to the Department of School Leadership.

E. Department of School Leadership review and approval of proposed grading and evaluation practices

The Department of School Leadership (DOSL) will review all proposed grading and evaluation practices to ensure grading and evaluation practices have been developed at the teacher level and are consistent with School Board policy and administrative guidelines for grading and evaluation. The appropriate Senior Executive Director in DOSL will notify each Principal/Executive Director once grading and evaluation practices have been reviewed and approved. Upon notification of approval by DOSL, the Principal/Executive Director shall publish grading and evaluation practices for students and parents/legal guardians and provide any related training for staff. Approval of a proposed grading and evaluation practice by DOSL will be final, and there will be no appeal to the Superintendent or the School Board.

F. Amendment of grading and evaluation practices

If an amendment to approved grading and evaluation practices is necessary prior to the annual review process, a written explanation shall be provided to the Principal/Executive Director for consideration by the proposer (grade/department/specialized course). Any amendments must be developed and approved using the procedures outlined above. Upon approval, amendments will be published for students and parents/legal guardians.

Approved by Superintendent: September 7, 2016

Reviewed by School Board: 2025


1/31/2025

APPROVED AS TO
LEGAL SUFFICIENCY

