



ADMINISTRATIVE MEMORANDUM

ONLINE GRADE BOOK FOR GRADES 6 - 12 | 7011.4

The adoption and implementation of an online grade book by the District necessitates the standardization of grading practices and procedures across all schools. All middle and high schools are required to use the online grade book component of Infinite Campus. This tool will officially house all teacher subject area grades. The tool includes Infinite Campus Home Access Center (HAC), which allows parents to access grade information about their students' academic performance thus providing more constant and frequent communication between school and home.

To ensure timely and consistent reporting of grade information across schools and to parents, staff shall adhere to the following guidelines for online grade book for grades 6-12:

1. All teachers will use the online grade book.
2. A minimum of 10 grades will be entered each marking period. Three of the 10 grades must be a summative assessment.
3. Teachers will have a varied number of workdays to enter grades given assignments and assessments that impact a student's grade in any given marking period. The number of workdays by type of assignment/assessment is as follows:
4. Five workdays for quizzes, tests, and daily assignments
5. Ten workdays for essay tests, research papers, and marking period projects
6. Grades entered in Infinite Campus during the marking period will be electronically converted to a report card grade at the end of each marking period and the end of the year. Comments for both grades and behavior must be entered manually.
7. The grade scale used by the online grade book will conform to the District's existing report card scale.
8. Decisions to disable Infinite Campus for reasons such as non-payment of fees will be made at the school level. Parents may elect to appeal the school decision to the appropriate Director of Schools.

Questions about the information contained in this administrative memorandum should be directed to the Director of Schools.