Director Procedure Number: DC116
Title: Grading of Student Progress
Section: Students

Grading of Student Progress

In all of the career and technical offerings at EASTERN, there is a definite amount of learning which demands shop or laboratory participation by the student in order to meet the objectives of the course. No grade credit will be received for days of unexcused absence and the grade will be affected accordingly. In case of legal absence, the student is granted the opportunity to make up work. The student is responsible for arranging to make-up work within 3 days of the absence. Credit will be based upon work completed.

1. Student Grades

Considerations
Work habits
Interpersonal skills
Production
Tests
Projects

Clear Expectations and Feedback

a. Each student understands the expectations for their performance at the outset of any course of study.
b. Each student is kept informed of his/her personal progress during the course of the marking period and is informed of his/her grade at the end of the marking period.
c. There shall be frequent counseling by the teacher for students who are performing in an unsatisfactory manner or underachieving.
d. Grading methods are appropriate for course of study and the maturity of the students.
e. Students are encouraged to evaluate their own achievement.
f. Grading will objectively evaluate and reward students for their efforts.
g. The grading system is subject to continual review and revision.

Marking Period Grades
EASTERN has four grading periods, each about 45 school days. Percentage grades are issued at the end of each marking period. Participating high schools apply these percentages to their grading policies. Quarterly marking period grades are calculated following the program grading policy using data in the Student Information System Teacher Grade book. Grades are calculated based on professionalism, knowledge, and application.

Incomplete Grade (I)
Students may receive an incomplete grade only in instances where additional time to complete work has been granted. This extension of time is not to exceed the end of the next marking period. At the end of this time the (I) will be changed to reflect a grade for the regular class work completed and all work submitted by the deadline.

Transfer Grades
When transferring a student from one program or teacher to another before the end of a marking period, grades will be combined for the two programs for that quarter. The grade (reflecting the student's activity in the previous program) will be issued by the teacher in

order that the new teacher will have those grades to average with the work performed in the new area.

Semester and Final Grades
A semester grade and final grades are calculated from the quarter grades by the Student Information System. This is done after the second and the fourth marking periods.

2. Daily Grade Rubric

UNEXCUSED LATE WORK REQUIRES A MANDATORY GRADE REDUCTION OF 2 POINTS

Grade	Descriptor/Behavior	Grade	Descriptor/Behavior
10 Outstanding Work	Student works independently above & beyond assigned task with leadership, initiative & professionalism. Score of 10 is relative to the following factors… • Timeliness • Interaction • Attitude • Language • Safety	4-6 Poor Effort	Student needs supervision & direction or redirection on assigned task. Score of 4-6 is relative to the following factors… • Timeliness • Interaction • Attitude • Language • Safety
9 Excellent 8 Commendable 7 Satisfactory	Student works with moderate or limited supervision & direction on assigned task. Score of 7-9 is relative to the following factors… • Timeliness • Interaction • Attitude • Language • Safety	0-3 Unsatisfactory	Student needs continuous supervision & redirection & does not accomplish assigned task. Score of 0-3 is relative to the following factors… • Timeliness • Interaction • Attitude • Language • Safety

The grading policy for 2012-13 calculates grades based on three categories:

- Professionalism – 33% (daily grades, soft skills assignments and clinical work comprise this portion of the grade)
- Knowledge – 33% (tests, quizzes, homework and article reviews are examples of this grade)
- Application – 34% (assessments on live work, projects, goal and competency completion)

Adopted: 6/19/13