

PATERSON PUBLIC SCHOOLS

Learning Today, Leading Tomorrow



DIVISION OF ACADEMIC SERVICES

Standard Grading Weights & Procedures

ACADEMIC YEAR 2026-2027

STANDARD GRADING CATEGORIES

Tests & Quizzes

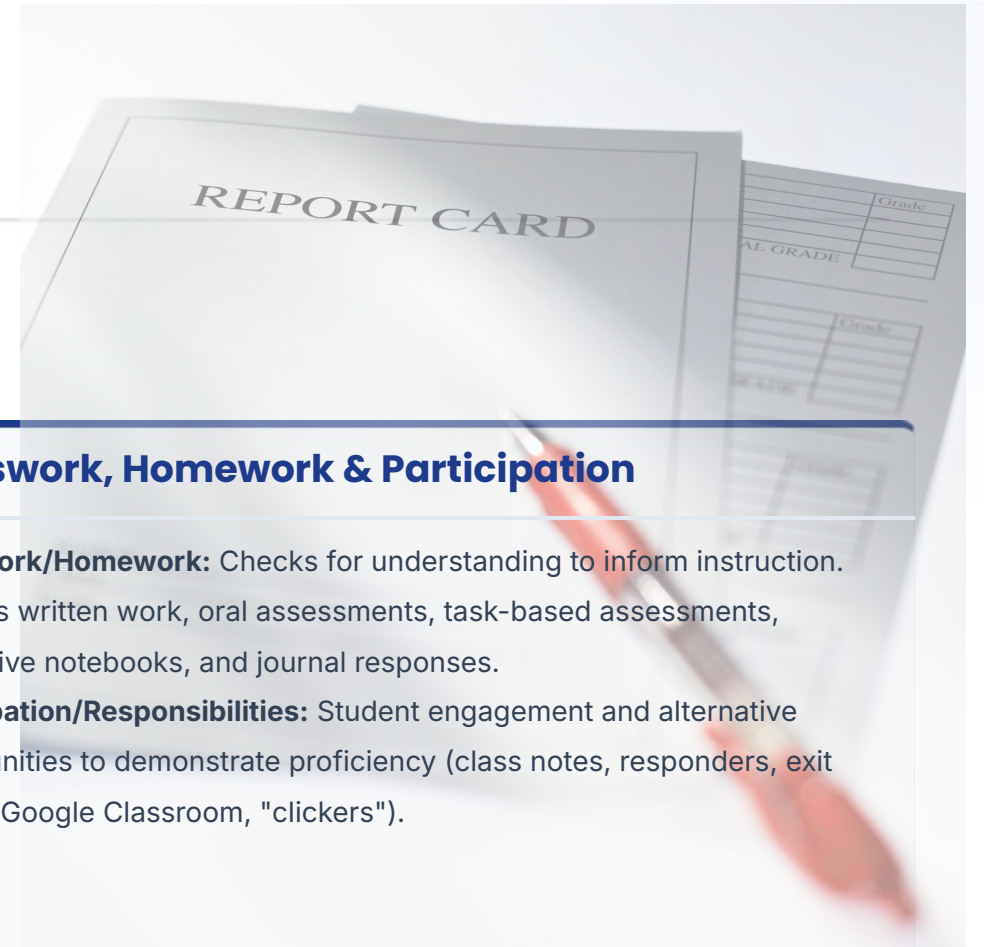
Tests (Summative Assessment): Paper & pencil, online, performance based, project based, or extended written response to measure cumulative performance.

Quizzes (Progress Monitoring): Frequent monitoring instruments including short paper & pencil sheets, oral presentations, or quick online forms.

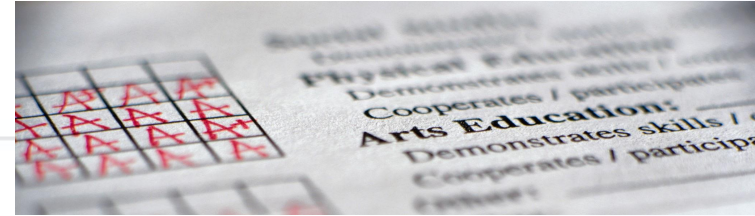
Classwork, Homework & Participation

Classwork/Homework: Checks for understanding to inform instruction. Includes written work, oral assessments, task-based assessments, interactive notebooks, and journal responses.

Participation/Responsibilities: Student engagement and alternative opportunities to demonstrate proficiency (class notes, responders, exit tickets, Google Classroom, "clickers").



GRADING PROCEDURES GRADES 3-12



-  **Grade Book Configuration:** Maintain a live gradebook in Infinite Campus containing all assignments.
-  **48-Hour Posting Mandate:** Enter assignment grades in Infinite Campus within 48 business hours of an assignment being collected or a test administered.
-  **Marking Period Posting:** Post grades in Infinite Campus at the end of each marking period, inclusive of midterm and final averages.
-  **Scale Alignment:** Every recorded grade must align precisely with both the alpha/letter and numeric/percentage grading scale.

Special Course Notes

Health: Students taking Health as a marking period course vs. over the school year must have the grade posted as a final average during that marking period.

Half-Year Courses: Grades must be posted as the final average during the last marking period the course is taken (Marking Period 2 or Marking Period 4).

TRANSFERS & BEDSIDE INSTRUCTION

Student Transfer Protocols

Within Paterson Public Schools Transfers: Previously recorded grades must be recognized as being earned. In-progress scores should be factored into marking periods, and older grades must count toward final averages.

Out-of-District Transfers: Previously recorded grades must be recognized as being earned. Counselors provide previous grades; teachers must integrate this history when determining final marks.

⚠️ **Refrain from transferring students within the last two weeks of a marking period.**

Bedside & Home Instruction

>50% Rule: When homebound or on bedside instruction for more than half of the marking period, the bedside/home instructor determines the final grade.

Override Restriction: Grades provided by the bedside teacher are absolute and cannot be overridden by the standard teacher of record.

Shared Split Time: In instances where the student has spent significant time with both the teacher of record and the bedside/home instructor an average of both grades should be utilized for the marking period. This grade should be provided by the teacher at the time the marking period grades are due. If this is the teacher of record, grades from bedside/home instruction will be provided to the principal.

SPECIAL EDUCATION & MULTILINGUAL LEARNERS

Special Education: When an IEP exempts a student from traditional assessments, goals and objectives from their IEP determine grade percentages.

Multilingual Learners (ML): Grades 3-12 must receive a letter grade for all content areas. Grades K-2 must receive standard-based scores (ESL scheduled as push-in). Supplemental ESL (pull-out) must provide a letter grade. Pass/Fail or "Language Barrier" designations are prohibited.

Course Vacancies & Leaves: Substitutes must have the Principal or Vice Principal assigned as the teacher of record. Administrations must post assignment scores and final grades on Infinite Campus.



COURSE VACANCIES/SUBSTITUTE COVERAGE

When a course has a vacancy or long term leave that is being covered by a substitute the following must occur:

- The course must have the Principal or Vice Principal assigned as the teacher of record.
- Assignments must be entered into Infinite Campus by the principal/vice principal.
- Administrations must post marking period, midterm, final exams and final grades on Infinite Campus with both the alpha/numeric grades according to the grade entry deadline.



Grades K-2



Grades K-2 Framework

Grades K-2 will utilize standard-based rubrics. Artifacts and progress monitoring indicators representing student proficiency must be collected and compiled throughout the marking period.

GRADES 3-5



Subject Areas	Tests / Projects / Summative	Quizzes / I-Checks	Classwork	Homework	Participation	Total Min. Required
ELA & Math	30% (Min: 3)	20% (Min: 5)	25% (Min: 10 combined with homework)	15% (Min: 10 combined with classwork)	10% (Min: 4)	22
Science	30% (Summative, Min: 3)	25% (I-Checks, Min: 2)	20% (Min: 5)	10% (Min: 5)	15% (Min: 5)	20
Social Studies	40% (Min: 3)	20% (Min: 2)	20% (Min: 8 combined with homework)	10% (Min: 8 combined with classwork)	10% (Min: 4)	17
Financial Literacy	30% (Min: 2)	20% (Min: 1)	20% (Min: 6 combined with homework)	10% (Min: 6 combined with classwork)	20% (Min: 6)	15

GRADES 6-8 GRADING WEIGHTS

Subject Areas	Tests / Projects / Summative	Quizzes / I-Checks	Classwork	Homework	Participation	Total Min. Required
ELA & Math	30% (Min: 2)	20% (Min: 5)	25% (Min: 15 combined with homework)	15% (Min: 15 combined with classwork)	10% (Min: 1)	23
Science	30% (Summative, Min: 3)	25% (I-Checks, Min: 3)	20% (Min: 5)	10% (Min: 5)	15% (Min: 5)	21
Social Studies	40% (Min: 3)	20% (Min: 2)	20% (Min: 10 Min: 15 combined with homework)	10% (Min: 10 combined with classwork)	10% (Min: 4)	19
Financial Literacy	30% (Min: 2)	20% (Min: 1)	20% (Min: 6 Min: 15 combined with homework)	10% (Min: 6 combined with classwork)	20% (Min: 6)	15



HIGH SCHOOL GRADING AND EXAMS

- All full year courses will have teacher created midterm and final exams
- Half year courses will have a teacher created final exam only

10%
WEIGHT PER EXAM

Course Layout	MP1	MP2	Midterm	MP3	MP4	Final
Full Year Course	20%	20%	10%	20%	20%	10%
Half Year Course	45%	45%	N/A	—	—	10%
Physical Education	30%	30%	N/A	30%	—	10%
Health	—	—	N/A	—	90%	10%

GRADES 9–12 COURSE WEIGHTS

Non-AP Courses

Includes: Most Credit-Bearing High School Courses.

Exempt: Structured Learning Experiences (SLES)

- **Tests / Exams:** 30% (Min: 2)
- **Standards Performance Tasks:** 30% (Min: 3)
- **Classwork & Homework:** 15% (Min: 10)
- **Quizzes:** 15% (Min: 2)
- **Participation & Responsibilities:** 10% (Min: 4)

Total Minimum Required: 21 Assignments

AP / IB / DE Courses

Advanced Placement, International Baccalaureate, and dual-enrollment college alignment courses.

- **Tests / Exams:** 40% (Min: 2)
- **Standards Performance Tasks:** 30% (Min: 3)
- **Classwork & Homework:** 10% (Min: 10)
- **Quizzes:** 10% (Min: 2)
- **Participation & Responsibilities:** 10% (Min: 4)

Total Minimum Required: 21 Assignments



VISUAL ART PROGRAM WEIGHTS

Grade Band	Classwork/Participation	Standards Based Project	Tests/Quizzes
Grades K-8	50% (Effort-based, Min: 3)	40% (Demonstration, Min: 2)	10% (Concepts, Min: 1)
Grades 9-12	20% (Effort-based, Min: 8)	60% (Demonstration, Min: 4)	20% (Concepts, Min: 4)



PERFORMING ARTS: MUSIC WEIGHTS

Grade Band	Classwork/Participation	Performance Tasks	Tests/Quizzes
Grades K-8	50% (Effort/Completion, Min: 3)	40% (Demonstration, Min: 2)	10% (Formative, Min: 1)
Grades 9-12	40% (Effort/Completion, Min: 8)	40% (Demonstration, Min: 4)	20% (Formative, Min: 4)



PHYSICAL EDUCATION

Grade Band	Prep/Participation	Sportsmanship	Assessments
Grades 3-5	70% (1/day serviced)	15% (1 unit/activity)	15% (1 unit/activity)
Grades 6-8	70% (1/day serviced)	15% (1 unit/activity)	15% (1 unit/activity)
Grades 9-12	80% (2 daily updates)	10% (1 unit/activity)	(1 unit/activity)

HEALTH

Grade Band	Tests	Quizzes	Homework	Projects	Classwork/Participation
Grades 3-5	20% (Min: 2)	10% (Min: 2)	10% (Min: 3)	10% (Min: 1)	50% (Min: 4)
Grades 6-8	20% (Min: 2)	10% (Min: 2)	10% (Min: 3)	10% (Min: 1)	50% (Min: 4)
Grades 9-12	30% (Min: 2)	15% (Min: 2)	combined with classwork/participation	15% (Min: 2)	40% (Min: 8)



STANDARD GRADING SCALE

Grade	Numerical Range	Standard	Honors	AP / IB / DE
A+	96-100	4.33	4.67	5.00
A	92-95	4.00	4.33	4.67
A-	90-91	3.67	4.00	4.33
B+	86-89	3.33	3.67	4.00
B	82-85	3.00	3.33	3.67
B-	80-81	2.67	3.00	3.33
C+	76-79	2.33	2.67	3.00
C	72-75	2.00	2.33	2.67
C-	70-71	1.67	2.00	2.33
D+	67-69	1.33	1.67	2.00
D	63-66	1.00	1.33	1.67
I	Incomplete	N/A	N/A	N/A
NG	No Grade	N/A	N/A	N/A
P	Pass	N/A	N/A	N/A
W	Withdrawal	N/A	N/A	N/A

Calculation Rules

Student grade calculations are based on the ranges outlined in Policy/Regulation R2624

No Auto Rounding: Infinite Campus does not perform automatic rounding. Any intended grade increase must be directly added to individual assignment scores.

Decimal Matching: Final averages calculate based on percentages instead of raw letter marks. Ensure percentage ranges match posted letters or grades default lower.

2026–2027 TEACHERS' GRADING TIMELINE

	Grade Input Window Opens	Teacher Grade Input Complete	Post to Portal/Distribution
1st Marking Period - Closes Friday, November 13, 2026			
Progress Reports	Wednesday, September 30	Wednesday, October 7	Friday, October 9
Report Cards	Friday, November 13	Friday, November 20	Tuesday, December 1 (ES) Thursday, December 3 (MS/HS)
2nd Marking Period - Closes Friday, January 29, 2027			
Progress Reports	Monday, December 7	Tuesday, December 16	Friday, December 18
Report Cards	Thursday, January 28	Friday, February 5	Tuesday, February 9 (MS/HS) Thursday, February 11 (ES)
3rd Marking Period - Closes Wednesday, April 9, 2027			
Progress Reports	Friday, February 19	Friday, February 26	Tuesday, March 2
Report Cards	Thursday, April 8	Friday, April 16	Tuesday, April 20 (MS/HS) Thursday, April 22 (ES)
4th Marking Period - Closes Friday, June 11, 2027			
Progress Reports	Wednesday, May 5	Wednesday, May 12	Friday, May 14
Report Cards	Wednesday, June 9	Wednesday, June 16	Wednesday, June 23

GRADE CHANGE REQUEST PROCESS



1. Submission

Submit grade change requests through the **Versiform portal** (available via the Staff Home page on the district website).

Time Limit: Must be received within 2 grading cycles.



2. Approval Chain

Approval flows automatically in the following order:

1. **Principal Approval**
2. **Assistant Superintendent Approval**

Submissions with incomplete information can be rejected by the Principal, the Assistant Superintendent, or by MIS.



3. Implementation

Post-approval, **MIS** will make system modifications.

Contact the Help Desk for Portal access.

Image Sources



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