

# **Dolgeville Central School**

## **Grading Policy Manual Grades 7-12**

**2014-2015 School Year**

Grading Policy Team Members 2013-2014

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## **I. Mission Statement**

*This manual should provide teachers with a document that will serve as a guide in grades 7-12. It requires and promotes consistent and highly effective grading practices to ensure that our students go out into the world well prepared.*

## II. Grading System

### A. Numerical Grades

All grades for progress reports, quarterly averages, and overall GPA's will be based on a 100 point scale.

### B. Passing Percentage

The passing percentage for Dolgeville students in grades 7-12 is 70%. On state exams/regional assessments a score of 3 or 4, or a score of 65% or higher is considered proficient as per the State Education Department.

### C. Conversion to 4.0 Scale for College Applications

95-100	4.0	A+	81	2.6	B-
94	3.9	A	80	2.5	B-
93	3.8	A	79	2.4	B-
92	3.7	A	78	2.3	C+
91	3.6	A-	77	2.2	C+
90	3.5	A-	76	2.1	C+
89	3.4	A-	75	2.0	C
88	3.3	B+	74	1.9	C
87	3.2	B+	73	1.8	C
86	3.1	B+	72	1.7	C
85	3.0	B	71	1.6	C-
84	2.9	B	70	1.5	C-
83	2.8	B	65-69	1.0	D
82	2.7	B	Below 65	0.0	F

## III. Quarter Grades

### A. Due Dates – Progress Reports and Report Cards

Each year, teachers will be provided with an “Academic Calendar”. This calendar will contain due dates for progress report grades and comments and due dates for report card grades and comments. The date for the end of each quarter will also be provided.

### B. Quarter Grade Below 50

For the first two quarters it is recommended that a student should have a minimum of 50 stated on the report card. The purpose of this is to motivate and encourage students to not give up early in the school year. Students should be informed that their actual grade is lower. If it is a semester course, a minimum of a 50 should be stated for the first quarter. If it is a ten-week class the grade should be written as is.

All progress report grades must be the actual grades earned.

### **C. Incompletes and Timeline for Changing Incompletes**

Incompletes must be changed to a grade before submission of the subsequent progress report.

### **D. Changing of Quarter Grades**

Quarter grades, once given, may not be changed unless a mistake is made or an incomplete is given

### **F. Calculation of GPA for Principals List, High Honor Roll, Honor Roll**

Principal's List = Weighted GPA for the quarter of 95 or higher

High Honor Roll = Weighted GPA for the quarter between 90 – 94.99

Honor Roll = Weighted GPA for the quarter between 85 – 89.99

Honor roll, high honor roll, and principal's list will be determined by calculating a student's weighted GPA each quarter. Weighted GPAs for this purpose are not rounded.

### **G. Summer School Course Grade Calculations**

A student's final GPA in a course during summer school will be determined by taking the average of the two highest quarter grades in said course from the regular school year, the two quarter grades from summer school, and the final exam score. For semester classes the student's GPA will be determined by taking the average of the highest quarter from the course (counted twice) and the two quarter grades from summer school.

### **H. Academic Qualifications for National Honor Society and National Junior Honor Society**

To qualify academically for National Honor Society, students must have an overall GPA of 88 or higher for the school year. GPAs for this purpose are not rounded.

## **IV. Midterms, Final Exams, and Regents Exams**

### **A. Midterm Weights**

Midterms for Regents courses are mandatory. Midterm exams for Regents courses will model the Regents exam in structure and in setting. The midterm should count for at least 20% of the second quarter average. Administration of midterm exams for non-Regents courses are at the teacher's discretion.

### **B. Final Exam Weights**

Final exams count for 20% of a student's final course average. Final exams for non-Regents courses are at the teacher's discretion. Courses with multiple sections/teachers will administer a common final assessment if a final is to be given.

### **C. Regents Exams as Final Exam Grades**

If a Regents exam is given at the end of a course of study, the exam should count as the student's final exam. Comprehensive Regents exams may be excluded.

#### **D. Retaking Regents Exams**

A student may retake a Regents exam to improve their score at any administration of the Regents exams during high school. The student should notify their teacher that they are interested in retaking the Regents exam and ensure that they will be reviewing and preparing to take said exam. Retaking a Regents exam can only change the students Regents score. A students GPA will not be changed.

#### **E. Retaking Courses to Improve Regents Results**

In the event that a student passes a course but not the Regents exam, the student will be given the opportunity to earn Regents credit during Summer school, and/or be allowed to retake the course the following school year. It is critical to note that the necessity to re-enroll in a course the subsequent year could result in a student not graduating on time.

#### **F. Regents Credit but Not Course Credit**

Students who pass the Regents but not the course have two options. They may attempt to earn course credit in summer school (See III.G), or they may retake the course the following school year. When retaking the course the following school year the student will be allowed to pass out of the class at the end of the first semester if the student's two highest quarter grades from the school year in which they failed the course, the first two quarter grades of the subsequent school year, and the final/Regents exam score average out to a passing grade. Students cannot have the pass out option for a course that they have failed until they have successfully passed the corresponding Regents exam.

## **V. Weighting**

#### **A. Maximum Homework, Class Work, Participation Percentages**

Homework can count for no more than 20% of a student's quarterly grade – "Homework" includes daily/routine homework assignments, classwork, participation points, etc. This does not include term papers and projects.

#### **B. Late Work Policy**

It is essential to instill a hard work ethic in our students. Credit given to a student for late work is at the teacher's discretion. If the student does not turn in a critical assignment on time, they should still be encouraged/required to complete the assignment, regardless of whether they will earn credit for it.

#### **C. Test Corrections/Retakes**

Test corrections/test retakes for classroom exams should only be administered if, after the administration of the original assessment, the teacher determines that further instruction on a particular concept or subject is needed as evidenced by consistent poor assessment results.

#### **D. Five Points for College Now/AP Courses**

Each quarter for honor roll purposes, then at the end of the year for the overall GPA for the course, students will receive five points for all College Now/AP courses, Trigonometry, Chemistry, Physics, and Spanish III.

### **E. GPA Calculations and Courses Counted Towards GPA**

Pass/Fail Courses will not count towards a student's GPA. All other courses count each quarter and will be weighted based on the number of credit hours.

1 credit course = weight of 2

½ credit course = weight of 1

## **VI. Acceleration**

### **A. Purpose of Acceleration**

The purpose of accelerating a student is to provide them with an enriching and challenging classroom environment that will continue to encourage the student to work to their utmost potential.

### **B. Subject-Specific Acceleration**

In 8<sup>th</sup> grade, students may be accelerated into Integrated Algebra and/or Earth Science, and/or Spanish I. Recommendations for acceleration will be made by the student's current teachers, accelerated teachers, guidance counselors, and the building principal.

### **C. Requirements to Stay In Accelerated Programs**

Students must maintain an overall GPA of 85 or higher in the accelerated course to stay in the course. Students who do not earn a GPA of 85 or higher at the end of the first quarter will be removed from the accelerated course and placed back into the 8<sup>th</sup> grade course.

## **VII. Effective Grading Practices**

### **A. Rigor of Courses**

Dolgeville Central School maintains a commitment for rigorous courses with high expectations for all students.

### **B. Clear Grading Policies**

Teachers are required to provide a syllabus to students at the beginning of the school year. Clear, consistent guidelines should be given to students for class expectations, course content, and grading.

### **C. Consistency Between Assessments and Students Grades**

Grades should accurately reflect a student's ability in the course. Grades should not be inflated or deflated to the extent of misrepresenting a student's true ability in a course of study.

### **D. Assistance to Help Students When They Fall Behind**

Students should be encouraged to come in for extra help before school, during school, and after school. Students must be reminded to exercise block 5 office hours to receive assistance in courses where they are struggling. The use of the Study Den after school should also be encouraged.

## VIII. Course Withdrawals

### A. Withdrawing From a Course

Students may not withdraw from any courses required for graduation.

To withdraw from a course the student must speak with the teacher, the guidance counselor, and the principal. Students will not be allowed to drop a course after 10 weeks for full-year courses, or after 5 weeks for a half-year course without direct permission from the building principal.

The principal's decision may only be overridden when the parent requests for the student to be removed from the class.

### B. Denial of Course Credit – Attendance

Students absent more than twenty days for a full year course will be denied course credit and will be required to retake the course.

Students absent more than 10 days for a half year course will be denied course credit and will be required to retake the course.

### C. Timeline

Students cannot withdraw from a course after the first quarter or 5 weeks for a semester course, unless the principal recognizes extenuating circumstances that warrant being removed from the course.

## IX. Graduation Requirements

### A. Course/Sequence Requirements

A minimum of 22 credits are required for graduation

	Regents Diploma		Advanced Regents Diploma	
	# Credits	# Regents	# Credits	# Regents
English	4	1	4	1
Social Studies	4	2	4	2
Math	3	1	3	3
Science	3	1	3	2
Art/Music	1	n/a	1	n/a
Health	½	n/a	½	n/a
Physical Education	2	n/a	2	n/a
Spanish	1	n/a	3	n/a
Sequence Courses/ Electives	3 ½	n/a	3 ½	n/a



## **B. Regents Exam Requirements**

Students are required to pass one math Regents, one science Regents, the Global History Regents, the US History Regents, and the Comprehensive English Regents.

## **C. Additional District Requirements**

In addition to NYS requirements for graduation students are also required to perform six service hours their senior year of high school.

Seniors that volunteer 100 or more service hours will be recognized “with distinction” at graduation.

## **D. Promotion Requirement Guidelines**

4.5 credits to be promoted to 10<sup>th</sup> Grade

10 credits to be promoted to 11<sup>th</sup> Grade

If graduation can be projected at the completion of 11<sup>th</sup> grade, the student will be promoted to 12<sup>th</sup> Grade

Individual circumstances may vary promotion credit suggestions. The building principal will make the final decision for promotion.

## **E. Types of Diplomas**

Regents Diploma: Successfully pass all required Regents exams with a 65% or higher (refer to chart IX.A)

Regents Diploma with Honors: Successfully pass all required Regents exams with an overall test average of 90% (refer to chart IX.A)

Advanced Regents Diploma: Successfully pass all required Regents exams with a 65% or higher (refer to chart IX.A)

Advanced Regents Diploma with Honors: Successfully pass all required Regents exams with an overall test average of 90% (refer to chart IX.A)

Local Diploma: Successfully pass all required Regents exams with a 55% or higher (for students with disabilities only).

# **X. Extracurricular Activities and Academics**

## **A. Field Trips**

Field trips serve as enriching experiences for our students. It is each student’s responsibility to make up missed work due to a field trip.

Teachers must schedule field trips with the building principal as early as possible. High School field trips that require students to miss other classes will not be scheduled in May or June. The senior trip is the only exception.

A list of students participating on a field trip must be created by the teacher coordinating the trip. This list should be sent out to all other teachers, the principal, and the attendance office no later than one week before the scheduled day of the trip.

### **B. Athletics and Other Extracurricular Activities**

Students are encouraged to participate in athletics and other extracurricular activities throughout the school year. It is important for students to learn to balance academics with extracurricular activities. Students struggling in academics should be encouraged to seek extra help during block 5 and after school until 3:30 PM before attending extracurricular activities. Please refer to our athletic code of conduct for eligibility requirements.

## **XI. Class Ranking**

### **A. Class Ranking Calculation**

Grades for all high school classes taken will be used to determine class rank by means of a weighted GPA. At the end of the first semester of the senior year, final class rank will be computed.

In order to qualify for the top 10%, Valedictorian, or Salutatorian, students must have earned enough course credits and Regents test credits for an Advanced Regents Diploma. In addition students must have completed, or be currently enrolled in and successfully complete; Pre-Calculus or Calculus and Chemistry or Physics.

*It is important to note that many colleges request GPA's at the completion of students' senior year to ensure that students maintained rigor and work ethic throughout the second semester of their senior year.*

### **B. Valedictorian and Salutatorian**

The senior with the highest average will be the class valedictorian. The senior with the second highest average will be the class salutatorian. Determinations for these honors will be made by using the class ranking calculation stated in XI.A above.

To be considered for Valedictorian or Salutatorian, a student must have been in attendance at the High School for a minimum of 5 semesters, one of which must be the first semester of the senior year (for transfer students).

### **C. Top 10 %**

Class rank will be used to determine the top 10% of students in the class. Determinations for the top 10% will be made by using the class ranking calculation stated in XI.A above. This information will be finalized after the students first semester as a senior.

### **D. Senior Year Alternative**

Seniors who elect to participate in a pre-approved alternative senior year program, such as a foreign exchange program or early admission to college, are eligible for honors, provided they have completed the 5 semesters of work at Dolgeville Central School. Grades earned in an alternative senior year will not be used to compute eligibility for valedictorian or salutatorian.