

**REGULATION
INSTRUCTIONS FOR GRADING AND REPORT CARDS**

Grading

All teachers in grades K through 6 are requested to use the following system of grading.

90 - 100	= A	59 and below	= F
80 - 89	= B	Satisfactory	= S
70 - 79	= C	Unsatisfactory	= U
60 - 69	= D	Incomplete	= I

All teachers in grades 7 through 12 are requested to use the following system of grading:

90 - 100	= A	60 - 69	= D
80 - 89	= B	59 and below	= F
70 - 79	= C	Incomplete	= I

Makeup work must be completed by the end of the next grading period or as agreed upon by the student, the teacher and the principal. I's will not be recorded for a semester unless approved by the principal. All term papers, book reports, class assignments and other graded items must be turned in before credit can be allowed, regardless of the grade. The grade issued at the end of each semester reflects the student's work for the entire semester. Credit will be awarded to a student who has been in attendance the required days and completed the required work successfully.

If a student does not complete the work necessary to fulfill the requirements of a class by the end of the next grading period, the student will automatically receive an "F" that will be averaged in to determine whether or not she/he will receive credit for the course.

Teacher Grading Systems

All grading systems will be on file in the office of the principal. The grading scale will be written with an explanation of how a student's grade is figured and will include examples.

Tests

Nine-week tests will be given at the end of the first and third nine-week periods in all classes. All students will be required to take the test.

Deficiency Reports

Teachers will prepare a deficiency report for each student who is not performing at an acceptable level or is not performing at a level that he/she is capable of obtaining. These reports will be mailed to parents anytime during a nine-weeks grading period.

The purpose of the deficiency report is to notify parents of a potential problem that exists through each grading period. However, there is no assurance that a problem may not develop if no deficiency report is completed and mailed. It is foreseeable that a student, as a result of doing failing work during the latter part of a grading period may fail. Parents are encouraged to contact the counselor's office or the student's teacher for progress reports.

Report Cards

As a means of communicating with parents, report cards shall be issued at the end of each nine-week period.

Excessive Absences

Students who do not attend a class eighty-five percent of the time will be subject to failure of the class. A request to appeal may be filed with the principal and reviewed by a committee for final determination.