

FAIRFIELD AREA SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURES

REPORT AND MARKING SYSTEM

5320

“A set of grading standards shall be established which shall encourage more uniformity. Criteria used for grading shall include homework, examination scores and classroom participation.” (Policy 5320.3)

Uniformity

Fairfield Area School District will use the following grading scale to indicate student performance at all grade levels. The grading scale will be used as presented in grades 3-12. Student grading in grades K-2 is based on student achievement in communicated skills when possible.

GRADING OF REPORT CARD SYSTEM:

Letter Grading Scale:

Excellent	A	90% -100%
Above Average	B	80% - 89%
Satisfactory	C	70% - 79%
Needs Improvement	N	60% - 69%
Unsatisfactory	U	
Pass	P	
Incomplete	I	
Not graded at this time	X	

Grading Percentages, Equivalent Letter Grades, and corresponding Quality Points

<i>Percentage Score</i>	<i>Grade on Report Card</i>	<i>GPA Numerical Value(Quality pts)</i>
98-100	A+	4.33
94-97	A	4.00
90-93	A-	3.667
87-89	B+	3.333
83-86	B	3.00
80-82	B-	2.667
77-79	C+	2.333
73-76	C	2.00
70-72	C-	1.667
67-69	D+	1.333
60-66	D	1.00
0-59	F	0.00

Marking period and final grades are communicated as letter grades. The corresponding quality point for each letter grade is used to compute a students' final grade in each subject.

FAIRFIELD AREA SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURES

REPORT AND MARKING SYSTEM

5320

Final Grades

The table below is used to determine a students' final grade based on averaged quality points.

<i>Grade on Report Card</i>	<i>Quality point range</i>
A+	4.17 and above
A	3.84 – 4.16
A-	3.51 – 3.83
B+	3.17 – 3.50
B	2.84 – 3.16
B-	2.51 – 2.83
C+	2.17 – 2.50
C	1.84 – 2.16
C-	1.51 – 1.83
D+	1.17 – 1.50
D	1.00 – 1.16
F	0.00 – 0.99

Class Rank (High School only)

Class rank in High School is determined by the students total weighted, averaged quality points.

Distinguished Honor Roll

Students with an A average, 3.84 quality point weighted average and above, no grade lower than a 1.5 (C-)

Honor Roll

Students with a B average, 2.84 quality point weighted average and above, no grade lower than a 1.5 (C-)

GRADING OF ASSIGNMENTS OTHER THAN HOMEWORK

Definition

Grading shall be that system of measuring and recording student progress and achievement, which enables the student, parents and teachers to:

- Learn the student's strengths and weaknesses.
- Plan an educational and vocational future for the student in the area of the greatest potential for success.
- Know where remedial work is required.

Such grades shall measure the student's progress against his/her own potential for achievement.

FAIRFIELD AREA SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURES

REPORT AND MARKING SYSTEM

5320

Procedures

Procedures for grading include the following:

- Each student should know what end result and achievements are expected at the onset of any course of study.
- Each student should be kept informed of his/her personal progress during the course of a unit of study.
- Methods of grading shall be appropriate to the course of study and the maturity of students.
- Grading should objectively evaluate and reward students for their efforts.
- Students should be encouraged to evaluate their own achievements.
- All grading systems are subject to continual review and revision.

In order to facilitate learning, teachers must provide students with regular and specific feedback on their learning process. Student learning assessments are to be reviewed and reported back to students in time for students and teachers to make adjustments that facilitate learning. Sufficient frequency and variety of student assessment tools should match the content, course length, and grade level. A range of 1 to 2 graded assessments (minimally) per 3 hours of instruction is expected. Grades for students in grades 7-12 must be entered in the electronic grading software by Friday each week in order to facilitate weekly eligibility for extra-curricular participation.

Grade Level	Category	Maximum percent	Authority
1-12	Home Work	15%	Dist Policy
1-12	Any one Quiz	10%	Admin Procedure
1-12	Any one Test	20%	Admin Procedure
3-12	Any one long Term Project	20%	Admin Procedure
3-12	Laboratory Assignments	25%	Admin Procedure
1-12	Class Participation	20%	Admin Procedure
K	Developmentally Appropriate Practices	Undesignated percentage	Admin Procedure

FAIRFIELD AREA SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURES

REPORT AND MARKING SYSTEM

5320

GRADING OF ASSIGNMENTS OTHER THAN HOMEWORK:

Educational Field Trips:

Missed assignments during an absence should be assigned prior to trip departure. All assignments should be submitted for grading within the following guidelines:

1 Day trip	Next Day	Policy 6330.7
2-3 Day Trip	Number of days missed	Policy 6330.7
4-5 Day Trip	Number of days missed	Policy 6330.7

Long Term Projects:

These projects are ongoing activities and should be guided by a performance rubric. Teachers and students should know exactly the project progress at all times. Students can plan the completion of these projects and it is recommended that the project be turned in prior to departure, if the due date is during the time of absence. Otherwise the table below will be used to determine the last day for submission. (Use this same process for extended illnesses, beyond three days, or educational field trips.)

1 Day trip	Next Day	Admin Procedure
2-3 Day Trip	2 nd Day back	Admin Procedure
4-5 Day Trip	3 rd Day Back	Admin Procedure

In School and Out of School Suspensions:

Missed assignments during an absence should be assigned prior to suspension. All assignments should be submitted for grading within the following guidelines:

1 Day suspension	Next Day	Admin Procedure
2-3 Day suspension	2 nd Day Back	Admin Procedure
4-5 Day suspension	3 rd Day Back	Admin Procedure

Revised: June 23, 2014