

Please refer to the Board approved grading scales found in the Student Progression Plan for Pasco County School.

STUDENT GRADES & ATTENDANCE RECORDS

Evaluation of student progress, attendance and grade reporting is one of the most important responsibilities for a teacher. Attendance must be recorded each day for accuracy and audit purposes. Student grades and attendance will be maintained on the computer using the web based program MyStudent. Parents may monitor their student's progress using this program. Teachers must update these records within a reasonable amount of time. Staff may choose to keep additional student data by using a standard grade book; however, posting to MyStudent is mandatory.

Teachers must have grades well-documented so that parents and students have evidence of how a grade was earned. Grades must be kept in a logical and understandable manner. A teacher's MyStudent grade book is a legal document. The following information **must** be maintained:

- Absentees and tardies for each class period every day;
- Grades should be clearly labeled or identified using a numerical value;
- Grades must be in accordance with the county adopted grading scale;
- The final numerical average for each grading period must be posted under the proper heading (i.e. progress report, quarter, semester, year average, semester exams).

A minimum of nine graded assignments (approximately one per week) should be given and recorded. Large projects should be broken into several parts due at different times so that the earned quarter grade is not based primarily on just one grade.

An explanation for the calculation of grades should be noted so that an administrator or parent can easily interpret it. Administrators have access to grade books online and may review them periodically for compliance purposes.

Teachers may be contacted in the summer when a question arises regarding a student's final grade in a class and the grade posted cannot be interpreted by the administration. Teachers may be asked to come into the school to clarify such situations.

Students may not have access to other students' grades. Checking papers, figuring scores and recording of grades is a professional responsibility and may NOT be delegated to students, even TAs.

It is suggested that a printed copy be used to back up student grades any time a major grade is recorded that would greatly impact the overall grade. It is also important to post grades in advance of the deadline given by the district.

EXTRA CREDIT

Teachers should limit extra credit assignments to activities that are directly tied to course objectives. Offering extra credit for a non-academic reason (i.e. participation in homecoming activities, bringing in classroom supplies) is not acceptable.

Failing Grades

Parents must have been notified prior to a student receiving a failing quarter, semester or final grade. Written progress reports given to the student can be used to meet this requirement but staff should make every effort to contact a parent. Staff should maintain documentation records of all such contacts. Teachers should also make every effort to contact a parent, while maintaining records of all such contacts or attempts. The final numeric quarter grades for a failing grade may be raised to a "59" in determining semester or yearly grades at the discretion of the teacher.

HONOR ROLL CALCULATION

Straight A Honor Roll	Students receiving an A in each of their six classes each quarter.
High Honor Roll	Students with a quarter GPA of 4.0 and above.
Regular Honor Roll	Students with a quarter GPA between 3.20 to 3.99.

REPORT CARDS

Report cards will be issued to students on designated days following the completion of each quarter. Procedures for reporting grades on MyStudent will be outlined by the data entry secretary at the end of each quarter. Teachers must meet the deadlines established for submission of grades. Any teacher failing to meet this deadline may be required to hand enter each grade in the school computer in time for report cards to be printed for distribution.

PROGRESS REPORTS

It is district policy to keep parents informed of their child's progress by regular progress reports as well as by the quarterly report card. Parents must be notified by a progress report if a student is not working to potential, doing unsatisfactory work or if he/she will receive an unsatisfactory mark for citizenship.

A mid-quarter Progress Report will be issued to every student. Additional progress reports must be issued at any time in the quarter in which the student becomes in danger of failing or if their academic standing has dropped significantly. Students should sign the teacher's copy acknowledging receipt. Teachers cannot issue satisfactory progress reports and then give the student a failing grade, unless such an interim report indicating the new failure status was issued. The administration and the parent must be notified of unique circumstances.

Progress reports will be posted using the report card format. Teachers must meet the deadlines established for submission of progress report grades. Any teacher failing to meet this deadline may be required to hand enter each student's grade in the school computer in time for the progress reports to be printed for distribution to students.

TRANSFER STUDENTS

Students enrolling at our school during the quarter may receive an incomplete grade until the transfer grade is received. The incomplete grade must be changed by the end of that semester. All possible

efforts will be made by the guidance department to attain transfer grades in a timely manner for teachers.

STUDENT PROGRESSION PLAN

The Student Progression Plan (SPP) is designed to support the philosophy and goals of the District School Board of Pasco County. It can be downloaded at http://www.pasco.k12.fl.us/library/cis/6.12_17-18_SPP_for_website.pdf