

Because there is so much subjectivity in grading and grade reporting, the Board of Heritage Christian School establishes a GRADING POLICY. The goal is to unify grading as much as possible for all staff members, and to communicate to parents what they can expect in the area of grading.

Grading scale: Teachers in grades K-8 at Heritage Christian School will use the following grading scale in all classes.

100 – 96.5	A
96.4 – 93.5	A-
93.4 – 90.5	B+
90.4 – 86.5	B
86.4 – 83.5	B-
83.4 – 80.5	C+
80.4 – 76.5	C
76.4 – 73.5	C-
73.4 – 70.5	D+
70.4 – 66.5	D
66.4 – 63.5	D-
63.4 – 0	E

In addition, teachers in grades K-2, may use the following marks to report on student progress in their classes.

+	Commendable
√	Expected
-	Needs improvement

Content area grading: Grades given in a certain discipline will be earned based on the content learned for that discipline. Thus, “spelling” will not reduce a “social studies” assignment grade by more than 3% if at all. If appropriate, teachers can assign 2 grades to one assessment – one grade for the subject matter content and another grade for a second content area.

Extra credit: Extra credit will normally not be given as the regular amount of work should be a good indicator of what content a student has learned.

Extra work: Work assigned BEYOND the regular content area work (i.e., spelling “B” list, challenge math problems,...) will be graded and reported by means other than the report card. The grade on the report card should report student learning as measured against the content standards for that class.

Grades: Reported grades will be determined by content based assessments used in the class. These will include quizzes, tests, exams, projects, presentations, labs, etc. In a normal marking period, at least 6-8 of these assessments will be used to determine the grade for that grading period. Homework (practice) grades will be counted as a very small percentage of the grade since homework is normally the practice

of content in order to master the idea being taught. The exception to this will be music classes where other subjective criteria often make up a large part of the grade (behavior, posture, technique,...).

Group grades: Normally, group grades will not be assigned. The goal of each teacher is to measure EACH student according to how they demonstrate understanding of the standards for the class. Group grades normally measure how a group has done, not how the individual has done.

Late work: Because “late” is not subject matter content, it will not count against the grade more than 6% on the assessment or project. Rather, all work WILL BE COLLECTED, but penalties of time or loss of privileges will be used as consequences for late work. Teachers will begin with the loss of recess time, and proceed to after school retention with parent permission. Excessive or repeated lateness will be referred to the administrator. If work is not completed by the time report cards go home, the grade will be listed as “Incomplete” until work is handed in.

Public grade reporting: Teachers will not record grades by having students verbally report their grades in front of the whole class. All grades will be reported and recorded in such a way that students are not made aware of other students’ level of success.

Re-assessment: Unless agreed upon by teacher and parent, students will be asked to re-assess if work is below an acceptable range. Normally, this indicates that further teaching and learning needs to occur. The re-assessment will require additional work or instruction time, and the higher grade earned will be recorded. Teachers may choose NOT to re-assess during the last week of a marking period. After re-assessing, communication to parents regarding the number of times a student was assessed before mastering the subject matter will occur as a piece of the reporting process. The teacher will determine what a reasonable amount of time is to spend on re-assessing. Parent input is suggested.

Rubrics: For larger projects or presentations, teachers will assign the grading rubric and explain it prior to the start of the project.