

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 9-12. The grading scale will then be modified for grades 5-8, 1-4, and K. Please see tables below.

GRADING OF REPORT CARD SYSTEM:

Letter Grading Scale:

Excellent	A	92%-100%
Above Average	B	83%-91%
Satisfactory	C	74%-82%
Needs Improvement	N	65%-73%
Unsatisfactory	U	64% and below
Pass	P	
Incomplete	I	
Not graded at this time	X	

High School – Grades 9-12

A	94-100
A-	92-93
B+	90-91
B	85-89
B-	83-84
C+	81-82
C	76-80
C-	74-75
D+	72-73
D	67-71
D-	65-66
F	64 and below
P	Pass
I	Incomplete

Elementary /Middle School - Grades 1- 8

A	92-100
B	83-91
C	74-82
D	65-73
F	64 and below
P	Pass
I	Incomplete

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Percentage grades will be issued for the following subjects: (grades 1 - 4)

Reading
Mathematics
Spelling
English (Grammar & Writing)

Letters grades will be issued for the following subjects: (grades 1-4)

Social Sciences (Health, Science, Social Studies)
Handwriting (Penmanship)
Phys. Ed.
Music
Library
Art

Elementary Grades (grades 1-2)

Grading Scale for Primary is as follows:

Letter Grading Scale:

Excellent	A	92%-100%
Above Average	B	83%-91%
Satisfactory	C	74%-82%
Needs Improvement	N	65%-73%
Unsatisfactory	U	64% and below
	X	Not graded at this time

Elementary Grade K

A grading system will be used based on student performance /demonstration of developmental appropriate practices as approved by the district administration.

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.

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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.

A student must have an opportunity to improve their grade on a weekly basis. This weekly grade, additional tests, quizzes, and homework assignments should provide a minimum of 12 grades for each marking period.

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

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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