

## **Classroom Subject/Grading Requirements**

### **Building Guidelines**

The principal, in cooperation with the building staff, will develop a set of common criteria for standard assessment/grading guidelines.

The guidelines will comply with related district policies and administrative regulations. At a minimum, they will establish consistent criteria for granting of credit, attendance, making up work or tests, provisions for the routine use of demonstrated performance methods and due process procedures which includes parent notification.

### **Teacher Guidelines**

Using the established district and building guidelines, each teacher will develop assessment/grading procedures appropriate to the subject matter and grade level of each class he/she has been assigned to teach prior to the offering of that class.

The written assessment/grading procedures shall be reviewed and approved by the building principal prior to the first day of class. The written procedures shall be distributed to and explained to students before being implemented and made available to parents within the first two weeks of class.

Orientation of students new to the class during the grading period will include a discussion of assessment/grading procedures and each new student and parent/guardian will be provided with a copy of the approved assessment/grading procedures.

Any changes in assessment/grading procedures must be approved by the principal prior to implementation. Distribution of the approved changes will follow discussion with the affected students and must also occur prior to the effective date of the change.

Students will not be penalized for involvement in school-approved activities such as field trips, athletic events or other school-sponsored events.

The teacher's assessment/grading system shall be maintained. The assessment/grading system will also contain a record of work assigned to the class and each student's progress toward completion.