



Western Tech

General Grading Guidelines

- Student Work contains both **Graded** (Minor and Major Summative) and **Practice** (Formative) assignments
 - A 100-point grading scale will be utilized by all teachers
 - Minor Summative Assignments comprise 60-70% of a student's marking period grade
 - Major Summative Assignments comprise 30-40% of a student's marking period grade
 - Homework completed for practice or preparation for instruction may be included in the Practice category
 - Homework completed to evaluate learning may be included in the Minor Summative Category

- Assignments should be submitted on time (by the deadline) and show a reasonable effort in order for the assignment to be eligible to be graded
 - In accordance with Rule 5120: Enrollment and Attendance, teachers are not required to provide students absent for unlawful reasons with make-up work. Any absence or tardiness not supported by a parent/guardian note will be marked as unlawful absence
 - If extenuating circumstances exist due to multiple lawful absences, due dates for missing work may be adjusted
 - Missing (M) code, in the grade book, calculates as a 0 for the assignment and may be used when a student is absent or when a task assigned is not completed. The Missing (M) code should only be entered after the due date of the assignment has passed

- A score on any one assignment (Minor or Major) cannot drop an overall marking grade for a student more than one letter grade (examples: a B drops to a D or an A drops to C)

- Advanced Placement (AP) teachers who have had syllabi approved by The College Board, should implement the approved syllabi