Western Tech
General Grading Guidelines

• Student Work contains both Graded (Minor and Major Summative) and Practice (Formative) assignments
  o A 100-point grading scale will be utilized by all teachers
  o Minor Summative Assignments comprise 60-70% of a student’s marking period grade
  o Major Summative Assignments comprise 30-40% of a student’s marking period grade
  o Homework completed for practice or preparation for instruction may be included in the Practice category
  o 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
  o In accordance with Rule 5120: Enrollment and Attendance, teachers are not required to provide students who are 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
  o If extenuating circumstances exist due to multiple lawful absences, due dates for missing work may be adjusted
  o 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