

LAKE FOREST BOARD OF EDUCATION	Last Reviewed: September 10, 2015
Board Policy: IKA Page 1 of 4	Next Review: September 10, 2018

GRADING POLICY

Purpose

The purpose of the Lake Forest School District Grading Policy is to articulate a framework that promotes consistency in grading and the reporting of student progress. This policy facilitates the implementation of a grading philosophy that is aligned with research based practices and standards based instruction. It shall be consistently applied and clearly communicated to all students, teachers, parents/guardians and administrators.

Grading Policy

To attain credit for a course, a minimum grade of 70% is required. Therefore, to prevent the possibility of students achieving a numerical average that is so low as to make failure inevitable, a 50% will be the lowest failing grade recorded on the report card except for the final marking period in the course. For the final marking period, the student will receive the true numerical grade that has been earned in the course.

Grading System Information Scale:

A = 92-100 B = 83-91 C = 76-82 D = 70-75 F = Below 70

Categories

The Lake Forest School District uses two categories in the calculation of student grades.

Category	Description	Weight
Process	Processes allow students to practice and apply learning. Processes are exercises to encourage student's preparation and rehearsal of content, skill, procedure, or product. These are to be the progressions of learning such as homework, classwork, quizzes, exercises, warm-ups, questions, and drafts.	40%
Product	Products indicate a measurement of ability based on learning. Products should be an indication of a student's mastery of content, skill, or process. These are to be products of learning such as tests, common grade level quizzes, essays, projects, and rubric based assessments.	60%

To maintain the integrity of subject area goals and objectives while providing a coherent school-wide grading system, each department has delineated how student work is categorized for their particular area on their syllabi.

Gradebooks

Teachers will record grades into the district-adopted electronic grading system. Report card grades and interim progress reports should reflect students' academic growth and mastery of State content area standards.

LAKE FOREST BOARD OF EDUCATION	Last Reviewed: September 10, 2015
Board Policy: IKA Page 2 of 4	Next Review: September 10, 2018

All teachers must use the eSchool PLUS grade book for keeping and recording all grades.

1. Grades must be published for parents/guardians to view within a week of grading the assignment.
2. All graded student work is entered in one of two categories, Process or Product, based on the grading expectations communicated to students at the beginning of the course. Each subject area has defined how student work is categorized and scored based on the goals and objectives for the program of study.
3. Student scores in each category are multiplied by the category weight and added together to determine that student's grade for the course. It is determined by the Lake Forest School District that weight is to be distributed - (Process 40% - Product 60%)
4. A teacher's gradebook should reflect a minimum of 14 Processes and four (4) Products each marking period to give students an opportunity to demonstrate mastery. The gradebook for teachers who follow an A/B Day schedule should reflect a minimum of seven (7) Processes and two (2) Products each marking period. (Minimum of two grades per week for core classes with one grade per week for A/B day exploratory classes).
5. No grade within the Process or Product category within a core class shall reflect more than 25% of the cumulative point value.

Behavior, effort, and attitude will not be factored into grades. Grades will be based on what a student knows and understands based on the identified learning objectives and standards.

Notification requirements

1. Teachers will ensure that the names of graded entries in eSchool PLUS clearly communicate the learning activity or assessment for students and parents/guardians.
2. In the event that a student is in danger of failing, parental contact must occur: phone calls, email, or parent conference. The teacher is responsible for documenting these contacts in the approved district system (I-tracker).
3. Teachers must communicate the late/absence policy for assignments with parents via the class syllabus or classroom expectations letter.
4. Teachers shall distribute the progress reporting and grading system to students and parents/guardians at the beginning of each school year or semester as appropriate. Teachers shall also inform students and parents/guardians when courses require preparation and participation outside of the normal school day. Such courses may include but are not limited to advanced placement and performance based courses: chorus and band.¹

¹ Designates only meeting 50% or less of a standard course schedule.

LAKE FOREST BOARD OF EDUCATION	Last Reviewed: September 10, 2015
Board Policy: IKA Page 3 of 4	Next Review: September 10, 2018

5. No student shall fail a class without sufficient prior notification from the teacher to the parents that is properly documented and communicated with administrative approval. Teachers have the responsibility to initiate a conference when a student is failing or in danger of failing. Teachers should include the student's school counselor when appropriate.

Marking Period and Final Grades

1. Marking Period Grades indicate the level of achievement in accordance with content area standards, benchmarks, and indicators from a given subject area.
2. Grades measure academic performance and are used as a means of reporting achievement relative to content area standards, benchmarks, and indicators.
3. Grades reflect the teacher's professional judgment of student achievement. Teachers are responsible for justifying their grades when requested.
4. Process and Product Grades are recorded in eSchool PLUS throughout the marking period to provide formative feedback to parents, students and staff in regards to progress.
5. Marking Period Grades are determined by using the procedure outlined in the teacher's syllabus and is communicated on the report card as a percentage grade.

Grade Appeals

A student and/or parent/guardian who believes there is good cause to change the grade on an individual project or assessment, such as a test, or a grade that assesses a student's collective performance, such as a grade for a marking period or semester, shall first request the student's teacher to review the matter. The request to the teacher must be made within five (5) school days of the date the student received notice of the grade in question. Within three (3) school days following the day/date the request is made, the teacher is to inform the student and/or parent/guardian of the decision. If the parent/guardian does not agree with the teacher's decision, the parent/guardian may appeal the teacher's decision to the Principal. Such an appeal must be in writing and submitted to the principal within five (5) school days following the teacher's decision. The Principal will review the matter and make a decision within three (3) school days. If the parent/guardian does not agree with the Principal's decision, the parent/guardian may appeal the principal's decision to the Superintendent within five (5) school days following the Principal's decision.

Homework and Independent Practice

Homework and independent practice make up an essential component of the learning process for students. Assignments should be meaningful, with an emphasis on quality rather than quantity, and should be tailored to match the needs of all students. Homework should reinforce student learning and teachers should provide feedback. Homework grades can make up a component of the Process percentage of a student's total grade for a marking period. It cannot be no more than 10%.

LAKE FOREST BOARD OF EDUCATION	Last Reviewed: September 10, 2015
Board Policy: IKA Page 4 of 4	Next Review: September 10, 2018

Makeup Work

Students are fully responsible for completing any missed assignments. Each day of absence affords one school day of makeup work opportunity. Makeup work for absences is graded and recorded in the grade book by teachers without penalty to students.

For a pre-approved absence, a student may request assignments in advance of the absence. Teachers will provide regular or alternative assignments in advance of the absence, when feasible.

Grade Point Average (G.P.A.) and class rank are weighted, with each academic course having an added point weight of five (5), each Honors course having an added point weight of seven (7), and each advanced placement (AP) course having an added point weight of 10. A committee made up of the principal or designee, a counselor and the appropriate department head will review all dual credit and college credit courses and advise students in advance if such course will qualify for added weight. Driver's Education is not used in determining rank or G.P.A. The transcript shows the actual grades. A student's G.P.A may exceed 4.0.

A four (4) point standard scale is not used at Lake Forest High School. If it is specifically requested, it can be released. The same weighing as outlined above is used.