

GRADES/GRADING PROCEDURES

1. Grading System

Randolph Middle and High School utilizes an A-F and Pass grade reporting system. **A unified grading scale will be used to identify grades.** Teachers will explain their grading procedures, in writing, in the class syllabus, in the first few days of school per Board of Education Policy po5421

A+ = 99-100	C = 73-76
A = 93-98	C- = 70-72
A- = 90-92	D+ = 67-69
B+ = 87-89	D = 63-66
B = 83-86	D- = 60-62
B- = 80-82	F = Less than 60
C+ = 77-79	P = Admin/Case Manager Discretion, Pass/Fail, no GPA points

Grading for Learning Pilot pending board approval

2. Retakes

If a student receives a failing grade on a summative assessment(test), they are allowed to retake it after some type of review is completed. The student will receive the better of the two grades, not an average.

3. Midterm Reports

Midterms will be posted online through the Skyward grading system during the fourth and fifth week of each 9-week period.

4. Report Cards

Report cards will be posted online through the Skyward grading system at the end of each 9-week period.

5. Incompletes

A temporary grade or incomplete, "I", may be given when a teacher decides that because of *unusual circumstances* a student needs additional time to complete course requirements. A teacher may grant the student an extension (up to 1 week after the grade was posted) to complete the work. If the work is not completed satisfactorily within the extended time, the grade is determined based on what the student has earned.

6. Honor Roll

The Randolph High School honor roll will be published on the district social media page and school newsletter at the end of each nine week grading period. To qualify for the honor roll, a student must have a minimum grade point of 3.20. There are three honor rolls calculated at the end of each nine weeks, the high honor roll (3.670- 4.000), the honor roll (3.200-3.669), and honorable mention roll (3.000-3.199).

Grading scale and point value are as follows:

F	0	C+	2.330
P	0	B-	2.670
D-	.670	B	3.000
D	1.000	B+	3.330
D+	1.330	A-	3.670
C-	1.670	A	4.000
C	2.000	A+	4.000

7. Academic Achievement Letters

All students are eligible to receive academic achievement awards when their grade point average (G.P.A.) meets the established criteria that follow:

Honor Roll certificate - when a student has a one school year average of 3.20 to 4.00 GPA (This is not a cumulative G.P.A.)

Chenille academic letter - when a student has an average of 3.67 to 4.00 G.P.A. in any consecutive four semesters. Additional pin - when a student has an average of 3.67 to 4.00 G.P.A. in any consecutive six to eight semesters.

8. Grade Classification

To complete a high school educational program in the normal 4 years, it is necessary that a student earn a minimum number of credits each year. Sophomore, Junior and Senior standing will be determined by the guidelines in Board policy. In order for students to graduate from Randolph High School they must obtain 26 credits as outlined in Policy po5460.

9. Add-Drop

Any student who would like to change his/her schedule must do so during the first three school days of each semester. Schedules, however, will only be changed for two reasons: (1) Administrative recommendation, (2) Teacher recommendation. Students will not be permitted to drop classes simply because they do not like the teacher, the course content, or that the course is too hard or for similar reasons. Only valid reasons will be carefully considered. Students wishing to obtain an add-drop slip should see the school counselor. Students requesting to drop after the second week period of a new course during the first or second semester, or are dropped at the request of the teacher because of non-academic concerns, will fail the course for the 9 weeks and/or semester.

10. Credit Recovery Program

Students who fail classes (1 or more semesters) during the regular school year may enroll in a District approved credit recovery program during a summer school session or during the academic year with administrative approval. Students may be required to pay for materials for such courses. Upon completion of the course a "P" grade will be earned.

PROGRESS REPORTS

The Skyward Grading System is used to communicate student progress in their classes. **Teachers are expected to keep the grades up to date on a weekly basis.** Teachers will have midterm grades for all students posted in Skyward during the fourth and fifth week of each 9 week period. Personal contact with families is necessary.

LATE WORK or MISSING ASSIGNMENTS

All work and exams, including quarterly and semester exams missed should be made up in a timely manner. If an assignment is missed due to an unexcused absence, the teacher may use their discretion as to whether it to be made up. This does not include tests or any absence related to a school suspension..

STUDY HALL

We encourage each student to sign up for at least one study hall per semester to provide assistance and/or a quiet place to complete a portion of homework and research while in the school. As such, it is important to provide a quiet and studious place where serious academic work can get done. Consistency is a key factor and each hour should be the same and present conditions which are equal regardless of when a study session is scheduled. The following operational rules must apply:

1. Attendance is to be taken promptly with no passes being issued or accepted until this task is completed and the study hall is in order.
2. Permission may be given to students to work together but emphasize that such activity must be contained and any talking done in a respectful voice level as to not interrupt others.
3. A teacher can be of immense service by assisting students in:
 - Monitor turning in homework, completion of projects etc.
 - Check over work for classes
 - Tutor/work with students struggling in specific areas
 - Provide/teach study techniques
 - Test preparation
 - Social/emotional support
4. KEEP STUDENT TALKING TO A MINIMUM. Study hall should be a quiet place for students to get work done.

RHS IMC SERVICES FOR STUDENTS AND STAFF

Staff - The IMC is staffed with a library assistant each day 7:45 am to 3:30 pm. She can provide research and reading advice as well as research training for individual students.

IMC Use - Students may use the IMC during Study Halls or class with a pass. Please state the specific purpose for the pass, i.e. Internet use, research, taking a test, etc.

The IMC is available for classes and may be reserved by notifying the staff. Please let us know if training or research advice will be needed.

Destiny Online Catalog is linked on the Media Center page under the “Students” tab on the Randolph School District website – rsdwi.org. Barcode numbers starting with “5” indicate that the material resides at the Randolph Middle/High School Library. Numbers beginning with a “6” indicate that the item is available at the Elementary School Library. Requests can be made in each IMC to borrow materials from either library.

Guidelines for Grading and Graduation of At Risk Students

Randolph School District is committed to the philosophy of individualized instruction, wherever possible, and continuous progress for all learners.

1. The question of pass or fail, and consequently graduate or not graduate (in some cases), should be decided by whether or not the student is making satisfactory progress in a course appropriate to one's ability and achievement level. **No student should be failed who is 1) working up to one's ability; and 2) making continuous progress, regardless of what achievement level this happens to be.**
2. **At Risk students** (Both E.E.N. and Non-E.E.N.) in very limited and extenuating circumstances, a letter grade of A,B,C,D, or F may not be appropriate, that a grade of "P" may be given instead.
3. To implement the above, it is the responsibility of the counselor, teacher(s), and principal placing students in the regular curriculum to assign them an appropriate and realistic program

that meets both their academic and social-emotional needs. If after a period of time (1 semester) it is evident that the student cannot successfully function: A) their program should be changed, or B) they should be referred for E.E.N. evaluation or placement. A recommendation may be made by the specific classroom teacher that P be substituted for a grade. This would be done only after the teacher involved, counselor and principal have met and discussed the specific student involved and have reviewed all relevant data (assignments, test scores, behavioral records, etc.) and determined that the student is both making progress and working up to his/her ability but yet not able to meet the requirements as set by the teacher for achieving a grade of D or higher.

4. The above guidelines established by the school district are designed for the purpose of helping all children succeed in progress toward graduation.