



Model Laboratory Middle School

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GRADING PROCEDURES

PURPOSE STATEMENT: "The purpose of a report card is to describe students' learning progress to their parents and others, based on our school's learning expectations for each grade level. It is intended to inform parents about learning successes and to guide improvements when needed." In Infinite Campus (IC), assignments will be divided into 2 categories, **PROCESS** and **PRODUCT**.

PROCESS: assignments will consist of *introductory/practice activities and other non-academic factors* and will receive the following grades in IC: (4, 3, 2, 1, or 0/M)

4 - DISTINGUISHED (advanced)	3 - PROFICIENT (on target)	2 - APPRENTICE (basic)	1 - NOVICE (below basic)	0 - MISSING
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NON-ACADEMIC FACTORS: Responsibility, work habits (classwork/homework), and cooperation are tracked separately from progress on academic standards and are not factored into students' academic standing. These factors are reported by individual teachers through Infinite Campus in the PROCESS category.

	RESPONSIBILITY	WORK HABITS	COOPERATION
4	Consistent	Consistent	Consistent
3	Frequent	Frequent	Frequent
2	Occasional	Occasional	Occasional
1	Rare	Rare	Rare

Examples:

- o 4 - All homework complete and on time (CONSISTENT)
- o 3 - Only 1 or 2 assignments incomplete or missing (FREQUENT)
- o 2 - Questions 3-5 are incomplete or missing (OCCASIONAL)
- o 1 - Numerous incomplete or missing (RARE)

PRODUCT: assignments will consist of tests, quizzes, learning checks, project, etc. that are used to determine mastery of content. These assignments will be given numerical scores in IC and will comprise the student's overall letter grade. These assessments are graded on the advanced Model Grading Scale where:

MODEL LAB MIDDLE SCHOOL GRADING SCALE:

A = 92-100 B = 83-91 C = 74-82 D = 65-73 U = <64 I = Incomplete

RETAKES: Students who demonstrate mastery of content based on assessments of learning targets/objectives will successfully maintain an average of 83% or above in the PRODUCT category. Students may be eligible to retake assessments but will need to complete an "Assessment Retake Form" and any missing or incomplete work prior to a retake. Retakes are also at the teacher's discretion and on a case-by-case basis.