

Vikan Middle School Grading Policy

Vikan Middle School believes that grades should be a reflection of what students know and are able to demonstrate.

Gradebook

Teachers are expected to maintain current and accurate grades in Infinite Campus (IC). All grades will be reported in IC a minimum of twice per week with no less than three (3) summative grades per grading period. It is recommended that students and parents monitor student progress on a weekly basis.

- Grading practices must be related to the achievement of district curricular frames, state standards, and/or specified program expectations.
- 60% of a student's grades will be earned from summative assessments or tests.
- 40% of a student's grades will be earned from classwork and homework.
- Effort, participation, attitude, and other behaviors will NOT be included in grades (except in the case of PE and performing arts (Band & Choir) where standards are directly connected to participation); however, these skills are integral to the success of students and will be encouraged and practiced regularly in class.
- The purpose of Round Table/Advisory is to provide space and time for Knights to develop a sense of community and connection; therefore grades for Advisory will be based on attendance and participation and result in a Pass/Fail grade.

Assessment 60%

- All assessments given to students will be connected to the Colorado State Standards, SD27J Curricular Frames, or program expectations.
- Throughout the grading period, assessments will be given where students will be expected to demonstrate what they have learned the material, can perform necessary skills, and apply concepts to solve problems. These assessments will comprise the majority (60%) of a student's grade each quarter.
- Assessments may come in the form of a traditional pen and paper test, presentation, project, extended writing assignments, performances, or other as indicated by the teacher.
- If a student is enrolled in a performing art class (Band/Choir), it is an expectation that students participate in the scheduled performances as they are part of the grade.
- Students will be provided with notification of upcoming assessments and performances. It is the student's responsibility to be aware of assessment dates and stay organized. If a student is absent, it is their responsibility to schedule a time with their teacher to make up the assessment.
- Students who have a missing assessment/assignment will receive a missing (M) in Infinite Campus until that assessment has been completed. Missing assignments (M) calculate as a zero in the grade. (See Missing/Late work policy)
- Teachers must provide a minimum of 3 assessments per 9 week grading period.

Practice 40%

- Students will be given classwork and/or homework assignments to practice skills individually on a regular basis to help develop their understanding of concepts. This may occur through exit tickets, daily assignments, etc. This type of assignment should be expected daily by students.
- The purpose of practice/formative assignments is for students and teachers to gauge students' understanding and correct any misconceptions prior to summative (final) assessments.
- Teachers must provide a minimum of 15 formative learning experiences per 9 week grading period.

Additional Information

- The VMS grading policy has been developed in a way that allows students to be successful at any level. For this reason, there are NO extra credit assignments given or accepted
- Student percentages will not be rounded up in order to reflect a higher grade.
- Teachers will only use point totals in Infinite Campus to reflect the grade a student earns on a specific assignment. The point totals will be as follows:

Points	Point Translation	Grade
5	Extending Above Grade-Level: The student demonstrates understanding at a level that goes beyond the grade-level standard (ie. justifying their thinking, etc)	A
4.5	Proficient At Grade-Level: The student has met the grade-level standard	A
4	Nearly Proficient Slightly Below Grade-Level: The student is making significant progress toward the standard but has not yet demonstrated grade level proficiency of the standard. (The student almost has the standard mastered but not quite)	B
3.5	Developing Below Grade-Level: The student demonstrates a partial understanding of the concepts and competencies relevant to the standard. (Student understands parts of the standard but not all of it)	C
3	Emerging Well Below Grade-Level: The student demonstrates an initial understanding of concepts and competencies relevant to the standard. (Has attempted the standard, but has many holes/gaps in their understanding)	D
M	Missing The student did not turn in or showed no progress toward the standard (ie. student name is on the assignment, no work was completed)	F

Turned in Work = T

Work that is turned in but not yet graded can be marked with a 'T' in the grade book. This communicates to parents and students that the work was received and will be graded.

Missing Work/ Late Work = M

- Individual grade level communities will establish and maintain their late work policy, not to exceed the district policy for excused absences.

District Policy for Make-Up Work following student absence

- Students shall be given the opportunity to make up assignments for credit for excused absences. Makeup assignments should be requested on the day the student returns from the absence. Once provided by the teacher, makeup work should be completed within the same number of school days after an absence that the student originally missed. For example, a student who misses three days of school should have three school days to complete the makeup work after the teacher provides the work.
- For excused absences, makeup work completed within the allotted makeup window.
- Credit for makeup work for unexcused absences, or for makeup work turned in late, may result in a reduced credit or no credit being awarded at the discretion of the teacher with approval of school administration.
- Some assignments such as labs or group projects are not conducive to makeup work. In such situations for excused absences only, teachers may provide an alternate assignment or may adjust the student's grade accordingly to avoid placing an undue burden on the teacher without otherwise penalizing the student.

Infinite Campus Grading

- Work that is not turned in at the set due date will be marked as Missing. This will be calculated as a zero in the grade book until the assignment is complete. Once this has been completed the grade will be updated.
- All student grades will be calculated in Infinite Campus as follows:
 - A = 90% or Greater
 - B = 80% – 89.5%
 - C = 70% – 79.5%
 - D = 60% – 69.5%
 - F = 59% OR LESS
- Grades will not be averaged at the end of the year; each reporting period will stand alone, and students will not receive final year-end average grades.
- Intervention classes will be given a letter grade, per district policy.
- Advisory classes will be Pass/Fail with the majority of the grade based on student engagement and the Vikan Values Rubric.
- Student aid periods will be Pass/Fail.

Teacher Expectations

- Teachers will communicate weekly via Infinite Campus to students who have a D or F. This should be done by the end of the day on Tuesday.
- When you see that a student is showing a trend or pattern of not understanding, refusing to work, not turning things in, or other downward trends, communicate with home. (This can look like - student conference, parent contact, or student contacting the parent.)
- If the teacher would like to note something specific about a student's performance on an assignment or that a student is redoing the assignment they may use the comment section in the gradebook. Please check comments next to an assignment for further information.

Parent Expectations

- Parents should check student grades in IC weekly.
- Parents should be added into the Google Classroom parent/guardian in order to receive weekly updates on work completed.