



Sheppard Pratt School

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Grading Policy

Updated 5-13-21

Sheppard Pratt School Grading Scale

90-100.....	A (4.0)
80-89.....	B (3.0)
70-79.....	C (2.0)
60-69.....	D (1.0)
0-59.....	F (0.0)

General expectations

- Teachers should record at least two grades a week.
- Teachers should record all grades in ThinkWave. Grades should be updated by 8am Friday morning each week.
- No one assignment should ever cause a student to fail a class.
- Curves should not be used.
- Teams should be consistent with grade weighting, late work procedures, and re-teaching/reassessment expectations. All must be clearly communicated to students and parents.
- Extra credit can only be used sparingly, must be academic in nature, and must be offered to all students. 100% is the highest grade a student can earn in a course.
- Students should be graded based on their individual work, not compared to other students.
- Students should be given the chance to redo incorrect work whenever possible to earn partial credit.
- Teachers should share graded work with students and parents but should maintain a “body of evidence” to showcase a student’s progress throughout the year, including copies of tests and quizzes.
- To earn honor roll, students must have a 3.0 average but cannot have any D’s or F’s on their progress report.



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- Student percentages will be averaged together to get semester and yearly averages. Progress reports will show letter grades only. Interims will show both percentages and letter grades.
- Changes to the grading policy can be made by the Education Director and teacher on a case-by-case basis. Individual student needs will be considered.

Participation grades

- Students are not to be graded on their behavior or based on participation or cooperativeness. Student grades should reflect their mastery of the content standards.

Makeup Work/Attendance/Late Work

- Makeup work must be provided to all students, regardless of whether the absence is excused or not.
- Students who are hospitalized may be excused from assignments on the days of their hospitalizations. See Ms. Amy or Mr. Mark with questions.
- Students should not be graded on their attendance or tardiness. This should be handled at the program level as a behavior issue.
- Students who turn in work late (within the same quarter) should be able to earn up to 60% credit on the assignment.
- Students should only be given “0’s” for missing work if there has been at least one documented attempt to get student to make-up the work (lunch detention, study hall, etc.). ThinkWave can be used for documentation.

Communicating grading information

- All grading policies must be clearly explained to students and sent home to parents at the beginning of the year or whenever a student enters your class. If the grading procedures change throughout the year, students and parents must be informed.
- Students should be kept updated on their grade progress at least once every two weeks.
- ThinkWave should be kept up-to-date so students and parents can see their grades.
- Interims should be completed by teachers by the due date and go home in a timely fashion. If a student drops more than a letter grade after the interim goes home, teachers are responsible for documenting a parent contact by the end of the quarter to discuss the discrepancy.



High School Only

- All students are diploma-bound and should be given grade-level work and held to grade-level expectations.
- Diploma-track students are not to be “excused” from assignments, but they may be given alternate assignments sparingly. Students may only be excused from work during hospitalizations.
- Incompletes are given only to students who have outstanding makeup assignments due to absences near the end of a quarter and must be approved by the Education Director. Students who are granted an “Incomplete” have until the end of the following quarter to complete the work.
- “NG” means “No Grade” and can only be used with the permission of the Education Director.
- Example of acceptable weighing:
 - Assessments (including papers and projects)- 30%
 - Classwork- 60%
 - Homework- 10%

Middle School/Elementary School Only

- All students should be graded on grade-level work, unless his/her IEP states otherwise.
- Actual content grade-level should be documented on progress reports, especially if students are working below grade-level.
- Specials grades should be averaged, and it should be clearly communicated that specials are only once a week.