

Guidelines for Grading

- All MHS teachers are expected to use the universal grading scale for MHS.
- Students and their parents are to be informed of the MHS grading policy/scale and course requirements at the beginning of each semester along with other classroom rules.
- Students and their parents shall sign for the grading policy, course requirements, and classroom rules. These signatures shall be available upon request by the administration.
- Students shall be assessed and tested only on skills and concepts the teacher has taught. Grades recorded should reflect mastery of those skills and concepts.
- Teachers are responsible for grading all students' tests/assessments that are to be counted toward the final grade. Having students grade other students' tests/assessments is not an acceptable practice.
- Tests and other assignments, once graded, are to be returned to the students for review. If requested, they may be returned to the teacher. It is critical to provide students with timely, ongoing feedback concerning their academic performance and progress.
- Student evaluation is an ongoing process. Therefore, teachers shall provide multiple and varied opportunities for students to be graded. Grades should reflect mastery of skills.
- Students must be provided with the opportunity to redo any work they have not mastered. Mastery is always the goal.
- Students with excused absences (home and board suspensions are considered excused absences) shall be allowed to make up any missed tests, projects, or activities that will count toward the final grade provided they follow the procedures of the MHS make-up policy.
- A student shall not be penalized academically for improper conduct. Grades should only reflect mastery of skills and concepts. Student behavior should not in any way be represented in a student's grades.
- The students' average is to reflect class work, homework, class assignments, assessments, presentations, and projects during the full grading period. If a student enrolls in class or school late, the teacher is to inquire and validate information concerning the student's previous grades. These grades are to be incorporated into the final average.
- The teacher shall record the reason for each grade in the grade book (electronic & hard copy.)
- Teachers are to use numbers instead of letter grades in their individual grade books to indicate the numerical evaluation of each student's performance.
- Teachers shall follow the Board's grading policy (Policy 5015).
- Incomplete grades (I) must be made up within the next reporting period.

SHELBY COUNTY SCHOOLS GRADING SYSTEM**90-100 A****89-80 B****79-70 C****69-60 D****59 and under F****VIRTUAL SCHOOL ADDENDUM- B**