

# St. Vincent's Academy

## Grading and Reporting Policy

### I. Policy Statement

St. Vincent's Academy is committed to educating young women by fostering intellectual and personal growth. With this mission in mind, St. Vincent's Academy is committed to ensuring that all students meet or exceed rigorous performance and achievement standards and their academic progress is regularly assessed.

II. The purpose of this policy is to provide guidelines to ensure that grading, promotion, and retention is consistent and that information is regularly reported to students and their parents.

### III. Standards

#### a. Grades and Codes

i. A numeric grade or a code will be given for all courses in which a student is enrolled.

ii. The grading scale is:

1. 90-100 (A)
2. 80-89 (B)
3. 70-79 (C)
4. Below 70 (F) no credit awarded

iii. Coding will reflect the academic history of a student. Codes are:

1. I (Incomplete) – used when a student has not been able to complete required coursework due to lawful absences or other extenuating circumstances. Incompletes will be issued only for marking period grades and only upon the approval of the principal/designee. Incomplete codes must be converted to an appropriate numeric grade no later than two (2) weeks after the report card is issued, except in unusual circumstances as approved by the principal/designee. At the end of two weeks, the teacher will notify the registrar...
2. M (Missing) – used when a student does not turn in or complete the assignment on the designated day. M codes are factored into the class average as a zero (0). After 5 class meeting days, the M is changed to 0% for the assignment. Note: If a student needs more than 5 class meeting days to make up assignments, notify the Academic Dean in writing.

Long-term assignments should be turned in the day a student returns to school if the M is due to absence. For other assignments, students who have excused absences will be given the same number of days they were absent to make up work in all classes.

3. X (Exempt) – used to indicate that a student is excused from that assignment. It does not factor into the average.
- b. Academic eligibility for extracurricular activities is the same as academic eligibility for athletics.
  - c. Retention – Only 2 units of credit may be made up in summer classes, and a student must have a passing grade in all credit recovery courses in order to return to St. Vincent’s Academy.
  - d. MOWR (formerly Dual Enrollment)
    - i. Students must meet with the High School College Counselor and Academic Dean to discuss options prior to enrollment.
    - ii. MOWR grades are weighted as AP.
  - e. GPA and Class Rank
    - i. Grade Point Average (GPA) is the numerical representation, weighted or unweighted, of a grade measuring a student’s overall performance across courses taken for a specific period of time.
      1. A weighted and unweighted numeric average will appear on the quarterly report card.
      2. A final weighted and unweighted GPA and numeric average will appear on the students’ transcripts.
      3. Class rank is the relative position of a student in her class based upon the cumulative weighted numeric grade average of that student’s grades for her core courses. The official class rank of a student is calculated at the end of each school year using the weighted numeric average of core classes.
      4. Course distinctions:
        - a. CP (College Prep)
        - b. H (Honors) carry an extra 5-point weight
        - c. AP (Advanced Placement) carry an extra 10-point weight
      5. The Honors and AP courses that garner extra points in determining a weighted numeric average and GPA are:  
  
Algebra 1 Honors, Geometry Honors, Algebra 2 Honors,

Pre-Calculus Honors, AP Calculus AB, AP Calculus BC, AP Statistics

Biology 1 Honors, Chemistry Honors, Physics Honors, AP Environmental Science, AP Chemistry, AP Biology

World Geography Honors, AP World Geography, World History Honors, AP European History, U.S. History Honors, AP U.S. History, AP Government and Politics

English 9 Honors, English 10 Honors, Pre-AP English 10, English 11 Honors, AP English 11, English 12 Honors, AP English 12

French 3 Honors, French 4 Honors, Latin 3 Honors, Latin 4 Honors, AP Latin, Spanish 3 Honors, Spanish 4 Honors, AP Spanish

6. The numeric average and grade point average is calculated using all core course grades. Non-core courses are not included in the calculation of numeric grade averages (NA) or grade point averages (GPA). Those non-core courses include:

Computer, Fine Arts courses, Physical Education (including Team Sports), Health, Women's Health and Recreational Games

f. Reporting

In order to maintain the integrity of our program, minimize classroom distractions, and maximize the instructional time in all courses, students who wish to discuss a class grade(s) on any assessments, must make an appointment with the teacher. Teachers will not discuss grades during class time.

i. Progress Report

1. At the midpoint of each marking period, teachers will provide written notice to the parent concerning any student who is failing or in danger of failing a course.
2. Teachers should email and follow-up with a phone call when a student receives a Progress Report due to failure (or possible failure).
3. Teachers should also notify parents of unsatisfactory progress **throughout** the marking period.

ii. Teacher Gradebooks/NetClassroom

1. A course syllabus should be uploaded to NetClassroom for all courses.
2. Teachers will update their electronic gradebook (NetClassroom) **at least** once a week.
3. Weighting in assignment categories will adhere to **department guidelines**.
4. The Registrar sets yearly categories (Quarters 1,2,3,4, Exams 1 and 2, Semesters 1 and 2). They may not be changed or altered in any way.
5. Grades document student progress and will help to determine if objectives are met.
6. Grades recorded in the gradebook are considered a confidential record for the assessment of students' progress.

iii. Report Cards

1. Report cards are issued every 9 weeks.
2. Final report cards will be mailed to parents at the end of each school year.
3. To be eligible for honor roll, a student must earn a minimum grade of 80 in all classes and must take a minimum of four academic courses for the year.

iv. Extra Credit will be offered solely at the discretion of the teacher.

v. Semester Exams and Exam Exemptions

1. Students must stay in the exam room for 1 hour and 15 minutes before being dismissed. Students are encouraged to make use of the full 2-hour exam time.
2. Exam exemptions are for second semester final exams.
3. Teachers will submit a list of exempted students to the Academic Dean AND copy the Principal.
4. **Only Seniors** may be eligible for exemptions on final exams.
5. Teachers are not required to allow exemptions.
6. Seniors must have a **4 quarter total average of 95** in a class in order to be exempt from final exams.

vi. Course Syllabus

1. The purpose of a syllabus is to provide information, guidelines and an overview of a teacher's requirements in a course.
2. A course syllabus will be prepared by teachers and distributed to students during week of the semester.
3. The course syllabus should have an overview of major themes,

and approximate dates of major projects/exams/papers.  
Additional elements to include are:

- a. Teacher name
- b. Course title
- c. Textbook name, ISBN
- d. Tutorial time/day(s)
- e. Teacher email
- f. Classroom policies (electronic device use), expectations, procedures
- g. Instructional materials required
- h. Short outline/scope of major units, themes, projects
- i. Approximate timeline and dates of long term projects
- j. General method of assessment, grade calculation procedures
- k. Average amount of homework
- l. Assigned reading/literature
- m. Cheating policy

g. Academic Misconduct

- i. Teachers will not give tests when not present in the classroom.
- ii. Teachers should walk around the classroom while testing is taking place.
- iii. Academic misconduct refers to academic dishonesty, cheating and plagiarism.

1. Academic dishonesty includes the following, but is not limited to these examples
  - a. Knowingly working with other students to commit academic dishonesty
  - b. Presentation of research that was never done
  - c. Giving answers to another student on an assignment, test, quiz
  - d. Allowing another student to use an assignment to submit as her own
  - e. Discussing or revealing the contents of a test/quiz/exam with students who have not completed it
2. Cheating includes, but is not limited to the following
  - a. Taking and transmitting pictures of any course assessments
  - b. Using any type of “notes” on your person, an object, calculator, iPod, cell phone or other device without teacher consent
  - c. Looking at someone else’s test/assignment with or

without her consent for the purpose of copying and submitting as your own

- d. Receiving answers for tests, assignments, etc. from someone without teacher permission
- e. No cell phone use during assessments. Cell phones should be turned off and given to the teacher.
- f. Copying from another student

3. Plagiarism includes, but is not limited to:

- a. Cutting and pasting from a source(s) and submitting as your own
- b. Falsification of a citation in an assignment
- c. Copying from the web or other electronic database
- d. Directly quoting or paraphrasing all or a part of someone else's written or spoken works without noting it or documenting it in the body of the work
- e. Leaving out quotation marks on copied material and not supplying the proper documentation

iv. Academic misconduct is considered both an academic and non-academic behavior issue.