Overview: The procedure for the Elementary Schools to process grades.

Area of Responsibility: Data Records Technicians.

Procedures:

1. The SIS team will open a grading window after school on the date prior to the Teachers Post Grades date on the Grading Schedule. Once the DRT has verified that all the grades are in, an e-mail must be sent to the SIS team so the window will be closed.

2. To review a list of teachers that have not posted, run the Grades Report. (Grading & Standards>Reports>Grades Report) Group by Teacher, Select the appropriate Standard (Behavior Grades) and Grading Task (Mid-Term, Quarter, Semester) and select Missing Grades/Scores. This report will list all teachers that have students in a course/section that did not receive a grade.

3. After posting grades, teachers must print the Teacher Verifications (Grades Report). The reports must be printed and returned to the DRT and signed by the teacher. Teacher Verification Reports are not required for Progress Reports.

4. Correcting Grades – At the Quarter grading period, if a teacher returns a verification with a grade change listed, corrections must be made in Infinite Campus.
   a. Select the Search Tab and Search for the Course/Section.
   b. Select Advanced Search.
   c. Enter the appropriate course and section from the Teacher Verification Report.
   d. Select Search.
   e. Click on the section after it appears in the Search window.
f. Ensure the correct section is listed at the top of the screen.
g. Select the Grading by Task tab.
h. From the dropdown menu, select the appropriate quarter.
i. Enter the corrected score for the appropriate student.
j. Select Save in the upper left corner.
k. Notify the SIS team that the Grading Window should be closed.

5. The approved grades for Dysart Courses are as follows:
   a. A, B, C, D, F, E, S, P, N

6. The district does not use the following grades for Dysart Courses, however, if they appear on an official transcript from an out of district school, they can be transferred onto our transcript appropriately.
   a. NC - No Credit
   b. I – Incomplete
      i. If a student does not complete the necessary course work, the current grade is given and then a Petition for Course/Subject Change form will be completed once the course work has been turned in.

7. Running Progress Reports and Report Cards.
   a. Go to Index>Grading & Standards>Reports>Report Card
b. Report Options:
   i. Select the appropriate Progress Report or Report Card.

c. Grade:
   i. Select All Students or run by Grade Level.

d. Keep the check mark for Active Only.

e. Effective Date:
   i. The last date of the reporting period.

f. Sort Options:
   i. Teacher
   ii. Keep all Teacher Sort options with the default of the current school calendar, today’s Effective Date and Period of AM.


8. Grade Changes after Report Cards have been run.
   a. All retakes of assignments must be taken prior to the end of the quarter, unless pre-arranged with teacher.
   b. Teachers have been given the following direction regarding Re-takes:
      i. Re-takes should be given in a timely manner to facilitate the continuity of student learning.
      ii. Re-takes must be taken no later than the mid-point of the quarter (approximately 4 weeks) and no later than the end of the quarter.
      iii. In order to re-take the student is required to provide evidence of further practice which can be substantiated by either teacher, tutor or parent sign-off.
      iv. In order to re-take at least 80% of homework/classwork assigned leading up to the assignment/assessment must be completed.
      v. The grade reflected in the gradebook is the best grade from all of the re-take attempts.
      vi. Petition for Course/Subject Grade change must be completed for all grade changes once grades have been verified by teachers.

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