**Polk Pre-Collegiate Academy**

**Grading Policy**

**Grading**

Teachers across the curriculum will consistently reinforce high standards in student work.

Grades are based on the following scale:

A: 90-100, B: 80-89, C: 70-79, D: 60-69, F: 59 and below.

* Tests: 70%, Coursework: (quizzes, projects, classwork) 30%
* Report cards are issued each 9-week grading period
* Numerical grades are given for high school credit courses
* Teachers will mark necessary comments on the report card
* Students should monitor their progress and communicate with their teacher regularly
* Guidance will review the Student Scholastic Report (SSR) with students, as needed, to implement necessary academic interventions

**Re-Take Policy**

* *To avoid the need for re-takes, students must prepare to take their tests by studying the content to be tested, using the resources provided.*
* Students may retake one assessment per grading period, per course
* Students are eligible for an assessment retake if they earn a 64% or lower on the assessment
* Students must make arrangements to complete the re-take within one week of the assessment and provide proof of study
* The maximum grade that can be earned on the retake is a 65%
* Re-takes are not available for quizzes and projects
* *Extenuating circumstances for test re-takes may be considered at teacher discretion.*

***Teachers will regularly input student grades into the FOCUS grade reporting system, keeping a current record reflecting the students’ work and progress in that grading period.***

Parents may obtain a FOCUS password to gain access to the student portal, on the FOCUS grade reporting system.