Definitions and Use of Grading Scale Terms

Grades A - F - These grades align with five categories of achievement, each with an equal interval separating them. There are two ways to arrive at one of these grades:

- A grade can be assessed based on the students attainment of points aligned to one of the grades
- A grade can be assessed based on the student's completion of work aligned to a skill-based rubric. In this case the rubric score is also aligned to an aligned numeric value.

EX stands for Exempt - Teachers can use this indicator to communicate that the student has been excused from completing an assignment. The grade calculates as if the assignment has no value. An exempt is most often used for individual assignments because of an illness or a conflict.

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M stands for Missing - This letter is applied in a gradebook when a student has not turned in an assignment. The M communicates to the student, parent, and school support teams that an assignment has not been completed. It calculates in the gradebook as 50% of the total possible points for the assignment.

- The District Course Team will determine if, when, and for what value a (M)issing assignment can be turned in (but not less than 50%).

ME stands for Missing and Essential - This indicator is recorded in the gradebook when a student has not turned in or completed an assignment that the Course Team has determined to be essential to understanding a student's performance in the course. An example of this might be a unit assessment, a research paper, or an end of semester project.

- When this grade is entered, the teacher will switch grading scales from Standard to Incomplete. **This change will communicate the student's grade as Incomplete until the ME is resolved.** A student cannot pass the class with unresolved ME indicators in the gradebook. Once the student has completed the missing (ME) assignment, his or her grade view will return to standard and then he or she will be able to know their grade.
- **A student cannot receive a final or passing grade in the course with an ME in the grade book.**
- District Course Teams will identify and communicate 'Essential' assessments to students and families.

NYP stands for Not Yet Proficient - This indicator is recorded in the gradebook when a student has completed an assessment but has not yet achieved minimum skill or content proficiency. It calculates in the gradebook as 50% of the total possible points for the assignment. Depending on the department, students could be provided intervention and reassessment options. *The LLT has not yet come to consensus on this grade indicator.*