



GRADING GUIDELINES

REPORT CARDS / PROGRESS REPORTS AND CONFERENCES

Academic Standards

Teachers should make every effort to ensure that students succeed in all of their courses. However, students must take the primary responsibility for their own academic success. Students must pass all required courses with a grade of 'D-' or above. Grades below 'D-' indicate that steps must be taken to achieve a grade of 'D-' or above prior to taking the next level course. Students are responsible for all work required in each course. Students who receive an 'F' in the overall cumulative average in any given subject at the end of the academic year will be allowed to sit for a re-examination as scheduled by the school office.

If a student fails **3 core subjects** from the following: **English, Arabic, Science, Math**, he/she will not be allowed to sit for re-examination, he/she will not be promoted and will be expected to repeat the same grade again. If a student fails **2 core subjects and 2 non-core subjects in addition to discipline report**, the student will not be allowed to sit for re-examination and will not be promoted. If a student fails a **course with modification**, he/she will not be allowed to sit for re-examination. If a student fails **2 core subjects and 1 non core with modification in addition to a discipline report**, the student will not be promoted.

If a student fails **less than 3 subjects**, he/she will be able to sit for the re-examinations. If students pass the re-examination, they will be issued a letter stating that they have passed with a "D-" grade. **The grade on the report card will not change**. If students fail the re-examination, they will be permitted to sit for another re-examination after the summer. If they fail the re-exams they are promoted but they will be obligated to retake the course in order to achieve the required credits during the following year. The subjects will be taken during times other than the day-school times. They will be required to pay a fee for the course they are retaking. If they passed the course that they have retaken, they will be issued a letter stating that they have passed the subject with the grade they have achieved at the end of the academic year. The previous grade on the report card will not be changed. For high school students, the subject will be shown during the year that the course was retaken on the transcripts. Elementary students will be required to work on projects during the summer assigned by the teachers of the subjects they failed, they will be issued a statement letter stating that they successfully completed the assigned projects, however, the grades on the report cards does not change. Elementary students who are not recommended for promotion due to severe academic weakness will not



be promoted based on reports submitted by teachers and reviewed by student affairs dept. and Assistant Principal.

The grading system reflects the expectations of how the class will be taught, and the expectations of the program. Daily class work, quizzes, and performance based assessment are ongoing, and directly connected to the instruction

This grading system considers three major factors concerning the teaching and learning process:

Learning is measured and evaluated against the course objectives through daily participation in classroom activities, assignments, and homework.

- Students are achieving by their daily work and homework. Students need to value the daily teaching and learning process, focus on instruction, learning activities and homework.

- Students are evaluated regularly to determine if they have mastered the expected learning. Students are expected to demonstrate their performance and learning regularly. This benefits the student and the teacher. Students then know what they need to improve on and the teacher knows what they have learned long before the final exam. The data collected in the ongoing daily classroom assessments allows for the student and parents to make adjustments before it is too late.

- The final examination is the summative assessment. This examination will cover material that has already been taught and learned.

Report cards/progress reports with each student's grades or performance and absences in each class or subject are issued to parents at the completion of each term. Teachers follow grading guidelines that have been designed to reflect each student's academic achievement for the grading period, semester, or course.

Questions about grade calculation should first be discussed with the teacher; if the question is not resolved, the student or parent may request a conference with the Academic Controller, Principal or Director of Student Services.



Report cards and progress reports must be signed by the parent and should be returned to the school within 5 school days.

The reports received at the end of each semester serves as a student's permanent academic record. The semester grades are the ones that will appear on transcripts submitted to colleges and universities.

The distribution of grades for the subjects is as follows:

Informal Assessment: projects, written reports, technology based assessment.

Grades 1-12

	CW	HW	Project	Quizzes/Tests/Informal
Social Studies	40%	10%	10%	40%
Science	40%	10%	10%	40%
Math	40%	10%	10%	40%
Arabic	40%	10%	10%	40%
English	40%	10%	10%	40%
Religion	40%	10%	10%	40%
Computer	40%	10%	10%	40%
Civics	40%	10%	10%	40%
PE	100%			
Art	100%			

Grade 1-2:

Term 1	1 Formal test	Up to 2 Quiz
Term 2	1 Formal test	Up to 2 Quiz
Term 3	1 Formal test	Up to 2 Quiz

Grade 3-5:

Term 1	2 Formal test	Up to 2 Quiz
Term 2	2 Formal test	Up to 2 Quiz
Term 3	2 Formal test	Up to 2 Quiz

Grade 6-12:

Term 1	1 Formal test	1 Final	Up to 2 Quiz
Term 2	1 Formal test	1 Final	Up to 2 Quiz
Term 3	1 Formal test	1 Final	Up to 2 Quiz



Kindly note the following:

- Students are not allowed to retake test and quizzes if they fail.
- Students will not be allowed to make up any test or quiz unless they have a medical excuse that prevented them from taking the test in the first place. Medical excuses need to be given within 48 hours after the test date or else it will not be a valid excuse for the student to sit for a make-up test.
- Late papers and late assignments will be accepted with a 10% deduction of grades, unless a medical excuse is presented or approval from the school principal is granted.

GRADE POINT AVERAGE

It is important for parents and students to note that there is a significant difference between a passing grade and a college recommending grade. From the start, therefore, a student is expected to work for the highest grade commensurate with his given gifts and talents. Not only does a student experience the pride and satisfaction that comes with working to one's potential, but students who realize a high level of academic achievement have many more options open to them when they begin the process of choosing a college or university.

GRADING SYSTEM

The grading system reflects the expectations of how the class will be taught, and the expectations of the program. Daily class work, quizzes, and performances are ongoing, and directly connected to the instruction, and the performance curriculum.

This grading system considers three major factors concerning the teaching and learning process:

1. Learning is measured and evaluated against the objectives through daily participation in classroom assignments, and homework assigned. Teachers know daily when students are achieving the learning by their performance on daily work and homework. Students need to value the daily teaching and learning process, focus on instruction, learning activities, and homework.
2. Students are engaged in formative evaluation regularly to determine if students have mastered the expected learning. Students are expected to demonstrate their performance and learning regularly. This benefits the student and the teacher. The data collected in quizzes allow for the student and parents to make adjustments before it is too late.



A+ = 97-100	A+ = 4.3	Indicates Excellent Work.
A = 93-96	A = 4.0	
A- = 90-92	A- = 3.7	

B+ = 87-89	B+ = 3.3	Indicates above-Average Work.
B = 83-86	B = 3.0	
B- = 80-82	B- = 2.7	

C+ = 77-79	C+ = 2.3	Indicates average Work.
C = 73-76	C = 2.0	
C- = 70-72	C- = 1.7	

D+ = 67-69	D+ = 1.3	While this is a passing grade, it indicates minimum achievement – below average work
D = 63-66	D = 1.0	
D- = 60-62	D- = 0.7	
F = 0-59	F = 0.0	No credit is given; most, if not all, course requirements are not completed

EXTRA CREDIT POLICY

From time to time teachers will offer extra credit assignments to students to be completed before the end of each semester. These assignments vary according to academic discipline. Teachers will not give academic rewards or penalties to encourage participation in school functions that are not directly related or germane to the curriculum in their subject area. Extra Credit Policy is only applicable to students averaging C- and below. Students with averages of C and above are not eligible for extra credit assignments.

ACADEMIC PROBATION

Students will be placed on academic probation if their grades drop below a C-average. Students and parents will be notified in writing regarding their child/ren academic standing and performance. If, after ongoing conferences, counselling, and teacher assistance, a student cannot achieve a passing grade or better, or improve learning attitudes, a meeting will be arranged with parents and administration to determine the best educational setting for the student.

ASSESSMENTS

Classroom based performance assessment is done on an ongoing basis.

Assessment activities include:

- quizzes,
- research,
- projects,
- oral presentations,
- and rubrics