



# Waynesboro Area School District

## **Grading Guidelines for the Sapphire Community Portal Waynesboro Area Middle School and High School**

The Sapphire Community Portal is available to parents/guardians and students. The following guidelines will be implemented:

- A minimum of one grade per week will be posted to the Sapphire Grade book by 9:00 am each Friday.
- Student scores for all graded assignments should be posted within ten calendar days of the assignment due date.
- If multiple assignments are entered at one time (i.e. all homework, quizzes, projects, activities, etc... for a chapter at one time), there will be an appropriate due date entered for each assignment.
- **Make-up Guidelines:**
  - Students will be given 2 days for every day of absence to make-up assessments/assignments/projects missed during absence. A zero will be used until the make-up time window is closed.
  - Students who cut class are not eligible to make up missed work.
  - Students who are issued disciplinary absences will be provided work to complete during their time away from school. The student will be given 1 day per day of the disciplinary absence to submit assignments.
- **Missed Worked:**
  - Students who choose to miss a graded assignment deadline will be given 2 days to earn a 50% on any graded assignment, other than homework. After the 2 days, a student will earn a zero on that missed assignment.
- **Tests/Quizzes:**
  - Please make every effort to have students make up tests or quizzes within one week of the absence.
- **Overall Grades:**
  - A final failing grade is to be no lower than a 50%. A grade below a 50% can only be entered for a student's individual assignment throughout the marking period. For each marking period, a final failing grade below 50% will be automatically set at a 50%. A grade below a 50% can only be entered for a student after administrative approval.
  - Portal will display earned grades throughout the marking period/semester. However, the final grade for each marking period of a course will never be lower than a 50%.