



ADMINISTRATIVE PROCEDURE 6620
GRADING:
COMPREHENSIVE LIFE SKILLS / STRATEGIES CLASSES

Responsible: Office of the Deputy Superintendent, Department of Student Support Services

PURPOSE

This administrative procedure shall describe and define protocols related to grading for students in Comprehensive Life Skills ("CLS") and Strategies Classes.

PROCEDURE

1. Because the transcript is the only permanent record maintained for a student, and because the student information system contains the only permanent record maintained by the Washoe County School District, all teachers must enter quarterly grades for Elementary and Middle School students and semester grades for High School students.
2. All students in CLS/Strategies programs must have grades recorded in the student information system by using an S/U grade scale in each course assigned the student. Such grading must occur throughout the student's school enrollment, beginning in Kindergarten. Kindergarten students will have a final grade in Infinite Campus. Students enrolled beyond their 4th year of high school, and thus coded as "ungraded", must also be assigned such grades.
3. Class schedules for CLS/Strategies students will be dictated by each student's IEP. For general education courses, the CLS/Strategies teacher must collaborate with the general education teacher regarding the grade for the students. The CLS/Strategies teacher then assigns the grades for all courses for his/her students. Students in such courses may earn a grade other than S/U.
4. The CLS/Strategies teacher and the general education teacher will both be identified as teachers of record for the student. The general education teacher is the primary teacher of record (to keep from having an out-of-field problem), and the CLS/Strategies teacher is the secondary teacher of record. Schools will make the necessary adjustments in the student information system so that this will be recorded correctly.

DESIRED OUTCOMES

1. This Administrative Procedure outlines a consistent and equitable grading process throughout the District for all students.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

1. This Administrative Procedure reflects the goals of the District's Strategic Plan.

REVIEW AND REPORTING

1. This procedure and any accompanying documents will be reviewed bi-annually in even numbered years.

REVISION HISTORY

Date	Revision	Modification
		Established Accepted Practice
10/2012	1.0	Latest Revision: Accepted Practice
01/09/2014	2.0	Revised: converted to Administrative Procedure