



MEMORANDUM

Career and Technology Education Department

TO: Practicum Teachers
FROM: Andrea Anderson, CTE Director
DATE: July 26, 2023
SUBJECT: Grading Policy

The district now follows a nine-week grading policy. The following formula applies for classroom instruction and on-the-job-training for the 2023-2024 school year

60% Classroom Instruction

40% On-the-Job Training

The classroom instruction weight of 60% must include a minimum of 8 separate daily grades and 3 separate major grades for each nine-week grading period which is consistent with the district policy. *“The daily grade average shall represent one-half (1/2) of the grade. The major test/project average shall represent one-half (1/2) of the grade.”*

This procedure will allow you to weigh the on-the-job training component of the program appropriately and still emphasize the importance of classroom instruction to the overall program. Please call if you need any further clarification concerning the grading policy.