

GRADE BOOKS

Policy:

The grade book is the document used to record student grades and attendance.

Procedure:

The following information will be recorded in the grade book:

1. The name of the instructor, the school session, the courses taught with their corresponding numbers, months, days and periods so that the exact dates of absences, cut-outs, withdrawals and LDA (Last Date of Attendance) may be identified.
2. The student's name and social security number and all grades which are assigned will be recorded and identified as to daily tests, homework, outside readings, term papers, hour tests, the average for each eight weeks, and final exam, etc.
3. Grade books will be turned in to the appropriate administrator for storing.