



---

**Responsible:** Department of Student Accounting

## **PURPOSE**

This administrative procedure shall describe and define protocols related to the posting of grades.

## **PROCEDURE**

1. Infinite Campus, the student information system, contains the electronic grade book and attendance that are the class record book for the Washoe County School District. The system includes a communication tool for teachers to use with parents, the Parent Portal (Portal). The Portal is open to all parents and guardians in the Washoe County School District.
2. Because the system provides real-time access, it is important to be consistent throughout the district on the minimum number of required postings per week.
3. To provide consistency across grade levels and schools, the following procedure has been established with regard to entering grades into Infinite Campus. The policy was developed with support from both the Washoe Education Association and the Washoe School Principals' Association. The following are the minimum number of required postings per week by grade level.
  - a. Kindergarten:
    - i. Post grades for all students monthly.
      1. Divide classes into groups.
      2. One group receives a graded task each week.
      3. Rotate groups who are working on graded tasks.
    - ii. Post a newsletter for parents weekly.
  - b. Grades 1-2:
    - i. Post grade in Reading, Writing (ELA) and Mathematics group bi-weekly.
    - ii. Grades posted in Science and Social Studies monthly.
  - c. Grades 3-6:
    - i. Post grade in Reading, Writing (ELA) and Mathematics group weekly.

- ii. Grades posted in Science and Social Studies weekly.
- d. Grades 7-12:
  - i. Grades posted weekly.
  - ii. Projects/papers graded and entered a minimum of two weeks after due date.

**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 the year opposite the regular session of the Nevada State Legislature.

**REVISION HISTORY**

Date	Revision	Modification
07/2009	1.0	Adopted as Accepted Practice
02/2012	2.0	Revised
1/09/2014	3.0	Revised
9/10/2014	4.0	Revised: converted to Administrative Procedure