Students in the Culinary Arts program will be assessed in three different categories: Work Ethics, Theory Work, and Lab Work. These categories carry varying weights that are tallied to determine the student’s overall grade for the assessment period. Below is a list of what constitutes each category and the accompanying weight.

**Work Ethics Grade – 25%**
*Write a few sentences on what falls under this category, and include specifics on how/when students will lose points. This can be in sentence form or in a graph/rubric form. Be specific. For example:*

*Students can earn 10 points per day for work ethic. Students will be evaluated in the following categories (2 points per category):*
  - Proper Attire
  - Time Management
  - Professionalism
  - Following Directions
  - Following Procedures

**Theory Grade – 25%**
*Write a few sentences on what falls under this category....*

**Lab Grade – 50%**
*Write a few sentences on what falls under this category....*

At the end of each nine-week grading period, grades are calculated and reported following the ABC Career and Technology Institute grading scale. Grades earned will be reflected on the report card that students receive from their sending school. Mid-way through each grading period, progress reports will be mailed home for students who are earning a 75% or below. However, parents are encouraged to check their child’s grade periodically throughout the year by visiting [www.classmategradesrus.org](http://www.classmategradesrus.org) or by contacting me directly.

ABC Career and Technology Institute Grading Scale
90-100% - A  
80 – 89% - B  
70 – 79% - C  
60 – 69% - D  
0 – 59% - F

****If you use different grading scales based on sending school grading scales – be sure to note that here instead of including one general grading scale!****

**Additional Guidelines for Grades:**

**Make-Up Work Policy**  
*Write a few sentences on your policy for make-up work ...*
Late Policy
Write a few sentences on how you plan to deduct points for late assignments ....

Extra Credit Policy
Extra credit will be issued and awarded at the teacher’s discretion. A student should not plan on receiving any extra credit opportunities during a grading period.

Thank you for taking the time to review this grading policy with your child. If at any time you have questions, please do not hesitate to contact me. Your signature below indicates that you have read and understand the 2016-2017 grading policy.

Sincerely,

Jane Doe
Culinary Arts Instructor

Email:  jane.doe@gmail.com
Phone:  555-555-5555 x123

______________________________________________________________  ________________________
Student Signature                                                        Date

______________________________________________________________  ________________________
Parent Signature                                                        Date