

**I. General Reporting Regulations K-12.**

**A. Report Cards.**

1. A report card will be sent to the parents of each student in grades K-12 at the end of each nine-week reporting period. Completing the report card by the deadline set by the WS/FCS or the Principal shall be the responsibility of the classroom teacher. In situations where more than one individual shares the responsibility for teaching a student, the evaluation will be determined jointly by those teachers involved.
2. Teachers should regularly monitor and record student progress in order that grades on a report card will be an accurate reflection of student performance.

**B. Communications Plans.**

1. The School Improvement Team (SIT) at each school shall develop, with staff input and approval, a plan for communicating with parents and guardians.
2. The Communications Plan shall include providing student progress reports online via the internet or other electronic means. In grades Kindergarten through second grade, one (1) progress report shall be provided to parents at the mid-point of each grading period. In grades three through twelve, student progress will be updated in PowerParent. Parents can check on-line or progress reports can be made available by schools. The progress reports should provide information about each student's academic progress.
3. Teachers shall have one (1) week to assess and post student grades, unless otherwise communicated to parents.
4. A formal parent-teacher conference period may be scheduled in the school calendar. Parents or teachers are encouraged to schedule other conferences as needed, especially when student performance changes markedly.

**C. Grading Scale.** Students in Grades 3-12 shall be graded on the following scale:

**100 Point Scale**

- |   |   |
|---|---|
| A | <del>93—100</del> 90 - 100                          |
| B | <del>85—92</del> 80 - 89                            |
| C | <del>77—84</del> 70 - 79                            |
| D | <del>70—76</del> 60 - 69                            |
| F | <del>69 and below</del> 59 – and below <sup>1</sup> |

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<sup>1</sup> No student shall receive a final quarter grade in any course that is lower than a 50.

## II. Specific Reporting Procedure K-12.

### A. Elementary Schools (K-5).

1. Teachers will evaluate students using the grade-level appropriate report card and its prescribed format.
2. Plus or minus will not be used.
3. Academic Evaluation Code

- a. Grades K-2, for Reading, Language Arts, Science, Social Studies and Math:

<u>Grade</u>	<u>Description</u>
4	Exceeds grade level expectations; shows deep understanding.
3	Meets grade level expectations; shows consistent understanding.
2	Making progress toward meeting grade level expectations; shows inconsistent understanding.
1	Does not meet grade level expectations; having considerable difficulty.

- b. Grades 3-5 for Reading, Language Arts, Science, Social Studies and, Math.

- i. Grade Description

A	Superior Performance
B	Good Performance
C	Satisfactory Performance
D	Poor Performance
F	Failing

- ii. Grades shall be based upon the grading scale set forth in Section I.C. hereinabove.

4. Performance on written/oral work as well as information gained from teacher observations and conferences with students will be used to determine individual student progress. The grade should reflect the teacher's overall assessment of each student's progress in each academic area listed on the report card. Numerical averages or grading scales are not to be the sole determining factor in computing the quarter grades of an elementary school student.
5. Elementary School EOG tests will be used to improve a student's final grade in the fourth quarter for the subject tested, but will not be used to reduce a student's grade.

6. Record Keeping.

- a. One copy of the report card should be provided to the student's parent or legal guardian. Parents shall be instructed to keep the report card, sign the envelope, and return the envelope to the teacher.
- b. One copy of the report card should be placed in the yearly brown jacket and one in the student's cumulative folder as indicated on the report card. Should a student transfer to another school within the school system, a photocopy of the report card is placed in the brown envelope that remains at the sending school. The brown jacket serves as a permanent record of the student's attendance unless an electronic database is created in place of the Brown envelope.

**B. Middle Schools (6-8) and High Schools (9-12).**

1. Teachers will evaluate students using the grade-level appropriate report card and its prescribed format.
2. Academic Evaluation Code

<u>Letter Grade</u>	<u>Description</u>
A	Superior performance
B	Good performance
C	Satisfactory performance
D	Poor performance
F	Failing
I	Incomplete

3. If a teacher determines that the final semester or year grade computed by PowerSchool does not accurately reflect the academic performance of the student, the teacher may override PowerSchool. All final grades are subject to the review of the principal as provided by N.C.G.S. § 115C-288(a), which provides the power of the principal to grade pupils.
4. State regulations prohibit the use of conduct as a factor in determining the student's academic grade.
5. Plus or minus will not be used.
6. With administrative approval, a student who receives an incomplete (I) on his/her report card will have until midway of the following quarter to make up work and receive a grade unless extenuating circumstances exist. If the student's work is not made up, the student will receive a grade of "F" for the quarter.
7. For Middle Schools, End-of-Grade (EOG) tests and the NC Final Exam will count for 20% of the student's final grade in a course unless it would reduce a student's

grade in which case it will not be counted and the final grade for the fourth quarter will be used. If a student takes an EOC and an EOG in the same course, then the EOG will count as a test grade for the fourth quarter as long as it would not lower the student's grade, and the EOC will count as set out in paragraph 8 below.

8. For Middle and High schools, End-of-Course (EOC) tests and the NC Final Exam will count as 20 percent of a student's final grade for that course. The final semester grade is determined by counting course work eighty percent (80%) and the final exam twenty percent (20%).
9. For block courses with an End-of-Course (EOC) or a NC Final examination, students may not withdraw from the course after the tenth school day. For non-block courses with an End-of-Course (EOC) or NC Final examination, students may not withdraw from the course after the twentieth school day. For all other courses and with administrative approval, a high school student may withdraw before the halfway point of the course with no penalty. Withdrawing after the halfway point of the course will result in the grade of "F" for the course.
10. Students receiving alternate assessments at the end of the year (such as Extend I and Extend II testing) are not subject to this regulation.
11. High School Exams.
  - a. A final semester/term exam will be given in all non-EOC courses in mathematics, English, science, social studies and foreign language for grades 9-12 in all high schools. There shall be an end-of-course assessment in each elective course as determined by the appropriate department in each school.
  - b. Exams/assessment will count twenty percent (20%) of the final semester grade.
  - c. Where state end-of-course tests or North Carolina Final Exams are available, they shall be the final examination. EOC tests or the NC Final Exams will be the final exam and the test results shall count as twenty percent (20%) of the student's final grade. There are no exemptions from state end-of-course tests, the NC Final Exams, or CTE post assessments.
  - d. **Exam exemptions for seniors.** ~~In non-state end-of-course exam classes only, seniors may be exempted from the final exam in a one-unit of credit semester block course, a two-unit of credit year long block course, or a one-unit year long course with a grade of "A" and no more than five (5) absences during the school year, a grade of "B" and no more than three (3) absences during the school year, or a grade of "C" and zero (0) absences during the school year. Seniors may be exempted from the final exam in half-unit semester courses with a grade of "A" and no more than two (2) absences during the semester, a grade of "B" and no more than one (1) absence during the semester, or a grade of "C" and zero (0) absences during the semester. Students who are not seniors are not eligible for~~

~~an exam exemption.~~—Exam exemptions for grades 9-12. In non-state end-of-course exam classes only, students in grades 9-12 may be exempted from the final exam in a one-unit of credit semester block course, a two-unit of credit year-long block course, or a one-unit year long course with a grade of "A" and no more than five (5) absences during the school year, a grade of "B" and no more than three (3) absences during the school year, or a grade of "C" and zero (0) absences during the school year. Students in grades 9-12 may be exempted from the final exam in half-unit semester courses with a grade of "A" and no more than two (2) absences during the semester, a grade of "B" and no more than one (1) absence during the semester, or a grade of "C" and zero (0) absences during the semester.

- e. All ~~seniors~~*students* shall be permitted and encouraged to take examinations, even if they are eligible for examination exemptions. If a student qualifies for an exemption, the student shall have the option of taking the examination and counting or not counting the examination grade in the final course average.
- f. Unless a ~~senior~~*student* meets the exam exemption criteria, he or she must take the exam in order to get credit for the course.
- g. ~~Seniors~~*Students* will be allowed up to three (3) absences due to a death in the immediate family, a religious holiday, or a college scholarship interview. These absences will not be considered in determining eligibility for examination exemption. Students must provide a copy of the written invitation to the scholarship interview and proof of attendance in order for this provision to apply to such absence.
- h. With administrative approval, missed exams should be made up within ten (10) school days after the end of the reporting period.

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