

5121-R Grading and Reporting Student Progress

FREQUENCY OF GRADE REPORTING

- Grades are to be reported to parents each nine weeks, and kept in permanent student records.
- Parents are encouraged to request a parent-teacher conference to discuss grades and student progress.
- Parents of students averaging a grade of N (Not Satisfactory), I (Incomplete), or a letter grade of D or lower during the fourth week of a grading period are to receive notification no later than the fifth week of the grading period.

COURSE GRADE PLANS

- The grade reports and semester grades will generally include assigned work, test scores and special projects.
- Each teacher's course grading plan must include a procedure that will prevent students from being unduly penalized for a low score that falls out of the range of that student's normal performance in that course.
- A teacher who chooses a course grading plan other than outlined herein may implement that plan in the classroom if prior approval is given by the principal.
- Students are to be made aware of the grading plan used by the teacher(s) from who they are taking courses.

KINDERGARTEN AND GRADES 1-2

- Student evaluations are based on the degree of mastery of content and performance standards or goals.
- symbols used for performance:
 - Yes - Student has met the expectation for the quarter.
 - No - Student has not met the expectations for the quarter.
 - NAQ - Not assessed this quarter
 - Blank – Not assessed at this time
 - E – Excellent
 - S – Satisfactory
 - N – Not Satisfactory
 - 4 – Exceeds Expectations
 - 3 – Meets Expectations
 - 2 – Approaching Expectations
 - 1 – Limited Progress

GRADE 3

- Student evaluations are based on the degree of mastery of content and performance standards or goals.
- Letter grades (A-F) will be given in math and language arts.
- Social studies, art, music, and physical education will be E, S, or N only.
 - E - Excellent
 - S - Satisfactory
 - N – Not Satisfactory

GRADE K- 6 ART, MUSIC, AND PHYSICAL EDUCATION

Art, music and physical education will be E, S, or N only.

- E – Excellent
- S – Satisfactory
- N - Not Satisfactory

GRADES 3-12 AND CONVERSION CHART

- Student evaluations are based on the degree of mastery of content and performance standards or goals as stated in the elementary curriculum guide, the junior high course handbook, or the high school course handbook. The progress reported will be for academic achievement. The Grade Conversion Chart will be used for conversion of grades from percentage, to letter grades, to Class Rank GPA, to Cumulative GPA.
- Letter grades from the Conversion Chart will be displayed on report cards.
- Class Rank GPA will be determined according to the Conversion Chart. Only students progressing toward a regular diploma will be included in class rank. Class Rank GPA will ONLY be used to report class rank and to make determinations for valedictorian/salutatorian honors.
- Cumulative GPA will be determined according to the Conversion Chart. This GPA is considered the student's official GPA and will be reported on student transcripts.

ACADEMIC ACHIEVEMENT CONVERSION CHARTS

Academic Achievement	Percent Score	Letter Grade	Class Rank/GPA	Cumulative GPA
Excellent	98-100	A+	4.000	4.0
	93-97	A	4.000	4.0
	90-92	A-	3.666	4.0
Above Average	88-89	B+	3.333	3.0
	83-87	B	3.000	3.0
	80-82	B-	2.666	3.0
Average	78-79	C+	2.333	2.0
	73-77	C	2.000	2.0
	70-72	C-	1.666	2.0
Below Average	68-69	D+	1.333	1.0
	63-67	D	1.000	1.0
	60-62	D-	.666	1.0
Failing	59 & Below	F	.000	0.0

LATE WORK, INCOMPLETES AND CHEATING

- Students submitting work late due to an excused absence will be permitted to do make-up work without penalty within a reasonable amount of time as established by each school.
- Students are expected to complete all assigned work on time. Students not completing assignments may be required to spend additional time in school until the work is completed. Late work submitted after the original due date may be subject to penalty.
- An "F" grade or equivalent is to be recorded in the grade book for all work not handed in within the allowable time. Missed school work, or work not handed in, which results in an incomplete on a report card, must be made up within two weeks after the reporting period has ended. Grades will be updated by the school if work is submitted within the agreed upon timeline.
- Students found to have cheated on a test or other assignment will receive an "F" for that work. Other appropriate disciplinary action may be taken.

WITHDRAWAL FROM CLASS DURING A SEMESTER

- Report cards in grades 7-12 will use the following symbols for withdrawals. However, these symbols will not be used for determining GPA:
 - WP - Withdraw Passing - The student had a grade average of D- or better when he/she withdrew from the class. No credit is issued.
 - WF - Withdraw Failing - The student had a grade average of F when he/she withdrew from the class.
- Students who drop a class without completing the requirements for a grade will receive no semester credit for that class.

REPEATING A FAILED CLASS (GRADES 9-12)

- When a student repeats a failed class, the "F" is deleted for the failed class, and an "NC" is recorded. The failed class remains on the transcript with an "NC" grade but is not used in figuring the GPA. The repeated course is listed on the transcript with the grade earned and is used in figuring the GPA.

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LEGAL REFERENCE(S):

CROSS REFERENCE(S): 5121 ADMINISTRATIVE

REGULATION: