

STUDENT GRADING SYSTEM ADMINISTRATIVE REGULATIONS

1. There will be a consistent grade reporting system throughout Grant County.
 - 1.1 Effective beginning with the 2018-19 School year, all grades which utilize the **Traditional Percentage Grade Reporting** will use the following scale:
 - A = 90 – 100
 - B = 80 – 89
 - C = 70 – 79
 - D = 60 – 69
 - F = 0 – 59
 - I = 0 (see 9.1.d.—9.1.f.)
2. Pre-K will use the West Virginia Early Learning Scales designated below:
 - (1-2) = Not yet
 - (3-4) = Nearly
 - (5-6) = Somewhat
 - (7) = Completely
3. Kindergarten – Grade 2 will use the standards based reporting system designated below:
 - O = Outstanding
 - S = Satisfactory
 - E = Emerging
 - U = Unsatisfactory
 - N/A = Not taught/evaluated this quarter
4. Grades 3 – 5 will use a traditional percentage grade reporting system.
5. Middle school (grades 6-8) will use a traditional percentage grade reporting system.
 - 5.1 Grades shall not be weighted in Middle School (grades 6-8) unless a student takes a high school class that has been designated as weighted. ****This grade shall be posted on the student's transcript.**
6. High school (grades 9 – 12) will use a traditional percentage grade reporting system.
7. Certain courses at the high school level will be weighted given their formidable academic rigor.

<u>Percentage</u>	<u>Letter</u>	<u>Regular Points</u>	<u>Honor Points</u>
90 – 100%	A	4.0	5.0
80 – 89%	B	3.0	4.0
70 – 79%	C	2.0	3.0
60 – 69%	D	1.0	2.0
0 – 59%	F	0.0	0.0

Incomplete I 0.0 0.0

7.1. A Course List of all Honors/Dual Enrollment/Weighted/County Electives will be reviewed, revised, and approved by the GCBOE annually.

8. High school students shall not repeat a course once a passing grade has been attained with two exceptions:

- Students receive a final semester grade of D in Math 1 or other required math course or;
- The entry level course of a foreign language program may repeat the course for mastery with the teacher's and principal's approval.

8.1 The student **will** receive a course grade but **will not** receive credit on his/her transcript.

8.2 Repeating the course **will not** expunge the grade of D earned in the same class taken previously.

8.3 High school students who have failed a course may repeat the course as necessary to attain a passing grade and earn credit for the course.

9. Students who have been absent from school have the right to make up, without penalty, all work missed during their absence.

9.1 It is the student's responsibility* to request all makeup work within two instructional days of returning to school.

9.1.a The teacher is required to provide a list of all makeup work due within two instructional days of the student's request. The teacher must also ensure, either verbally or in writing, that the student knows the *date certain* the make up work must be completed and turned in.

9.1.b Once the teacher provides the student with a list of makeup work, the student must complete all assignments and turn them in to the teacher within a period equal to the number of days missed.

9.1.c. If this timeline is not met, the teacher may record a zero (0) in the grade book for that/those assignment(s) not turned in; no further extension to complete the work need be provided. * (This does not apply to Pre-K – 2, and identified students with special needs on a functional curriculum.)

9.1.d. Teachers shall issue a grade of I (*Incomplete*) to any student who has not completed their assigned work on the day grades are due to be turned in to the office.

9.1.e. All incomplete grades (except under unusual circumstances as determined by the principal) must be changed to a regular grade WITHIN TEN (10) INSTRUCTIONAL DAYS after report cards are issued.

9.1.f It is the responsibility of the classroom teacher to make this change.

10. Students may apply to audit a Core or Foreign Language Class prior to the start of each semester. Approval must be obtained from the teacher of the requested audited course and the principal. Parent approval for the request to audit a class must be submitted in writing to the principal. Credit will not be awarded for audited classes.

11. Any grade earned in a high school credit-generating course taken prior to grade 9 in a student's educational program shall be recorded on the student's high school transcript with the grade and credit earned.

11.1. This grade will be included in the student's high school Cumulative GPA.

11.1.a. The statement above is to be clearly visible on all course registration materials for middle school students and disseminated to middle school teachers of such courses.

12. Students participating in distance learning courses are responsible for securing and viewing all lessons missed and for the completion of all assignments pursuant to the above make-up provisions. Grades for these courses will be based on successful performance as outlined in provided guidelines and converted to the grading scale by the supervising teacher as outlined above for distribution at the end of each grading period.

13. Students will be released to attend college with parent permission given the procedure outlined below:

13.1. Students may not be released from high school to take courses at another institution that are already being offered at their high school;

13.2. Students earn .5 credit per 3-hour semester college course;

13.3. Students must supply an official college transcript to have the course entered on his/her high school transcript;

13.4. College grades WILL BE WEIGHTED: A = 5.0; B = 4.0; C = 3.0; D = 2.0. F = 0.0

13.5. The college grade will be reflected in the student's high school transcript with the credit as applied:

1 hour college credit course in a given semester = No high school credit

2 hours college credit course in a given semester = No high school credit

3 hours college credit course in a given semester = .5 high school credit

4 hours college credit course in a given semester = .5 high school credit

5 hours college credit course in a given semester = .5 high school credit

6 hours college credit course in a given semester – 1.0 high school credit

14. Citizenship/Comment sections of the report card or progress report will reflect behaviors such as: regard for school and individual classroom rules, punctuality, care of property, courtesy, etc. It is of prime importance that citizenship marks and academic grades be figured and maintained as different entities.

15. After a review of first semester grades, the parents of seniors who cannot earn sufficient credits to graduate shall be notified by certified mail within ten days after the end of the first semester. Based on a review of second semester grades, the parents of seniors who are not eligible to graduate at the scheduled graduation shall be notified by telephone. A letter shall be sent to the parents/student affirming the telephone conference about the student's non-eligibility to graduate.

15.1. The parents of juniors whose transcript reflects that they will be unable to earn the requisite credits to graduate at the end of their senior year shall be notified by certified mail no later than June 15.

16. An Honor Roll will be maintained in grades 3-12:

16.1. Students earning a 3.0 – 3.4999 average shall be listed on the B Honor Roll for publication or posting.

16.2. Those students earning a 3.5 – 4.0 or higher average shall be listed on the school’s A Honor Roll for publication or posting.

16.3. No student may be considered for honor status in any grading period in which he/she earns an F or I.

17. Teachers will meet in Professional Learning Communities (PLCs) annually/as needed to review each report card and make recommendations to the superintendent regarding revisions, if needed, to ensure each report card meets current standards as set by WVDE and Grant County Board of Education and follows best practices.

17.1. These recommendations must be forwarded to the superintendent no later than June 1 of that same school year.

17.2. The superintendent or his/her designee will revise these procedures regarding reporting methodology, if appropriate, and submit to the Grant County BOE for their review prior to August 15th of the next school year.

17.3. The superintendent or his/her designee will update all grading systems per the revised procedures and recommendations from the PLCs and administrative staff prior to the first grading period.

18. Evaluation of student progress is a primary responsibility of the teacher. Achievement, on the part of the student at the highest level of his/her ability, is a common goal of both school and home. While communication of student progress to parent(s) or guardian(s) will be a primary goal of the school, it is the student’s basic responsibility, as determined by their ability and effort, to successfully complete all subject and/or course requirements.

18.1. Report cards will be issued within ten instructional days of the last day of each grading period.

18.2. K – 12 report cards will be issued four times per school year; Pre-K report cards will be issued three times per year.

18.3. The reporting dates will be determined annually and placed on the school calendar.

19. In addition to the quarterly report cards, a mid-term progress report shall be sent home during each semester in the event that a student is experiencing academic difficulty in one or more subject areas.

19.1. Academic difficulty is defined as student progress of less than a “C” or “Emerging” on any CSO or in any course, or student behavior deemed not satisfactory in any class or as determined by the principal.

19.2. Each school may opt to send progress reports home for all students regardless of whether the student is experiencing academic difficulty.

19.3. All teachers are required to send progress reports on all students as denoted by the school-wide decision.

20. If the parents of a child are separated or divorced, both parents have the right to be informed of their child’s progress in school unless there is a court order to the contrary.

20.1. Written reports and conferences on student progress will be made available to non-custodial parents on request unless forbidden by a court order on file in the principal’s office.

20.2. To receive written reports and notification of conferences, a noncustodial parent will make such request in writing through the principal's office (Must be completed annually; it is the parents responsibility to notify the school of any address change.).

21. The classroom teacher shall maintain a written and/or electronic record of student grades.

21.2. Teachers will turn in to the principal or his/her designee written or electronic student grades for each subject/course taught at the end of the school year.

21.3. These records will be maintained by the school for the duration of the next school year.

21.4. After that time, the grade book shall be returned to the teacher.

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