

## R 2624 GRADING SYSTEM

### A. Purpose

The purpose of the grading system shall be to communicate student progress to parents, students, and other authorized agents such as officials of continuing education agencies, employers and military service branches. The instruments of communication shall be the quarterly report card, semi-quarterly deficiency notices, and various teacher prepared assessment devices such as tests, quizzes, reports, projects, and the like.

### B. District Grading Scale

The following scale shall be used when converting numerical grades into letter grades:

~~Denotes average progress~~

~~Denotes very good progress~~

~~Denotes excellent progress~~

93-100	A
90-92	A-
87-89	B+
83-86	B
80-82	B-
77-79	C+
73-76	C
70-72	C-

~~Denotes below average progress~~

67-69	D+
65-66	D
Below 65	F

~~Denotes failure to progress satisfactorily~~



C. Marking Period Grades

Teachers will report student's grades in the form of a number from zero to 100. This numerical grade, along with the District Grading Scale shown above, will appear on the report card each marking period.

D. Final Grades

Final grades shall be calculated to include the numerical grades earned for each marking period. For a year-long course, final grades are determined by the numerical average of the four marking period grades; for a semester course by the numerical average of the two marking period grades; for a Physical Education course by the numerical average of the three marking period grades; and for a quarter course by the marking period grade.

E. Guiding Principles

1. Teachers are encouraged to utilize many and varied techniques for assessing student progress. No one grade or project shall be valued at more than twenty percent of a marking period grade. All course requirements must be approved by the district/department supervisor, the Building Principal, and the Director of Curriculum.
2. District/department supervisors shall coordinate departmental and course grading procedures to ensure a reasonable degree of uniformity and fairness.
3. Teachers shall communicate the course requirements and criteria used to determine the grade for each course to students within three weeks of the first day of class.
4. Under no circumstances may a student's grade be affected or governed by discipline issues.
5. Teachers shall maintain an up-to-date electronic record of student's grades. This record may be reviewed at any time by supervisory and administrative personnel. A hard copy must be available for review upon request by supervisory or administrative personnel.



6. A grade of zero shall be assigned for any form of an Honor Code Violation and entered into the grade book to be averaged with other grades. An Honor Code Violation is an extremely serious offense and cannot be condoned in any form. Examples of Honor Code Violations include but are not limited to copying homework, copying reports or term papers, copying answers on written lessons or tests, giving or receiving help with the intent of deceiving or any form of plagiarism. A student who permits his/her work to be copied is just as dishonest as the student who copies the work and must share in the guilt. Accusations of violations and accompanying evidence shall be submitted to the appropriate Vice Principal for consideration and discussion. The Vice Principal shall notify the appropriate district/department supervisor of the violations.

Cheating on any assigned work or assessments, including but not limited to, the following scenarios: the non-authorized use of books, notes, or electronics; the use of crib sheets or copying from other students' papers; exchanging assessment information with other students pupils orally, in writing, electronically or by signals; obtaining copies of assessments illegally; receiving help on an assignment that has not been identified as collaborative; failing to submit original work for course assignments, including the use of work from other courses for a new course assignment; and any similar attempts to deliberately avoid fulfillment of course assignments or assessments (e.g., unexcused lateness to school or unexcused early dismissal as an excuse for not handing in an assignment).

7. Students must complete makeup work within a reasonable amount of time after their return to school. In the case of an extended absence, teachers must be mindful of the amount of work which has to be made-up in other courses and provide the student pupil with appropriate consideration. Any work not made up within the time established by the teacher is to be recorded in the grade book as a zero and averaged with other grades to compute a final grade. In special circumstances, teachers with permission from the appropriate Vice Principal may issue an "incomplete" grade pending completion of unfinished work. An "incomplete" grade is expected to be made up by the student by the midpoint of the next quarterly marking period. Students must assume the responsibility to contact a teacher to schedule tasks and tests to remove the "incomplete".



8. Authority for assigning grades to students rests with teachers. The Board of Education reserves the right for its administrators to review and adjust grades which are assigned arbitrarily, capriciously, and/or without appropriate foundation. Teacher records, the teachers, and other reliable sources of information shall be consulted in the review process. Teachers will be notified of the results of the review promptly. Teachers may appeal the decision. Parents and students have the same rights of appeal.

## Class Ranking

### A. Purpose

The purpose of class ranking is to **identify and honor our highest-achieving students. Class ranking will not appear on students' formal transcripts or be reported to institutions of higher learning, unless requested and parental permission to report is obtained** ~~communicate the cumulative performance of each student, relative to other students in a grade level, to institutions of higher learning, prospective employers, parents, and the students themselves.~~

### B. Guidelines

1. A maximum of forty (40) credits per year will be included in the calculation of class rank.
2. All procedures related to class rank will be coordinated by the counseling director at each school, who may use the services of additional staff as needed, including the technology support department.
3. All calculation of student's grade point average will be based upon the final letter grade for each course.

Except for honors and advanced placement courses, letter grades will be converted to numbers according to the following scale:

Letter Grade	Regular Course
A	4.00
A-	3.67



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B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
F	0.00

For each course, the number of quality points earned will be multiplied by the number of credits assigned to the course. To determine the grade point average, the sum of these products will be divided by the number of credits possible.

The following table is used for translating letter grades to quality points for honors or AP classes:

Letter Grade	Honors Course	AP Course
A	5.00	5.00
A-	4.67	4.67
B+	4.33	4.33
B	4.00	4.00
B-	3.67	3.67
C+	3.33	3.33
C	3.00	3.00
C-	2.67	2.67
D+	2.33	2.33
D	2.00	2.00
F	0.00	0.00

5. A grade point average shall be calculated for all students at the end of their sophomore and junior years. Upon completion of this process, a class rank list will be generated. In addition, the grade point averages for the



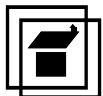
top ten students in the class will be updated at the end of the third marking period of their senior year. The purpose of this re-ranking shall be to determine which student(s) shall be designated as number one and number two in the class for graduation purposes. To ensure consistency, the following rules shall be employed:

- a. For full year courses, the numerical grades earned during the first three marking periods shall be averaged to calculate the "final average". This average shall be converted to a letter grade using the district grading scale found in Board Policy.
- b. For a first semester course, the final grade recorded on the report card shall be used for all calculations.
- c. For a second semester course, the third marking period grade shall serve as the "final grade" for calculation purposes.

In each of the cases described above, the "final grade", which has been determined, shall be converted to the appropriate number of quality points. When calculating the final grade point average, no credit pro-ration shall occur. In other words, the full number of credits assigned to a course in the "Program of Studies" must be used for this calculation. Beginning with the class of 2017, once the designated number one and number two in the class have been determined, as indicated in 5 above, ranking will be re-calculated at the end of the final marking period using the actual final grade for the courses. Therefore, students designated as number one and number two must maintain their grade point average to the end of the year or their status may be in jeopardy.

6. Because a student's grade point average can be reduced as a direct result of taking extra non-honors courses, the status of the top ten students will be analyzed to ensure such inequities do not exist.

Class ranking for all students will be based on a maximum of 18 Honors and/or A.P. courses. For the determination of valedictorian and/or salutatorian, ranking will be based on a maximum of 18 Honors and/or A.P. courses; however, students must earn an "A" in ALL courses. This means that a student who chooses to take an excess of 18 Honors and/or A.P. courses must earn a grade of "A" in all of those courses to be considered for valedictorian and/or salutatorian. If no student achieves all



A's, the committee will review transcripts of those who received one B, but still took 18 honors and A.P. courses to determine the valedictorian and salutatorian, and so forth. Honors and AP Courses taken in excess of 18 will be counted as unweighted.

The school Principal may appoint a committee comprised of the school counseling director, a Vice Principal, and a supervisor to prevent students from having their rank affected by circumstances beyond their control or taking more than forty (40) credits per year. This committee shall review any additional courses and include the courses with the unweighted courses. This committee shall meet each time ranking takes place and shall make recommendations to correct any inequities to the Principal and/or the Director of Curriculum.

7. For the purpose of calculating grade point average, courses for which a student has been placed on a "no credit" status shall be treated as though the final grade is an "F". If the student successfully completes the credit completion program, the records shall be changed accordingly.
8. **Unless the Principal has granted approval for extenuating circumstances to mitigate, when class rank is calculated, any pending incomplete grade shall be considered an "F".** ~~No student may withdraw from a course where a waiver was signed by the parent/guardian, and student once the school year has started.~~
9. For Regular courses or Honors courses not waived into, if a student withdraws from a course on or before the end of the first marking period for a full year course, or mid-way through the first marking period of a semester course, that course and all associated grades shall be expunged from the records and not influence the class rank for that student. **This includes the S.T.E.A.M. Academy.**

If a student withdraws from a course during the second marking period for a full year course, or during the second half of the first marking period of a semester course, a grade of "W" shall be recorded as the permanent grade. **This includes the S.T.E.A.M. Academy.**

If a student withdraws from a course after the half-way point of a course, a grade of "F" shall be recorded as the permanent grade which shall be included in the calculation of that student's class rank.



10. For advanced placement courses not waived into, no student may withdraw from the course after the middle of the first marking period.

~~11. Unless the Principal has granted approval for extenuating circumstances to mitigate, when class rank is calculated, any pending incomplete grade shall be considered an "F".~~

## Course Withdrawals

1. When students and parents/guardians sign a waiver to enroll in a course, they may retract that request for enrollment prior to the start of the school year.

Once the school year has begun, a student who used a waiver to enroll in a course will not be permitted to withdraw without the principal's formal review of a written request signed by both a parent/guardian and the student. The written request must outline the rationale for requesting the course withdrawal. The principal may confer with staff members such as the class teacher, the student's counselor, and the Guidance Director when determining whether or not to grant approval for the course withdrawal.

2. For students who did not sign a waiver to enroll in a course, the following procedures must be followed:
  - a. If a student withdraws from a course on or before the end of the first marking period for a full year course, or mid-way through the first marking period of a semester course, that course and all associated grades shall be expunged from the records and not influence the class rank for that student.
  - b. If a student withdraws from a course during the second marking period for a full year course, or during the second half of the first marking period of a semester course, a grade of "W" shall be recorded as the permanent grade.
  - c. If a student withdraws from a course after the half-way point of a course, a grade of "WF" shall be recorded as the permanent





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**grade. This grade will not be included in the calculation of that student's class rank.**

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