

R 2624 GRADING SYSTEM

A. Purpose

The purpose of the grading system shall be to communicate **student** **pupil** progress to parents, **students** **pupils**, 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:

93-100	A	}	Denotes excellent progress
90-92	A-		
87-89	B+	}	Denotes very good progress
83-86	B		
80-82	B-	}	Denotes average progress
77-79	C+		
73-76	C	}	Denotes below average progress
70-72	C-		
67-69	D+	}	Denotes failure to progress satisfactorily
65-66	D		
Below 65	F		

C. Marking Period Grades

Teachers will report **student's** **pupils** 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** **pupil** 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** **pupils** within three weeks of the first day of class.
4. Under no circumstances may a **student's** **pupil's** grade be affected or governed by discipline issues.
5. Teachers shall maintain an up-to-date electronic record of **student's** **pupil'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** **pupil** who permits his/her work to be copied is just as dishonest as the **student** **pupil** 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'** **pupils'** 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 Pupils** 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** **pupil** by the midpoint of the next quarterly marking period. **Students Pupils** must assume the responsibility to contact a teacher to schedule tasks and tests to remove the "incomplete".
8. Authority for assigning grades to **students** **pupils** 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** **pupils** have the same rights of appeal.

Class Ranking

A. Purpose

The purpose of class ranking is to communicate the cumulative performance of each **student** **pupil**, relative to other **students** **pupils** in a grade level, to



institutions of higher learning, prospective employers, parents, and the **students** **pupils** themselves.

B. Guidelines

1. A maximum of forty **(40)** credits per year will be included in the calculation of class rank. **At the time of scheduling, a pupil must designate which course above the thirty-five credits will not count toward ranking. The course selected must not be a course required for graduation. A form developed by the Assistant Superintendents must be signed by the pupil, parent(s) or legal guardian(s), and guidance counselor indicating which course will not be counted toward the ranking. This form is to be completed prior to the start of the school year and will be kept in the pupil's guidance file.**
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** **pupil'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
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 pupils** 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 pupils** 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) pupil(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.



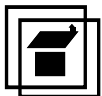
- c. For a second semester course, the third marking period grade shall serve as the "final grade" for calculation purposes.

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 pupil's** grade point average can be reduced as a direct result of taking extra non-honors courses, the status of the top ten **students pupils** 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 **shall may** appoint a committee comprised of the school counseling director, a Vice Principal, and a supervisor to prevent **students pupils** from having their rank affected by circumstances beyond their control or taking more than **thirty-five forty (40)** credits per year. This committee shall review **any the forms designating the** additional courses and **include remove** the courses **with the unweighted courses from the ranking calculations**. 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** pupil has been placed on a "no credit" status shall be treated as though the final grade is an "F". If the **student** pupil successfully completes the credit completion program, the records shall be changed accordingly.
8. 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** pupil 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** pupil. **This includes the S.T.E.A.M. Academy.**

If a **student** pupil 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** pupil 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** **pupil'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".

Issued: 9 April 2009
Revised: February 2014
Revised: December 2015
Revised: March 2016
Revised: 15 November 2018

