

## R 2624 GRADING SYSTEM

### A. Purpose

The purpose of the grading system shall be to communicate pupil progress to parents, 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

**For the Class of 2014, Class of 2015, Class of 2016 and Class of 2017, the following scale shall be used when converting numerical grades into letter grades:**

|          |   |  |
|----------|---|--|
| 90 - 100 | A | Denotes excellent progress                 |
| 80 - 89  | B | Denotes very good progress                 |
| 70 - 79  | C | Denotes average progress                   |
| 65 - 69  | D | Denotes below average progress             |
| Below 65 | F | Denotes failure to progress satisfactorily |

**Beginning with the Class of 2018, 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- |  |
| 77-79    | C+ | } Denotes average progress                 |
| 73-76    | C  |  |
| 70-72    | C- |  |
| 67-69    | D+ | } Denotes below average progress           |
| 65-66    | D  |  |
| Below 65 | F  | Denotes failure to progress satisfactorily |

### C. Marking Period Grades



Teachers will report 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 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 Assistant Superintendent.
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 pupils within three weeks of the first day of class.
4. Under no circumstances may a pupil's grade be affected or governed by discipline issues.
5. Teachers shall maintain an up-to-date electronic record of pupils' 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 pupil who permits his/her work to be copied is just as dishonest as the 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.

7. 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 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 pupil by the midpoint of the next quarterly marking period. Pupils must assume the responsibility to contact a teacher to schedule tasks and tests to remove the "incomplete".
8. Authority for assigning grades to 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 pupils have the same rights of appeal.

### Class Ranking

#### A. Purpose

The purpose of class ranking is to communicate the cumulative performance of each pupil, relative to other pupils in a grade level, to institutions of higher learning, prospective employers, parents, and the pupils themselves.



## B. Guidelines

1. A maximum of thirty-five 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 **guidance counseling** director at each school, who may use the services of additional staff as needed, including the technology support department.
3. All calculation of pupil's grade point average will be based upon the final letter grade for each course.

**For the Class of 2014, Class of 2015, Class of 2016 and Class of 2017,** except for honors and advanced placement courses, letter grades will be converted to numbers according to the following scale:

Grade            Quality Points

|   |   |
|---|---|
| A | 4 |
| B | 3 |
| C | 2 |
| D | 1 |
| F | 0 |

| Letter Grade | Quality Points |
|--------------|----------------|
| A            | 4.00           |
| B            | 3.00           |
| C            | 2.00           |
| D            | 1.00           |
| F            | 0.00           |



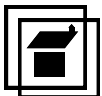
**Beginning with the class of 2018, except for honors and advanced placement courses, letter grades will be converted to numbers according to the following scale:**

| 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.

- For honors and advanced placement courses, an additional quality point will be assigned as follows:

| Grade | Quality Points |
|-------|----------------|
| A     | 5              |
| B     | 4              |
| C     | 3              |
| D     | 2              |
| F     | 0              |



| Letter Grade | Honors Course | AP Course |
|--------------|---------------|-----------|
| A            | 5.00          | 5.00      |
| B            | 4.00          | 4.00      |
| C            | 3.00          | 3.00      |
| D            | 2.00          | 2.00      |
| F            | 0.00          | 0.00      |

**The following table is for the Class of 2018 on...**

| 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 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 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 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.

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

In addition, because ranking is to be limited to a maximum of thirty-five credits per year, it will be necessary to designate which additional course per year (above thirty-five credits will not be included in the calculation of class rank.

The school Principal shall appoint a committee comprised of the **guidance school counseling** director, a Vice Principal, and a supervisor to prevent pupils from having their rank affected by circumstances beyond their control or taking more than thirty-five credits per year. This committee shall review the forms designating the additional courses and remove the 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 ~~the Assistant Superintendents~~ **/or the Director of Curriculum.**

7. For the purpose of calculating grade point average, courses for which a pupil has been placed on a "no credit" status shall be treated as though the final grade is an "F". If the pupil successfully completes the credit completion program, the records shall be changed accordingly.



8. If a pupil withdraws from a course on or before the half-way point (i.e., the end of the first semester for full year courses and the end of the first or third marking periods for semester courses), that course and all associated grades shall be expunged from the records and not influence the class rank for that pupil.

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

9. 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

**Second Reading: 13 March 2014**

