

REGULATION #2624 GRADING SYSTEM

A. Purpose of grading

1. The purpose of grading is to assist pupils in the process of learning; all grading systems will be subject to continual review and revision to that end.
2. Good grades acknowledge a pupil's
 - a. Active participation in and attention to daily lessons;
 - b. Frequent contribution to discussions;
 - c. Prompt, thorough, accurate, and neat preparation of assignments;
 - d. Thorough preparation for tests;
 - e. Display of an eagerness to learn and an inquisitive approach to lessons;
 - f. Attention to the need for proper materials;
 - g. Cooperation with the teacher's efforts; and
 - h. Willingness to work to the best of his or her ability and to do more than the minimum expected.

B. Preparation for grading

1. Each pupil must be informed of the behavior and achievements expected of him or her at the outset of each course of study or unit of study.
2. Each pupil must be kept informed of his or her progress during the course of a unit of study. Pupils who so request are entitled to see the grades resulting from their performance during the grading period.
3. Each method of grading shall be appropriate to the course of study and the maturity and abilities of the pupils.
4. Pupils should be encouraged to evaluate their own achievements.
5. The process of review and revision will involve teaching staff members, parents, and, as appropriate, pupils.

C. Grading periods

1. Grades will be awarded at the end of four marking periods except in kindergarten where there are three marking periods in each school year.
2. Pupils will be given notice of their mid-term grades in the middle of each marking period.
3. Pupils will be given a final grade in each subject at the end of the school year.
4. Grades will be recorded on report cards for parent notification in accordance with Policy No. 5420 and Regulation No. 5420.

D. Basis for grading

The teacher responsible for assigning a grade may take into consideration the pupil's

1. Completion of written assignments prepared in the classroom or elsewhere;
2. Oral contributions in class, including discussion responses, observations, panel participation, presentations, initiation of topics;
3. Performance on oral and written tests and quizzes;
4. Research into standard references and other background materials;
5. Oral and written reports on materials read by the pupil;
6. Laboratory work;
7. Term papers;
8. Special oral or written reports;
9. Other evidences of the pupil's constructive efforts and achievements in learning; and
10. For the final grade, the pupil's attendance record, in accordance with Policies No. 5200, 5410, and 5460.

E. Meaning of grades

1. The following grades will be given in each academic subject at the end of each marking period:
 - a. A grade of A indicates superior performance. It may be given to a pupil whose achievement is significantly above grade level; whose work achieves a quality and quantity the consistently excels; and who demonstrates a high degree of initiative, application, and purpose.

- b. A grade of B indicates above average performance. It should be given to a pupil whose achievement is above grade level; whose work frequently excels; and who generally demonstrates strength in the subject.
- c. A grade of C indicates average performance. It should be given to a pupil whose achievement in most areas of the subject are average; whose work is acceptable; and who demonstrates a satisfactory degree of proficiency.
- d. A grade of D indicates below average performance. It should be given to a pupil whose achievement in the subject is barely passing; whose work is the minimum acceptable for credit; and who demonstrates only weak proficiencies in the subject.
- e. A grade of F indicates failing performance and that no credit can be given for the subject. It should be given to a pupil who has not met the minimum requirements of the course; who has demonstrated an inability or unwillingness to master the basic elements of the course; or who has failed to meet the minimum attendance standards necessary to pass a course of study.

f. Letter grades may not be modified by plus or minus signs.

2. At some grade levels the following grades will be given in the academic and/or special subjects at the end of each marking period:

- a. A grade of "E" means excellent performance.
- b. A grade of "G" means good performance.
- c. A grade of "S" means satisfactory performance.
- d. A grade of "U" means unsatisfactory performance.
- e. A grade of "N" means performance needs to improve.

3. A teacher who grades by numerical grades during the marking period shall convert the number grade to a letter grade in accordance with the following chart.

Range of number grades	Equivalent letter grade
90 to 100	A
83 to 89	B
76 to 82	C
70 to 75	D
Below 70	F

4. A "pass" or "fail" grade may be given in a particular course of study, provided that

- a. The course of study is nonsequential in nature;
- b. The parent, teacher, and guidance counselor have consented to the grading method;
- c. The pupil has requested pass-fail, on a form submitted to his or her guidance counselor, no later than the end of the marking period; and
- d. The pupil agrees that his or her choice of the pass-fail option for that course of study is final and cannot be revoked.

5. A grade of "Incomplete" will be given to those pupils unable to complete the work assigned to the course for reasons beyond the pupil's control, such as the pupil's disability.

- a. A teacher who submits a grade of incomplete will accompany the grade with a reasonable estimate of the amount of time the pupil will require to complete the work necessary for the granting of credit.
- b. Except as may be required by unusual circumstances, make up work should be completed within two weeks of the end of the marking period or, if the pupil is disabled at the end of the marking period, two weeks after the pupil's return to school.
- c. The pupil's completed work will be graded and the teacher will submit a grade, which will replace the incomplete grade on the pupil's transcript.
- d. A pupil who does not complete the work within the period allowed will receive a grade of F in the subject.

6. A grade of "M or MD" will be given to each pupil in a physical education class who was excused for good cause from participation in certain aspects of the course requirements.

7. Final grades, year-end or semester-end, will be calculated by assigning a numerical value to each marking period grade and dividing the sum of those values by the number of marking periods.

- a. The following numerical values will be assigned to marking period grades:

Marking period grade	Numerical value
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A	90 - 100
B	83 - 89
C	76 - 82
D	70 - 75

F Below 70

b. The dividend numerical value will be assigned as final grade in accordance with the following chart:

Range of
numerical values Final grade

4	A
3	B
2	C
1	D
0	F

F. Grade validation

In order that he or she may justify a grade, each teacher is directed to retain in his or her possession the following records to validate grades awarded to pupils.

1. The daily attendance and tardiness record;
2. All grades earned for classroom activities such as quizzes, tests, reports, and class recitations;
3. All grades earned for activities conducted elsewhere, such as homework assignments and term papers;
4. Any notation regarding the meaning of each grade and its relation to the type of activity or material covered;
5. Any notation of discussions with the pupil on a grade or the pupil's cumulative grade average;
6. Any referrals for guidance, discipline, and the like; and
7. Any notations recording communications between the teacher and the parent, the principal, or other teaching staff members.

G. Appeal

1. Each teacher is responsible for the determination of the grade a pupil receives for participation in the teacher's course of study.
2. Each teacher may be required to furnish reasons, supported by evidence (see ¶E above) to substantiate any grade given.

3. If a grade is challenged by a pupil or a parent, the teacher will convene a conference and will explain the grading system and the reasons for the final grade.
4. If the parent or pupil is not satisfied by the teacher's explanations, he or she may appeal the grade to the principal, who will consult with the teacher and the pupil in an attempt to resolve the dispute. The principal will give every reasonable deference to the teacher's professional judgment.
5. If the principal determines that the grade should be changed, he or she will alter the grade on all records and indicate by whose authority the grade has been changed.
6. No reprisals will be taken in any form against a teacher who remains determined in his or her belief that the grade originally given is fair and correct.
7. The Superintendent may hear an appeal from the principal's determination. Only in the most extraordinary circumstances will the Superintendent alter a grade determined at the school building level.

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