Policy Review Process

Policy #212 Reporting of Student Progress

Why is it being changed?

- To align percentage-based grading across grades 3–12 while implementing age-appropriate grading practices for grades K–2, rather than limiting them to Kindergarten only. These changes are the processes currently being implemented and are the process, this is for policy alignment.

What is being changed?

- The processes are being done and have been previously approved by the board. This is aligning policy to practice.

Book	Policy Manual
Section	200 Pupils
Title	Reporting of Student Progress
Code	212
Status	
Adopted	October 28, 1997
Last Revised	May 26, 2015

Purpose

The Board believes that cooperation between school and home is a vital ingredient in the growth and education of each student. The Board acknowledges the school's responsibility to keep parents/guardians informed of student welfare and academic progress and also recognizes the effects of federal and state laws and regulations governing student records.

Authority

The Board directs establishment of a system of reporting student progress that requires all appropriate staff members, as part of their professional responsibility, to comply with a reporting system that includes academic progress reports, report cards, telephone calls, and parent/guardian conferences with teachers.

Delegation of Responsibility

The Superintendent or designee shall develop procedures for reporting student progress to parents/guardians.

Guidelines

Various methods of reporting, appropriate to grade level and curriculum content, shall be utilized.

Both student and parent/guardian shall receive ample warning of a pending grade of failure, or one that would adversely affect the student's academic status.

Scheduling of parent-teacher conferences shall occur at such times and in such places that will ensure the greatest degree of participation by parents/guardians.

Report cards shall be issued at intervals of not less than nine (9) weeks.

Review and evaluation of methods of reporting student progress to parents/guardians shall be conducted on a periodic basis.

WJHSD Grades 3-12 Grading Policies and Procedures

Percentage Grading System Grade 3-12

The marking system uniformly used at ~~Thomas Jefferson High School rep~~Grades 3-12. represents five levels of achievement. These levels are:

A – Superior attainment of course objectives (90-100%) 89.5-100

B – Above-average attainment of course objectives (80-89.99%) 79.5-89.49

C – Average attainment of course objectives (70-79.99%) 69.50-79.49

D – Below-average attainment of course objectives (60-69.99%) 59.50-69.49

F – Performance does not meet minimum standards 59.49 and below

Calculation of Final Grades

Reporting of nine-week grades are ~~and semester exam grades will be done by translating the percentage grade to a letter grade based upon the above scale. The resultant letter~~ percentage grades and will be reported on the student's report card. A final grade for a course will be determined by ~~a mathematical calculation of quality points with each exam grade counting as ½ of a nine-week grade. Based on this system, the semester exam and final exams will each have a weight of 1/10 of final averages. The point values are as follows:~~ the percentage earned translating to a letter grade on a student transcript and end of the year final grade on the report card.

~~Letter Grade~~	~~Nine-Week Grade~~	~~Exam Grade~~
~~A~~	~~4~~	~~2.0~~
~~B~~	~~3~~	~~1.5~~
~~C~~	~~2~~	~~1.0~~
~~D~~	~~1~~	~~0.5~~
~~F~~	~~0~~	~~0.0~~

~~Should the final grade for a course, when using a percentage calculation, result in an average that reflects a higher grade numerically than the letter grade average, the final letter grade will be reflective of the higher percentage~~.

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~~Failing Grade for More than One-Half of the Course~~

~~To receive a passing grade as the final grade for any course at Thomas Jefferson High School, a student must have passing grades for at least 50% of the nine-week grade periods and semester exams with each semester exam carrying only one-half of the grading weight as a single nine-week grade. This requirement applies regardless of other grades or quality point average. Therefore:~~

A. ~~In a year-long course with two semester exams, a student will receive an "F" for the course if the student receives an "F" grade for each of three nine-week grades.~~

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B. ~~In a year-long course with two semester exams, a student will receive an "F" for the course if the student receives an "F" grade for two nine-week grades and an "F" grade for each of the two semester exams.~~

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C. ~~In a one-semester course with one semester exam, a student will receive an "F" grade for the course if the student receives an "F" grade for any two of the three grades, those being the two nine-week grades and one semester exam.~~

~~Incomplete Rule~~

Major Course Requirement

An incomplete grade ("I") will be entered as the grade for any marking period when a student does not complete a major course requirement. The incomplete will remain as the grade of record until the student completes the major course requirement ~~prior to the end of the course~~. If the major course requirement is not completed, ~~the incomplete grade will remain on the report card, and the final course grade will be an "F" regardless of quality point average~~ by the conclusion of the following quarter, the student will receive a zero for the assignment and the quarterly grade will be recalculated.

~~Major course requirements subject to this rule include term/research papers; notebooks required for a course; required projects in industrial technology, arts/crafts, home economics, etc. Chapter tests, homework assignments, quizzes, etc., **are not** considered major course requirements.~~

Prior approval by the principal is required to implement this rule. Once approval is given, strict procedures for notifying students and parents in advance must be followed.

An extension of time will be made to allow for students who fail to meet major course requirements due to a health problem, death in the family, or some unforeseen problem. Each situation will be evaluated on a case-by-case basis by the building principal.

~~KINDERGARTEN~~ GRADES K-2 GRADING POLICY

Kindergarten will use the following marks to report on age-appropriate development:

3 = Mastery

2 = Progressing

1 = Inconsistent

Blank sections of the report card indicate that these specific skills are not being assessed at that time.

It will be the policy of the West Jefferson Hills School District that, when a student accrues a debt to the school district through the loss or damage of school district property, materials, and/or equipment, the student's report card may be withheld, when deemed necessary, until the satisfactory completion of all obligations.

Appeals Process

Should any parent or guardian have a question regarding a reported grade, it is recommended that a parent contact the school to arrange a conference with the teacher either in person or via phone to receive verification through classroom records. If further inquiries concerning the grade in question are desired, conferences with building administrators/school counselors and teachers may be arranged.

Legal

1. Pol. 216

24 P.S. 510

Pol. 000

Pol. 213