



POLICY 213 --GRADING OF STUDENT PROGRESS

**THOMAS JEFFERSON HIGH SCHOOL
GRADING POLICY**

Thomas Jefferson High School is a traditional secondary school. Pride has been taken in the quality of the students, staff, and graduates through its history. The approach to education has reflected the importance of sequential learning where the focus is on process in almost every aspect of the curricula offered.

It is also felt that the approach to education must be dynamic so that modifications in teaching styles, evaluations, and documentation of each student's progress will occur naturally. It is with this concern that the Board of Directors adopts a policy that will enhance the learning process and complement the learning styles of students. It is the intent of this policy to maintain our rich legacies and to encourage students to value the education offered.

Proposal -- Percentage Grading System

The marking system uniformly used at Thomas Jefferson High School represents five levels of achievement. These levels are:

- A - Superior attainment of course objectives (90-100%)
- B - Above average attainment of course objectives (80-89.99%)
- C - Average attainment of course objectives (70-79.99%)
- D - Below average attainment of course objectives (60-69.99%)
- F - Performance does not meet minimum standards

Calculation of Final Grades

Reporting of nine-week and semester exam grades will be done by translating the percentage grade to a letter grade based upon the above scale. The resultant letter grade 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:

	<u>Nine-Week Grade</u>	<u>Exam Grade</u>
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. It is important to note that only the final grade will be recorded on the permanent record card.

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.
- 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.
- 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.

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 of 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 a family, or some unforeseen problem. Each situation will be evaluated on a case-by-case basis by the administration.

Weighted Scale

As long as courses differ substantially in academic challenge, a weighted scale for computing grade point average will remain at Thomas Jefferson High School.

Recommended Quality Point System

<u>Grade</u>	<u>Advanced Placement</u>	<u>Honors</u>	<u>Regular</u>
A	5	4.50	4
B	4	3.50	3
C	3	2.50	2
D	1	1.00	1
F	0	0.00	0

Instituted

*Advanced Placement	1991-92
*Honors	1992-93

All Advanced Placement and Honors courses will be reviewed annually by the West Jefferson Hills School District Board of Directors and approved as per the Thomas Jefferson High School Academic Handbook.

Grading Practices in the Classroom

There is a variety of evaluating practices employed by the faculty of West Jefferson Hills School District. Students are evaluated in terms of their performance on various types of tests, quizzes, papers, reports, projects, etc.

The selection of the instrument for evaluation depends upon the nature of the course, the material, and the student. The method for describing performance depends upon evaluation techniques and the nature of the instrument.

The West Jefferson Hills School District will continue to notify parents in a timely fashion when performance is unsatisfactory in any grading period. Current procedures for the notification process are outlined in the Teacher's Handbook.

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 administrators/guidance counselors and teachers may be arranged.

PLEASANT HILLS MIDDLE SCHOOL GRADING POLICY

Percentage Grading System

To be uniform with Thomas Jefferson High School, the Pleasant Hills Middle School will use five levels of achievement. These are:

- A - Superior attainment of course objectives (90-100%)
- B - Above average attainment of course objectives (80-89.99%)
- C - Average attainment of course objectives (70-79.99%)
- D - Below average attainment of course objectives (60-69.99%)
- F - Performance does not meet minimum standards

Calculation of Final Grades

Reporting of nine-week grades will be done by translating the percentage grade to a letter grade based upon the above scale using a pure mathematical calculation. The resultant letter grade will be reported on the student report card.

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. It is important to note that only the final grade will be recorded on the permanent record card.

ELEMENTARY GRADING POLICY

Letter grades will continue to be issued to the following academic subjects, consistent with District policy, (reading, language arts, spelling, social studies, science, and mathematics) with the exception of first grade. These letter grades will use the same percentage grading scale as outlined in the high school and middle school sections of this policy. All other subjects at the elementary level will be graded “Outstanding,” “Satisfactory,” or “Unsatisfactory.”

KINDERGARTEN GRADING POLICY

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

- + Indicates strength in an area of general development
- Indicates weakness in an area of general development
- S Indicates satisfactory progress in an area of general development
- S Indicates satisfactory development in an instructional area
- T Indicates that the student needs time to develop in an instructional area

The Grading Practices in the Classroom and the Appeals Process as outlined in the high school section apply to both the elementary and middle school levels.

Date Revisions Adopted: 8/18/09

Date adopted: 10/14/91