

## **Grading**

### **ACHIEVEMENT**

Teachers shall maintain detailed, systematic records of the achievement of each student.

Teachers in grades six through twelve (6-12) shall maintain the designated computerized grade book. All grades shall be entered into the system as numerical scores. Averages shall be converted into alpha letter grades to be published on the student report cards along with the numerical averages.

A student's grade shall not be lowered as a disciplinary action.

### **REPORT CARDS**

Based on a District-wide distribution schedule developed by the Assistant Superintendent for Teaching and Learning and Principals, report cards shall be issued every nine (9) weeks for all students. These evaluations shall provide a record of academic progress as well as conduct. Parents shall be requested to sign the report card and return it promptly to the school.

### **ASSIGNMENT TO TEACHER**

Students in primary school through grade five (P-5) shall be assigned their teacher for the next school year by the end of the first week of August.

### **ADDITIONAL NOTIFICATION**

Midway through the grading period, teachers may send progress reports to parents of students who have either greatly improved or are performing unsatisfactorily. Parents shall be requested to sign the report and return it promptly to the issuing teacher.

The Principal shall notify parents of students who are in danger of failing. Each school shall maintain written verification of this notification.

### **PRIMARY AND INTERMEDIATE REPORTS**

For primary and intermediate grades, each faculty shall develop for Board approval the reporting device to be used by their school under the direction of the Principal and Assistant Superintendent for Teaching and Learning.

Each primary teacher shall provide parents with a comprehensive report that is based on samples of their child's work and that includes a descriptive, narrative evaluation of all aspects of the child's progress.

**Grading****INTERMEDIATE - HIGH SCHOOL GRADING STANDARDS**

The following grading standards shall be adhered to for students in grades four through twelve (4-12):

NUMERIC	ALPHA
97-100	A+
90-96	A
87-89	B+
80-86	B
77-79	C+
70-76	C
60-69	D
0-59	F*

\* Grades of U/Unsatisfactory shall be used only in grades four (4) and five (5).

**SEMESTER AND FINAL GRADES**

The grade recorded at the end of the semester shall be the cumulative grade for that semester. Semester averages for academic subjects shall be calculated based on procedures developed by each school.

If a student in grades nine through twelve (9-12) fails the second semester of a full-year course, s/he fails the course for the full year, regardless of the grade earned for the first semester.

Students shall be notified of these provisions at the beginning of each school year.

**CLASS RANK/GPA CALCULATION**

Individual class rank and grade point average (GPA) shall be calculated for students in grades nine through twelve (9-12) at the end of the fourth, sixth, and eighth semesters based on all courses taken. GPA shall be reported as either *Weighted* or *Unweighted*.

Quality points shall be assigned as follows:

**College-level Courses Scale**

A+ = 5.25  
A = 5.00  
B+ = 4.25  
B = 4.00  
C+ = 3.25  
C = 3.00  
D = 2.00  
F = 0.00

**Advanced Courses Scale**

A+ = 4.75  
A = 4.50  
B+ = 3.75  
B = 3.50  
C+ = 2.75  
C = 2.50  
D = 1.50  
F = 0.00

**\*Regular Courses Scale**

A+ = 4.25  
A = 4.00  
B+ = 3.25  
B = 3.00  
C+ = 2.25  
C = 2.00  
D = 1.00  
F = 0.00

The Weighted GPA will be used to determine Class Rank and Valedictorian/Salutatorian Honors.

~~\*Used for unweighted GPA calculation\*The Unweighted GPA will be calculated using a 4.0 scale.~~

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### **CLASS RANK/GPA CALCULATION (CONTINUED)**

The following shall be used for Advanced Placement and Dual Credit courses for the purpose of KEES scholarship reporting requirements. All other courses are calculated using a 4.0 scale.

A = 5.00

B = 4.00

C = 3.00

D = 2.00

F = 1.00

### **TRANSFER STUDENTS**

For the purposes of calculating class rank and GPA, credits earned by students transferring from an accredited institution to the high school shall be evaluated using the regular courses scale. In order for an Advanced Placement (AP) course to transfer as a weighted AP course, the student must have passed the AP course and taken the National AP exam.

### **EXCHANGE STUDENTS**

Letter grades earned by a student who attended school in another country as an exchange student shall be recorded on the transcript, but shall not be included in the student's grade point average.

### **STUDENTS WITH DISABILITIES**

Grades earned by students with disabilities shall be recorded on their report cards and permanent record cards in compliance with procedures developed by the Superintendent.

### **EVALUATION OF SYSTEM**

The effectiveness of the progress reporting system shall be evaluated periodically. Such evaluation and any resulting change in the system shall be based on information gathered from various sources, including, but not limited to teachers, administrators, parents and students.

### **RETAINING TEACHER-MADE TESTS**

Unless a test is under an outstanding request to inspect or review under FERPA, teachers shall retain semester tests and finals for thirty (30) calendar days following the end of the semester. They shall retain all end of unit and grading period tests for thirty (30) calendar days following the date a graded test is returned to the entire class.

#### *Exceptions:*

- Teachers may maintain tests for a longer period than required by this policy and shall maintain such records as long as may be required by the student's IEP or 504 plan.
- Teachers are not required to maintain copies of tests that are returned for students to keep.

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**REFERENCES:**

KRS 158.140; KRS 158.645; KRS 158.6451; KRS 158.860  
KRS 160.345; KRS 161.200

**RELATED POLICIES:**

02.441; 08.113; 08.22; 08.222; 08.5