



Book
WSSD Policy Manual
Section
200 Pupils
Title
Grading of Student Progress
Code
213
Status
Active

Legal
1. Pol. 212
2. Pol. 216
[3. 22 PA Code 4.52](#)
[4. 24 P.S. 1531](#)
[5. 24 P.S. 1532](#)
[6. 22 PA Code 4.11](#)
[7. 22 PA Code 4.51](#)
[22 PA Code 4.12](#)
[22 PA Code 4.24](#)
Pol. 102
Pol. 127
Pol. 217

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September 23, 1987
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March 20, 2014

Purpose

The Board recognizes that a system of grading student achievement can assist ~~the~~ students, teachers, and parents/guardians to better assess ~~the~~ student's' progress toward personal educational goals and academic standards.~~{1}{2}~~

Definition

Grading shall be a system of measuring and recording student progress and achievement which enables the student, parents/guardians, and teachers to:

1. Assess the student's strengths and needs.

2. Assist in planning an educational and vocational future for the student in the areas of the greatest potential for success.
3. Determine where remediational work or enrichment is required.

Authority

Such grades shall determine the degree to which students are achieving academic standards and/or measure the student's progress against his/their own potential for achievement. Students with disabilities shall be included in the District's assessment system with appropriate accommodations when necessary. [3]

The Board directs that the instructional program of this District include a system of grading for all pupils which is consistent with the educational goals of the District and the regulations of the State Board of Education. [4][5][6][7][3]

Students with disabilities shall be included in the District's assessment system, with appropriate accommodations when necessary. [3]

The grading system to be used at each grade level is defined in subsequent sections of this policy.

Delegation of Responsibility

The Superintendent shall develop procedures for grading which ensure the following: [3]

1. Each student should know what outcomes and achievements are expected at the outset of any course of study.
2. Methods of grading shall be appropriate to the course of study, the developmental level, and the maturity of students.
3. Students shall be encouraged to evaluate their own achievements and to have input into their assessment process.
4. All grading systems are subject to continual review and, as necessary, revision.

Guidelines

REPORT CARDS

Elementary School

Report cards are issued four-three (43) times yearly, with each interval covering approximately forty-five (45) sixty (60) school days.

Grades or other means of notation shall be given to all pupils in all subject areas as indicated on the report card. Art, music, ~~computer education~~, library, and physical education teachers are responsible for the grades in their respective subject areas. Classroom teachers are responsible for all other grades on the report card.

Primary Schools

The following grade key is used in grades K-~~24~~:

<u>Core Subjects</u>	<u>Specials</u>
<u>3 Proficient</u>	<u>3 On Target for Growth</u>
<u>2 Progressing</u>	<u>2 Below Target for Growth</u>
<u>1 Emerging</u>	<u>1 Little to No Growth</u>

A = Advanced

P = Proficient

I = Improvement Needed

Students with Individualized Education Plans (IEPs) will receive accommodations and modifications for grading as determined by their IEP team. IEP progress reports with information pertaining to student specific goals will be issued with their report cards.

Students in Primary School (K-4) who receive instruction in an alternate curriculum will receive an Alternate Standards- Based report card with information on their progress in Math, English Language Arts, Science, and Social Studies.

Intermediate Schools

The following grading key is used in grades ~~three through five~~ and six for core subjects:

GRADING KEY

- A = Outstanding
- B = Above Average
- C = Average
- D = Experiencing Difficulty
- E = Expectations Not Met

The following grade key is used for fifth and sixth grade specials:

3 On Target for Growth

2 Below Target for Growth

1 Little to No Growth

COMMENT KEY

~~+ = Exceeds Expectations~~

~~✓ = Meets Expectations~~

~~X = Improvement Needed~~

~~1. Receiving Title I Reading~~

~~-~~

~~2. Graded by Special Education Teacher~~

~~-~~

~~3. Grade Reflects Instructional Accommodations, Adaptations, and/or Modifications~~

~~-~~

~~4. Incomplete Homework/Assignments~~

~~-~~

~~5. High Test Scores~~

~~-~~

~~6. Low Test Scores~~

~~Plus or minus signs shall not be used with a letter grade on a report card.~~

Students with Individualized Education Plans (IEPs) will receive accommodations and modifications for grading as determined by their IEP team. IEP progress reports with information pertaining to student specific goals will be issued with their report cards.

Students in Intermediate School (5-6) who receive instruction in an alternate curriculum will receive pass/no pass grades for their core classes including Math, English Language Arts, Science, and Social Studies.

~~Report cards for students in special education classes will reflect grades in relation to ability, rather than to a specific level of achievement. Supplemental report cards and accommodation checklists are provided for these classes and will be issued following the directives of the Coordinator of Special Education. The student's IEP may further eliminate evaluation guidelines and procedures.~~

All teachers shall retain records of student grades for one (1) year following the close of the school year.

~~Building principals or their designee shall review all report cards prior to their issuance.~~

Secondary Schools

Report cards will be issued four (4) times during the school year with each interval covering approximately 45 school days. In determining report card grades, each teacher shall place his/her value upon the various forms of work expected to be done, including homework, quizzes, recitations, tests, and portfolios etc. Grades are to be entered by the classroom teacher according to established procedures. Teachers shall retain the records of student grades for one (1) year following the close of a school year.

GRADING KEY:

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<u>A - 93-100%</u>	<u>Excellent</u>
<u>B - 86-92%</u>	<u>Good</u>
<u>C - 77-85%</u>	<u>Average</u>
<u>D - 70-76%</u>	<u>Poor, but Passing</u>
<u>F - Below 70%</u>	<u>Failure</u>
<u>I -</u>	<u>Incomplete</u>
<u>NG -</u>	<u>Not Graded</u>
<u>P/NP</u>	<u>Pass/Not Passed</u>

INCOMPLETE GRADES - may be given under unusual circumstances such as illness, death in family, or other occurrences where, in the teacher's judgment, postponing a mark may be justifiable. In such a situation, the pupil should understand that the work must be made up and a grade established within a reasonable amount of time. No student will have Honor or Distinguished Honor Roll status if an Incomplete is recorded.

NOT GRADED - At the discretion of the building administration, a grade of Not Graded may be used only when a student's medical condition prohibits him or her from participating in any manner in physical education. A grade of Not Graded shall be given for one (1) marking period only. A grade of Not Graded, in unique circumstances, may be assigned to other courses, for one (1) marking period only, when a student's medical condition(s) prohibits any reasonable accommodation being made. There is no expectation that work be made up or alternative assignments made when a grade of Not Graded is assigned.

PASS/NOT PASSED - Students will receive percentage grades in most courses. Any course(s) designated as pass (P) or not passed (NP) will affect honor roll status only in the case where a "Not Passed" may exclude the student from the honor roll. A grade of "Pass" is not factored in the honor roll percentages.

Middle School Grading

Assigning grades below 60% is discouraged during the first three (3) marking periods in middle school. A student shall not receive less than a 60% average without prior administrative approval.

Students with Individualized Education Plans (IEPs) will receive accommodations and modifications for grading as determined by their IEP team. IEP progress reports with information pertaining to student specific goals will be issued with their report cards.

Students in Middle School (7-8) who receive instruction in an alternate curriculum will receive a pass/no pass grade in their core classes and a letter grade in encores/electives, unless otherwise determined by the IEP team.

High School Grading

Mid-term and final exams may be given in any course(s) and will count as 1/7 of the final course grade.

A number of high school courses will be weighted as approved by the Board during the annual course selection approval process.

The grade recorded on the report card is the actual earned grade, not the weighted grade value. Weighted value calculation is used for determination of grade point average, not for honor roll calculations.

Assigning grades below 50% is discouraged in high school during the first three (3) marking periods for year-long courses and during the first quarter of semester-long courses. A student shall not receive less than a 50% average without prior administrative approval.

Grades awarded to high school students from other school districts, charter schools including cyber charter schools or private or parochial schools will appear on student transcripts as P (pass) or NP (not pass) based on the previous institution's grading scale. Credit towards graduation will be awarded. Cumulative grade point average and class rank will be calculated based on courses taken only in the West Shore School District.

Students with Individualized Education Plans (IEPs) will receive accommodations and modifications for grading as determined by their IEP team. IEP progress reports with information pertaining to student specific goals will be issued with their report cards.

Students in High School (9-12) who receive instruction in an alternate curriculum will receive a pass/no pass grade in their core classes and a letter grade in encores/electives, unless otherwise determined by the IEP team.

HONOR ROLL

Each grading period in middle school and high school will produce its own honor roll. There will be two (2) types of honor rolls:

1. DISTINGUISHED HONOR ROLL:

- a. 93% average (all subjects).
- b. No grades below 86%.

2. HONOR ROLL:

- a. 86% average (all subjects).
- b. No grades below 77%.

The Honor and Distinguished Honor Rolls for middle school are computed by adding all grades are added together and then dividing by the total number of classes to get a GPA value. High school honor rolls are computed by multiplying each course grade by its credit value and determining the grade points for that marking period. Dividing total grade points by credits attempted results in the marking period grade point average.

Middle School

Report cards will be issued four (4) times during the school year.

Students will receive percentage grades in all courses except Academic Workshop which will be designated pass (P) or not passed (NP). Pass/Not Passed courses will affect honor roll status only in the case where a "Not Passed" will exclude the student from the honor roll. A grade of "Pass" is not factored in the honor roll percentages.

Grades are to be entered by the classroom teacher according to established procedures. A citizenship grade will be given by each teacher to each student. Grades will be:

O = Outstanding N = Needs to improve
S = Satisfactory U = Unsatisfactory

Honor Roll lists will be published following the close of each grading period. Each grading period will produce its own honor roll.

There will be three (3) types of honor rolls:

1. DISTINGUISHED HONOR ROLL:

- a. 93% average (all subjects).

~~b. No grades below 86%.~~

-

~~2. HONOR ROLL:~~

~~a. 86% average (all subjects).~~

-

~~b. No grades below 77%.~~

-

~~3. CITIZENSHIP ROLL:~~

~~a. No N's or U's.~~

-

~~b. No failing grades.~~

~~GRADING KEY:~~

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A—93-100%	Excellent
B—86-92%	Good
C—77-85%	Average
D—70-76%	Poor, but Passing
F—Below 70%	Failure
I—	Incomplete
NG—	Not Graded

-

~~Teachers shall retain the records of student grades for one (1) year following the close of a school year.~~

~~INCOMPLETE GRADES—may be given under unusual circumstances such as illness, death in family, or other occurrences where, in the teacher's judgment, postponing a mark may be justifiable. In such a situation, the pupil should understand that the work must be made up and a grade established within a reasonable amount of time. No student will have Honor or Distinguished Honor Roll status if an Incomplete is recorded.~~

~~NOT GRADED—~~

- ~~1. At the discretion of the building principal, a grade of Not Graded may be used only when a student's medical condition prohibits him or her from participating in any manner in physical education. A grade of Not Graded shall be given for one (1) marking period only.~~
- ~~2. A grade of Not Graded, in unique circumstances, may be assigned to other courses, for one (1) marking period only, when a student's medical condition(s) prohibits any~~

~~reasonable accommodation being made.~~

~~-~~

- ~~3. There is no expectation that work be made up or alternative assignments made when a grade of Not Graded is assigned.~~

~~In determining report card grades, each teacher shall place his/her value upon the various forms of work expected to be done, including homework, quizzes, recitations, tests, and portfolios.~~

~~Assigning grades below 60% is discouraged during the first three (3) marking periods in middle school. A student shall not receive less than a 60% average without prior administrative approval.~~

~~Additional information on grading will be included in building bulletins.~~

High School

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~~Report cards will be issued four (4) times during the school year, i.e., twice each semester.~~

~~Grades are to be entered by the teacher according to established procedures.~~

~~The grades shall be transferred via computer to the report cards and forwarded to the building for distribution.~~

~~Mid term and final exams are given in core and other selected courses and will count as 1/7 of the final course grade.~~

GRADING KEY:

A—93-100%	Excellent
B—86-92%	Good
C—77-85%	Average
D—70-76%	Poor, but Passing
F—Below 70%	Failure
I—	Incomplete
NG—	Not Graded

~~Honor Roll lists will be published following the close of each grading period. Each grading period will produce its own honor roll.~~

~~The Honor and Distinguished Honor Rolls are computed by multiplying each course grade by its credit value and determining the grade points for that marking period. Dividing total grade points by credits attempted results in the marking period grade point average.~~

~~HONOR ROLL CHARACTERISTICS:~~

~~1. DISTINGUISHED HONOR ROLL:~~

- ~~-~~
- ~~a. 93% average (all subjects).~~
- ~~-~~
- ~~b. No grades below 86%.~~
- ~~-~~

~~2. HONOR ROLL:~~

- ~~-~~
- ~~a. 86% average (all subjects).~~
- ~~-~~
- ~~b. No grades below 77%.~~

~~A factor of 1.06 will be used to compute the grade for Advanced Placement courses in the curriculum and Dual Enrollment Courses to reflect the additional time and/or difficulty and expectations required in these courses. A factor of 1.03 is used for honors courses. A factor of 1.01 will be used to compute the grade for most Level I Courses. The grade recorded on the report card is the actual earned grade, not the weighted grade value. Weighted value calculation is used for determination of grade point average, not for honor roll calculations.~~

~~Assigning grades below 50% is discouraged during the first three (3) marking periods for year-long courses and during the first quarter of semester long courses in high school. A student shall not receive less than a 50% average without prior administrative approval.~~

~~All teachers shall retain records of student grades for one (1) year following the close of a given school year.~~

~~Grades awarded to high school students from other school districts, charter schools including cyber charter schools or private or parochial schools will appear on student transcripts as P (pass) or F (fail) based on the previous institution's grading scale. Credit towards graduation will be awarded. Cumulative grade point average and class rank will be calculated based on courses taken only in the West Shore School District.~~

Note: These policy changes will not be effective until the 2024-2025 school year.