

Students

Report Cards

Criteria for determining grades for achievement may include but are not limited to:

1. Preparation of assignments, including accuracy, legibility, and promptness
2. Contribution to classroom discussions
3. Demonstrated understanding of concepts in tests
4. Application of skills and principles to new situations
5. Organization and presentation of written and oral reports
6. Originality and reasoning ability when working through problems

Elementary

Content Grades:

Content grades are to be based on impartial, consistent observation of the quality of the student's work and his/her mastery of Board approved course content and curriculum standards. Tests assessing the proficiency in the content area will be according to grade level academic standards. Students shall have the opportunity to demonstrate this mastery through a variety of channels such as District/department tests, course work, and homework. (Content grades are separate indicators of content mastery and are not to be combined with work habits or attendance.)

Elementary teachers in the reporting process will find on the back of the report card, the descriptors of student work to be achieved for performance at a level. These levels will be used in assigning content grades.

Work Habits/Effort:

Criteria for determining grades for work habits/effort may include but are not limited to:

1. Self-directed
2. Listens attentively
3. Follows directions
4. Works independently
5. Works to best of his/her ability
6. Works without disturbing others
7. Cleans up & puts materials away
8. Uses time wisely
9. Completes assignments/homework

StudentsReport Cards (continued)

Grades for citizenship and effort shall be reported each marking period as follows:

Elementary

|     |   |                         |
|-----|---|-------------------------|
| "E" | - | Excellent               |
| "S" | - | Satisfactory            |
| "N" | - | Needs more time or work |
| "U" | - | Unsatisfactory          |

Secondary

The basic grading system in the secondary schools will be as follows:

|         |           |                           |                  |
|---------|-----------|---------------------------|------------------|
| A       | (90-100%) | Outstanding Achievement   | 4.0 grade points |
| B       | (80-89%)  | Above Average Achievement | 3.0 grade points |
| C       | (70-79%)  | Average Achievement       | 2.0 grade points |
| D       | (60-69%)  | Below Average Achievement | 1.0 grade points |
| F       | (0 - 59%) | Little or No Achievement  | 0                |
| I       |           | Incomplete                | 0                |
| NM      |           | No Mark                   |                  |
| P or CR |           | Pass/Credit               |                  |
| WF      |           | Withdrawal Failure        |                  |

An "Incomplete" is given only when a student's work is not finished because of illness or other excused absence. An "Incomplete" mark should be changed to a letter grade within two weeks or an F will be recorded. "Incomplete" marks shall not be used at the end of the second semester.

"P" grade is to be a single grade and not in concert with any letter grade.

The basic grading system at Maple High School will be variable credit that meets or exceeds District academic standards, pass only.

Content Grade:

Content grades are to be based on impartial, consistent observation of the quality of the student's work and his/her mastery of Board approved course content and curriculum. Student work habits and student conduct shall be evaluated using a marking system on the report card developed at the school in conjunction with the data processing center:

Students

Report Cards (continued)

1. Outstanding Work Habits
2. Satisfactory Work Habits
3. Unsatisfactory Work Habits
4. Excellent Class Participation
5. Class Participation Needed
6. Homework Assignments Not Regularly Completed
7. Unprepared for Class
8. Outstanding Conduct
9. Satisfactory Conduct
10. Unsatisfactory Conduct

Attendance:

When an unexcused absence occurs, the student and parent/guardian shall be notified and informed of the District's policy regarding excessive unexcused absences. The student and parent/guardian shall have a reasonable opportunity to explain the absence.

If the absence is not verified as excusable, it shall be recorded as unexcused. The person receiving any explanation of the absence by the parent/guardian shall make a record of this explanation and the date when it was given and decide whether it will remain unexcused or excused.

Parent Notification of Report Card Grades:

Report cards will be issued in accordance with the Board of Education adopted school calendar.

Elementary schools will have a standards based computer generated report card three times yearly. Teachers are required to post the grades for each student at the close of each marking period. Report cards may be mailed and/or sent home with students. A copy shall be placed in the student's cumulative folder.

Comprehensive high schools will have a computer generated report card six times yearly. Middle schools will have a computer generated report card four times yearly. The report card will contain academic letter grades and two numbers corresponding to comments indicating work habits and conduct. These report cards will be mailed to the students' parents. In addition to the data being electronically stored, a copy will be placed in the students' cumulative folder.

Students

Report Cards (continued)

Deficiency notices shall be sent not later than four weeks before the end of a semester, if the student is to receive a failing grade on the report card. Deficiency notices for courses in grades 6-8 which are quarter courses only shall be sent no later than four weeks before the end of the quarter.

Students shall sign the deficiency notices when appropriate whether they are given directly to the student or mailed to the student's parents. In the event a student signature is unattainable, the building principal shall develop directives to accommodate the intent of this process.