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## **STUDENTS - GRADING POLICY**

Adoption Date: August 31, 1991; Revised March 28, 1996; Revised August 13, 1996;  
Revised March 11, 1997; Revised October 9, 2001;  
Revised July 1, 2003; Revised December 9, 2008;  
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Legal Ref:

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### **Philosophy Statement**

The Board of School Trustees of Westfield Washington Schools recognizes the importance of grades as a means of reporting student achievement which is an indication of student progress toward established goals and objectives. The purpose of grading is to establish a flow of communication between the school, the student, and the home. This is done in the interest of providing feedback and guidance so that students may achieve to their potential. Although the assignment of grades is the responsibility of the teacher, the basic criteria for determining grades must be as uniform as possible throughout the corporation, but needs to reflect enough flexibility to take into account individual differences and ability levels in the best interest of the students. Without such criteria, grades cannot be accurately interpreted by parents, students, other teachers, and the community.

### **Method of Student Assessment**

Teachers will inform the building administrator of their methods of assessment and grading criteria. Teachers will provide students with multiple methods of assessment which shall include an adequate amount of material for student evaluation. They will also inform students of their grading criteria at the beginning of the course.

### **Length of Grading Periods**

At high school, three twelve-week grading periods will comprise a school year. These periods will be known as trimesters.

### **Mid-term Reports**

Through the use of the parent portal in the student management system (PowerSchool), student grades are available to parents on a daily basis. In grades 7-8, mid-term reports will be mailed, if funds permit, or emailed to parents for students who have a grade of D or below. In grades 9-12, parents will be reminded to check their student's grades and counselors will talk with students who are currently failing a class.

## **Grading Scale and Assignment of Grades**

This section of the grading policy is to be used in determining the **final grade** for each grading period, and for each culminating activity. The teachers shall retain the option to use their individual methods in determining grades on assessments throughout the grading period (i.e. giving various weights to grades on tests, projects, homework and curving grades on tests, projects, homework, etc.). All grades should reflect student performance.

Grades of S, N and U will be used for elementary students at the discretion of the administration with input from the teaching team leaders. S = Satisfactory -- above average to average, N = Needs Improvement -- average to below average, U = Unsatisfactory -- below average.

No carryover of grades will be allowed between grading periods.

Incompletes, unless otherwise agreed upon by the student, teacher and/or administration, must be satisfied fourteen (14) days after the end of the affected grading period or the student will fail those items that are incomplete.

### **Culminating Activities**

Culminating activities (e.g. final exams, projects, or appropriate alternatives) will be required in grades seven through twelve for all classes that count towards graduation. In courses where a project or other alternative may be more appropriate than a final exam, the teacher will inform the principal of the project or other alternative prior to the beginning of the course.

Culminating activities may be waived by the principal if an emergency situation exists.

In grades seven through twelve, final course grades will be calculated by the grading term grades being equal to no less than 85% of the final grade and the culminating activity being no more than 15% of the final grade.

If the culminating activities are waived for any reason, then the grading term grades will count for 100% of the grade.

### **Method of Calculating the GPA**

Westfield Washington Schools will use the following scale and method:  
A=4.0, B=3.0, C=2.0, D=1.0, F=0.0. A "+" will add 0.3 to the existing grade and a "-" will delete 0.3 from the existing grade. All weighted classes will be specified each year in the Westfield High School Course Description Catalog.

Trimester grades will be used to calculate the GPA and will be a cumulative total. All classes taken for credit will be counted in the GPA. These include classes that are less than one credit.