

**A. GRADING AND REPORTING FOR K-8 SCHOOLS**

Progress reporting and parent communication are required in the K-8 schools as described below.

**Parent Conferences**

Within two weeks prior to or after the end of the first nine weeks, teachers in grades K-8 shall schedule a conference with the parent/guardian of each student to share information about yearly academic expectations and progress. Additional parent-teacher conferences are encouraged, and may be scheduled by the teacher and/or parent/guardian as needed. Principals are responsible for ensuring that teachers are routinely communicating with parents.

**Mid-Term Progress Reports**

All teachers shall provide mid-term progress reports to parents/guardians when a student's work is dropping significantly, is unsatisfactory, or the student is in danger of failing. Parents are encouraged to use on-line parent resources to monitor student grades. Principals will ensure that on-line grades are updated regularly. Principals have the authority to have additional requirements of their staff regarding mid-term progress reporting. Teachers may elect to provide mid-term reports to all students.

**Report Cards**

The K-8 schools will use four separate reporting forms for report cards: one for kindergarten; one for grades one and two; one for grades 3-5; and one for grades 6-8. All shall be approved by the Board of Education.

Report cards shall be issued to all students in kindergarten through eighth grade no later than the eighth school day after the end of each grading period.

On the last day of the fourth grading period, all K-2 students shall receive a report card. Students in grades 3-8 will either receive a report card on the last day of school, or the report card will be mailed within five (5) days of the end of the school year.

**Grading Codes**

The grading codes for each report are as follows:

Kindergarten:

M: Consistently meets grade level expectations

S: Showing growth toward meeting grade level expectations

U: Not meeting grade level expectations

Grades 1-2:

E: Consistently exceeds grade level expectations

M: Consistently meets grade level expectations

S: Showing growth toward meeting grade level expectations

U: Not meeting grade level expectations

Grades 3-8:

Letter grades with pluses and minuses shall be given in grades 3-8:

A+ = 99-100

D+ = 68-69

A = 92-98

D = 62-67

A- = 90-91

D- = 60-61

B+ = 88-89

F = 59 or below

B = 82-87

S = Satisfactory

B- = 80-81

N = Needs Improvement

C+ = 78-79

U = Unsatisfactory

C = 72-77

INC = Incomplete (to be used only with Principal approval)

C- = 70-71

Letter grades shall be given in Art, Band, Chorus, CTE courses, ELA, Math, Music, Orchestra (strings), Physical Education, Science, and Social Studies.

Handwriting, Conduct, and Responsibility shall be graded with S/N/U. Other non-county wide courses may be graded with S/N/U as determined by the school.

### **Academic Achievement Recognition Guidelines**

1. Students in grades 3-8 shall be recognized at the end of each semester with countywide academic achievement awards. The *Award of Excellence* shall be given to grades 3-8 students who have semester averages (the average of two nine weeks grades) of 90 or above. The *Award of Distinction* is given to grades 3-8 students who have semester averages (the average of two nine weeks grades) of 80 or above.
2. To qualify for the *Award of Excellence*, the student shall have no semester grade lower than A- or N on any course. A grade below A- or N for a grading period does not disqualify a student; only the semester average qualifies a student for academic achievement awards.
3. To qualify for the *Award of Distinction*, the student shall have no semester grade lower than B- or N on any course. A grade below B- or N for a grading period does not disqualify a student; only the semester average qualifies a student for academic achievement awards.
4. Academic achievement awards shall be presented twice a year: at the end of first semester and at the end of second semester.

5. Attendance, Behavior, Conduct, Tardies, Handwriting, Responsibility, and student ability level are not criteria for academic achievement awards.

Evaluation of the grading and reporting methods shall be conducted a minimum of every five years.

Adopted: July 8, 2019