

Greater Albany SD 8J Administrative Regulation

Code: **IKA-AR(1)**
Adopted: 1/90, 1/92
Revised: 3/12/01, 8/13/07
Orig. Code(s): AR 6620-B, AR
6620-A

Grading Procedures

Middle and High School

The following guidelines are to be used by middle and high school teachers in reporting student progress. The intent of these guidelines is to: 1) Ensure adequate information is provided to parents or guardians¹ regarding their students progress; and 2) Ensure there is consistency by teachers throughout the district in noting and reporting progress.

Teachers are to:

1. Use the district report card for noting student progress;
2. Keep permanent records to use in determining student grades as approved by the building principal;
3. Record sufficient objective data to justify grading decisions;
4. Turn in the gradebook to the building administrator at the June checkout time. The building administrator is then required to store the gradebook the amount of time required by state statute;
5. Notify parents or guardians approximately six and twelve weeks through the grading period if students are not making satisfactory progress or if they are working significantly below their potential.

Resource and special program teachers are responsible for determining student grades in the specific subject areas for which they are providing instruction.

The following letter grades will be used to reflect academic achievement:

- A - Master of subject;
- B - Good quality work;
- C - Average work;
- D - Completed minimum requirements;
- F - Failing;

¹As used in this document, the term parent includes legal guardian or person in a parental relationship. The status and duties of a legal guardian are defined in ORS 125.005 (4) and 125.300 - 125.325. The determination of whether an individual is acting in a parental relationship, for purposes of determining residency, depends on the evaluation of the factors listed in ORS 419B.373. The determination for other purposes depends on evaluation of those factors and a power of attorney executed pursuant to ORS 109.056. For special education students, parent also includes a surrogate parent, an adult student whom rights have transferred and foster parent as defined in OAR 581-015-0005(18).

- I - Incomplete;
- P - Pass;
- NP - No pass;
- NG - No grade-credit denied.

Incomplete - grade may be given when it was not reasonably possible for the student to complete required class work by the end of the present term. Students will be expected to complete required class work in a designated time period in order to replace the incomplete grade with a specific letter grade.

Pass - to be used only in designated classes to denote satisfactory performance.

No Pass - to be used only in designated classes to denote unsatisfactory performance.

No Grade - used to note that a student was enrolled or once was enrolled in a class for which he/she did not earn credit.

Citizenship grades:

- E - Excellent citizenship;
- S - Satisfactory citizenship;
- N - Citizenship needs improvement;
- U - Unsatisfactory citizenship.

Assignment of Grades

Grades are assigned by teachers and may be changed by them. Principals may not change grades unless the teacher who assigned the grade is unavailable for consultation. Teachers are to distribute written grading criteria and a course syllabus to students and parents or guardians at the outset of the semester.

High School Grades

Six and twelve week grades at the high schools are cumulative progress grades and do not appear on the permanent student records nor are they used in determining grade point averages. The final semester grade represents an assessment of the student's mastery of the entire content of a course.

Middle School Grades

Report cards are issued at the end of each nine weeks and a final grade is issued for the semester. The semester grade appears on the permanent record and is used in determining grade point averages. Achievement reviews which indicate progress only are issued mid-quarter.

Transfer of Grades

When a student transfers from another school within a semester, every effort will be made to match the classes in his/her previous schedule. In matched classes, the transfer grades received from the previous school will be prorated with the grades earned at the new school to arrive at a semester grade. At the option of the principal or his/her designee, students transferring into an Albany school from another district within 15 school days of the end of a semester may be granted credit according to their transfer grades. Students will not be granted credit for semesters in which there are inordinately long periods during which they were not enrolled in and attending any school.

If a transfer student has a class which cannot be matched, the determination of awarding credit and grades for that class will be made by the principal or his/her designee.

Teachers should be prepared to assign transfer grades to students within three school days of a student's withdrawal from school. If a student has spent fewer than 15 school days in a class before transferring, the teacher may assign the grade earned by the student in that period of time or, if no grade has been earned, has the option of not assigning a grade.

Elementary

The following guidelines are to be used by elementary teachers reporting student progress. The intent of these guidelines is to ensure adequate information is provided to parents or guardians at least six weeks regarding their student's progress.

Elementary teachers are to:

1. Report student progress to parents or guardians at the end of each six-week term during the school year;
2. Use district-approved reporting forms and procedures for noting student progress;
3. Keep permanent records to use in determining student progress including at least one of the following:
 - a. Electronic grading systems (provided a back-up data system is utilized);
 - b. Other record-keeping devices approved by the building principal.
4. Record sufficient objective data to justify decisions related to progress reports;
5. Turn in the student progress records to the building administrator at the June checkout time. The building administrator is then required to store the records the amount of time required by state statute;
6. Notify parent or guardian whenever students are not making satisfactory progress or are working significantly below their potential;
7. Pencil in grades on the progress report form for students leaving the school if 20 school days or more of the term has been completed (so the teacher receiving the student can complete the report at the end of the term). Progress reports should be completed for new students who have been at school 20 school days or longer;
8. Include any special program progress information in the report to parents or guardian;

9. Not penalize students for any classroom work missed as result of participating in special programs or special instruction;
10. Record information on the cumulative record card which represents an average of the progress reports for the year.