

# Greater Albany SD 8J

## Administrative Regulation

Code: **IKA-AR**  
Adopted: 1/90; 1/92  
Revised: 3/12/01; 8/13/07; 9/24/18  
Orig. Code(s): IKA-AR(1); AR 6620-B, AR  
6620-A

### **Grading Procedures\*\***

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

Teachers are to:

1. Use the district provided electronic gradebook, and use reports within the electronic gradebook and other district reports for noting student progress;
2. Create systems for collection of evidence to determine grades as approved by the building principal;
3. Use the provided electronic gradebook as the permanent record, to record information that illustrates a student's performance and grades;
4. Record sufficient objective data to justify grading decisions; At a minimum, teachers should be recording assignments within the electronic gradebook on a weekly basis;
5. A progress report will be issued at least once mid-semester in addition to a semester report card;
6. Actively notify parents or guardians throughout the grading period if students are not making satisfactory progress or if they are working significantly below their potential. Only using the district scheduled parent conferences and/or the parent portal (PIV) are not sufficient to meet this expectation;
7. Include any special education progress reports with report cards sent to parents/guardians; be sure not to penalize students for any classroom work missed as result of participating in special programs or special instruction;

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

#### **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/guardians at the beginning of the semester. Included

in the syllabus is that a minimum of 80% of a student's grade will be based on academic assessments/performance.

### **Elementary Grades**

The following grades will be used to reflect elementary academic achievement-

- E - Exceeds grade level standards (4)
- M - Meets grade level standards (3)
- NM - Nearly Meets grade level standards (2)
- N - Not Meeting grade level standards (1)

Progress reports will be completed for students who have been enrolled a minimum of 20 school days. This includes students who transfer out before the end of the term or enroll after the term begins.

### **Middle School and High School Grades**

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

- A - Consistently produces responses that exceed the standards by demonstrating a greater depth of knowledge or advanced application
- B - Consistently produces responses that meet the standards;
- C - Inconsistently produces responses that meet the standards;
- D - Occasionally produces responses that meet the standards;
- F - Fails to produce responses that meet the standards;
- I - Incomplete;
- P - Pass;
- N - No pass;
- G - No grade-credit denied due to insufficient number of days enrolled.

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 due to length of time enrolled in the class.

Citizenship grades:

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

## **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.