

Barbour County Policy: 7200

Barbour County Schools
STUDENT GRADING SYSTEM

- 1.0 Purpose.** The purpose of the student grading system policy is to communicate student progress in meeting the West Virginia College and Career Readiness Standards (WVCCRS) & Barbour County Schools' College and Career Readiness Standards
- 1.1 Barbour County Schools expects each student to perform to the best of his/her ability. Each staff member will develop and maintain a climate that encourages and supports rigorous academic achievement and high standards of behavior.
 - 1.2 Barbour County Schools will provide all students with highly rigorous instructional programs, assignments, tests, projects, and other instructional activities designed to promote individual learning and measure individual student performance.
- 2.0 Responsibility.** The West Virginia Department of Education along with Barbour County Schools will determine standards that relate to the essential elements for grade level subjects and courses.
- 2.1 The standards will address skills needed for successful performance in the next grade or next course in a sequence of courses.
 - 2.2 On-site administrators and school personnel are directed to provide for and monitor an educational climate that encourages and supports individual academic achievement and high standards of behavior.
- 3.0 Procedures.** The Superintendent is directed to establish procedures for the purposes of promoting and ensuring fair and equitable grading practices in all Barbour County schools.
- 3.1 The Superintendent is directed to take the Student Grading System Procedures before the Barbour County Board of Education for annual review prior to August 15 of each school year.
 - 3.2 A synopsis of the Student Grading System Procedures shall be published, along with this policy, in all student and faculty handbooks.

AUTHORITY: WVDE Policy 2510; See also BCS Policy 7610 – Credit Recovery/Virtual Instruction Policy
Board of Education Minutes

ADOPTED: 9/18/1979

REVISED: 02/27/23; 01/27/20; 05/28/19; 02/26/18; 08/26/13; 1/14/08,
11/13/2006; 08/06/2003; 09/04/1990; 09/19/1989; 1983;
09/18/1979; 1978-79.

See Procedure 7200.P

Enacted July 1, 2019
Procedures: 7200.P

Barbour County Schools
STUDENT GRADING SYSTEM PROCEDURES

1. There will be a consistent grade reporting system throughout Barbour County.
2. Grades Pre-K – K will use the ELRS reporting system.

Pre-K – K

Emerging – Partial Mastery in K

Developing – Partial Mastery in PK; progressing above partial mastery in K

At Standard – Mastery

Above Standard – Above Mastery

Grades 1-12

A = 90 – 100

B = 80 – 89

C = 70 – 79

D = 60 – 69

F = 0 - 59

3. Certain courses at the high school level will be weighted given their formidable academic rigor.

<u>Percentage</u>	<u>Letter</u>	<u>Regular Points</u>	<u>Weighted Honor Points</u>	<u>Weighted AP/DC Points</u>
90 – 100%	A	4.0	4.5	5.0
80 – 89%	B	3.0	3.5	4.0
70 – 79%	C	2.0	2.5	3.0
60 – 69%	D	1.0	1.5	2.0
0 – 59%	F	0.0	0.0	0.0
	I Incomplete	0.0	0.0	0.0

- 3.1 A Weighted Course List will be reviewed, revised and adopted in the following manner:

- 3.1.1 The Curriculum Committee will meet in January to review the current Weighted Course List. If determined appropriate, the department chairs will revise the Weighted Course List.

- 3.1.2 The Curriculum Committee will then submit the current or revised Weighted Course List to the faculty senate for their review no later than January 31.

- 3.1.3 The faculty senate will review the list as submitted or revise the list. The Weighted Course List will then be recommended to the principal for review.

- 3.1.4 The principal may recommend the submitted list to the superintendent or may edit the list given his/her administrative authority. The principal then will submit the recommendation to the superintendent no later than February 28.

Enacted July 1, 2019

Procedures: 7200.P

Barbour County Schools
STUDENT GRADING SYSTEM PROCEDURES

- 3.1.5 The superintendent will review the recommendation and either approve/authorize its implementation for the following school year or revise/edit as per his/her administrative authority, then authorize its implementation for the following school year no later than March 15.
 - 3.1.6 The superintendent will provide a copy to the BOE for review.
 - 3.1.7 The Weighted Course List will be attached to the synopsis of these procedures and be published in the student and faculty handbooks.
4. High school students will not be allowed to repeat a course once a passing grade has been attained with two exceptions. Students who receive a final semester grade of D (60%-69%) in the introductory math course or the entry level course of a foreign language program may repeat the course for mastery with the principal's approval.
 - 4.1. The student **will** receive a semester grade but **will not** receive credit on his/her transcript.
 - 4.2. Repeating the course **will not** expunge the grade of D earned in the same class taken previously.
 - 4.3. Credit Recovery - high school students who have failed a course may repeat the course as necessary to attain a passing grade and earn credit for the course. Uniform Grading Policy as prescribed in Policy 2510 must be followed.
 5. Students who have been absent from school have the right to make up, without penalty, all work missed during their absence.
 - 5.1 It is the student's responsibility* to request all makeup work within two instructional days of returning to school.
 - 5.2 The teacher is required to provide a list of all makeup work due within two instructional days of the student's request. The teacher must also ensure, either verbally or in writing, that the student knows the *date certain* the makeup work must be completed and turned in.
 - 5.3 Once the teacher provides the student with a list of makeup work, the student must complete all assignments and turn them in to the teacher within a period equal to the number of days missed.
 - 5.4 If this timeline is not met, the teacher may record a zero (0) in the grade book for that/those assignment(s) not turned in; no further extension to complete the work needs to be provided.

* (This does not apply to Pre-K – 2 and identified students with special needs on an alternate curriculum.)
 6. Teachers shall issue a grade of I (*Incomplete*) to any student who has not completed their assigned work on the day grades are due to be turned into the office.
 - 6.1 All incomplete grades (except under unusual circumstances as determined by the principal) must be changed to a regular grade within five (5) instructional days after the end of the grading period.

Enacted July 1, 2019

Procedures: 7200.P

Barbour County Schools
STUDENT GRADING SYSTEM PROCEDURES

- 6.2 It is the responsibility of the classroom teacher to make this change.
7. Students may apply to audit a Core or Foreign Language Class prior to the start of each semester. Approval must be obtained from the teacher of the requested audited course and the principal. Parent approval for the request to audit a class must be submitted in writing to the principal. Credit will not be awarded for audited classes.
- 7.1 Any grade earned in a high school credit-generating course taken prior to grade 9 in a student's educational program shall be recorded on the student's high school transcript with the grade and credit earned.
- 7.1.1 This grade will be included in the student's high school Cumulative GPA.
- 7.1.2 The statement above is to be clearly visible on all course registration materials for middle school students and disseminated to middle school teachers of such courses.
- 8 Students participating in online or virtual learning courses are responsible for securing and viewing all lessons and for the completion of all assignments.
- 9 Students will be released to attend college with parent permission given the procedure outlined below:
- 9.1 Students may not be released from high school to take courses at another institution that are already being offered at their high school;
- 9.2 Students will receive dual credit for college coursework if the college course meets both the specified course content standards for secondary offerings and the college course requirements. Students must apply to, and receive permission from, the principal and Superintendent or designee prior to the student taking the college course for dual credit;
- 9.3 Students earn .5 credit per 3-hour semester college course;
- 9.4 Students must supply an official college transcript to have the course entered on his/her high school transcript;
- 9.5 College grades **WILL NOT BE WEIGHTED** unless the course was previously approved by the Barbour County Board of Education to be an Honors Course: A = 4.0; B = 3.0; C = 2.0; D = 1.0. College Courses approved by the Board to be an Honors Course will be weighted according to section 3.1.
- 9.6 The college grade will be reflected in the student's high school transcript if it meets the definition for a dual credit course as defined in 9.1.2 with the credit as applied:
- 1 hour college credit course in a given semester = No high school credit
2 hours college credit course in a given semester = No high school credit
3 hours college credit course in a given semester = .5 high school credit
4 hours college credit course in a given semester = .5 high school credit

Enacted July 1, 2019

Procedures: 7200.P

Barbour County Schools
STUDENT GRADING SYSTEM PROCEDURES

5 hours college credit course in a given semester = .5 high school credit

6 hours college credit course in a given semester – 1.0 high school credit

- 9.6.1 Seniors must have a cumulative GPA of 3.0 or better and less than 5 unexcused absences at the end of the fifth semester in their junior year to be eligible for college release. Failure of any college courses in the first semester will result in a return to Philip Barbour High with a full schedule.
 - 9.6.2 Juniors must have a cumulative GPA of 3.5 or better and less than 5 unexcused absences at the end of the third semester in their sophomore year to be eligible for college release during their junior year. Failure of any college courses will result in a return to Philip Barbour with a full schedule.
10. Citizenship/Comment sections of the report card or progress report will reflect behaviors such as: regard for school and individual classroom rules, punctuality, care of property, courtesy, etc. It is of prime importance that citizenship marks and academic grades be calculate and maintained as different entities.
 11. After a review of first semester grades, the parents of seniors who cannot earn sufficient credits to graduate shall be notified by certified mail within ten days after the end of the first semester. Based on a review of second semester grades, the parents of seniors who are not eligible to graduate at the scheduled graduation shall be notified by telephone. A letter shall be sent to the parents/student affirming the telephone conference about the student's non-eligibility to graduate.
 - 11.1 Parents of juniors whose transcript reflects that they will be unable to earn the requisite credits to graduate at the end of their senior year shall be notified by certified mail no later than June 15.
 12. An Honor Roll will be maintained at each middle and high school:
 - 12.1 Students earning a 3.0 – 3.59 average shall be listed on the school Honor Roll for publication or posting.
 - 12.2 Those students earning a 3.60 – 3.99 average shall be listed on the school's High Honor Roll for publication or posting.
 - 12.3 Those students earning a 4.0 or higher shall be listed on the Principal's Honor Roll for publication or posting.
 - 12.4 No student may be considered for honor status in any grading period in which he/she earns an F or I.
 13. Teachers will meet at minimum in Professional Learning Communities (PLCs) during presidential election years to review each report card and make recommendations to the superintendent regarding revisions, if needed, to ensure each report card meets current standards as set by WVDE and Barbour County Board of Education and follows best practices.

Enacted July 1, 2019

Procedures: 7200.P

Barbour County Schools
STUDENT GRADING SYSTEM PROCEDURES

- 13.1 These recommendations must be forwarded to the superintendent no later than May 1 of that same school year.
 - 13.2 The superintendent or his/her designee will revise these procedures regarding reporting methodology, if appropriate, and submit to the Barbour County BOE for their review prior to August 15th of the next school year.
 - 13.3 The superintendent or his/her designee will update all grading systems per the revised procedures and recommendations from the PLCs and administrative staff prior to the first grading period.
14. Evaluation of student progress is a primary responsibility of the teacher. Achievement, on the part of the student at the highest level of his/her ability, is a common goal of both school and home. While communication of student progress to parent(s) or guardian(s) will be a primary goal of the school, it is the student's basic responsibility, as determined by their ability and effort, to successfully complete all subject and/or course requirements.
- 14.1 Report cards will be issued within ten instructional days of the last day of each grading period.
 - 14.2 Kindergarten ELRS assessment reports will be issued four times per school year (at the end of each quarter). Pre-K assessment reports will be issued three times per school year according to the state schedule.
 - 14.3 The reporting dates will be determined annually and placed on the school calendar.
 - 14.4 The school calendar will be published annually in student and faculty handbooks prior to the start of each school year.
 - 14.5 In addition to the quarterly report cards, a mid-term progress report shall be sent home during the fifth week of the nine weeks period in the event that a student is experiencing academic difficulty in one or more subject areas.
 - 14.6 Academic difficulty is defined as student progress of less than a "C" or "Novice" in any course, or student behavior deemed not satisfactory in any class or as determined by the principal.
 - 14.7 Each school will send progress reports home for all students regardless of whether the student is experiencing academic difficulty.
 - 14.8 All teachers are required to send progress reports for all students.
15. If the parents of a child are separated or divorced, both parents have the right to be informed of their child's progress in school unless there is a court order to the contrary.
- 15.1 Written reports and conferences on student progress will be made available to non-custodial parents on request unless forbidden by a court order on file in the principal's office.
 - 15.2 To receive written reports and notification of conferences, a non-custodial parent will make such request in writing through the principal's office

Enacted July 1, 2019
Procedures: 7200.P

Barbour County Schools
STUDENT GRADING SYSTEM PROCEDURES

(Must be completed annually; it is the parents responsibility to notify the school of any address change.)

16. The classroom teacher shall maintain a written and/or electronic record of student grades.
 - 16.1 Final grade entries must be in the form of percentages.
 - 16.2 Teachers will turn in to the principal or his/her designee written or electronic student grades for each subject/course taught at the end of the school year.
 - 16.3 These records will be maintained by the school for the duration of the next school year.
 - 16.4 After that time, the grade book shall be returned to the teacher.

Revised: 07/22/24; 02/27/23; 01/27/20; 05/28/19; 02/26/18; 08/26/13; 07/08/13;
11/22/10