

GRADING SYSTEMS

I. Purpose.

The Raleigh County Board of Education requires all parents and/or guardians be informed of the progress of their child(ren) through appropriate reporting methods. Reporting of student progress shall be accomplished through report cards, checklists, narratives, midterm reports, and parent-teacher conferences. With the exception of Pre-Kindergarten (PK) all Raleigh County students K-12 will receive grade cards every nine weeks.

II. Grades and Report Cards.

- A. **Pre-Kindergarten and Kindergarten** teachers gather information about children from multiple sources and use this evidence to interpret student progress. This data analysis takes place three times during the school year. Teachers utilize the Early Learning Scale (ELS) platform to document the child's developmental level and progress on each indicator. Data are examined in relation to the indicators for each ELS strand and a score is assigned. Child Accomplishment Summaries allow teachers to share information with families. Kindergarten teachers will also complete a Transition Report for all children going to grade 1.
- B. **Grades 1-5:** A letter grade and its numerical equivalent will be recorded on the report cards provided to students in grades 1-5. A letter grade and its numerical equivalent in English Language Arts and mathematics will be recorded on the report cards provided to students in grades 1-2. All student grades will be regularly updated on the county adopted electronic grade-recording platform. Students with deficiencies (a grade of C or lower, or having dropped two or more letter grades over the course of the marking period) in grades 1-5 will also be provided a written interim progress report at the midpoint (4.5 weeks) of each nine-week (9-week) grading period. Semester grades will be calculated by averaging percentage grades from both quarters.

Grade	Average	Definition
A	90-100	Exceptional Progress
B	80-89	Good Progress/Above Average Progress
C	70-79	Fair/Average Progress
D	60-69	Passing with Minimum Progress
F	0-59	Unsatisfactory Progress

- (1) S (Satisfactory) or N (Needs Improvement) grades will be recorded for Science, Social Studies, Health, Art, Music, and Physical Education in Grades 1 and 2. Class participation, behavior (conduct), attendance and other work habits will be recorded separately.
- (2) It shall be the teacher's responsibility to provide justification for the proficiency levels given to students. This may be in the form of portfolios, checklists, narratives, formative assessments, observations, projects, classroom work, anecdotal records, etc.
- C. **Grades 6-12:** A letter grade and its numerical equivalent will be recorded on the report cards provided to students in grades 6-12. All student grades will be regularly updated on the county adopted electronic grade-recording platform. Students with deficiencies (a grade of C or lower, or having dropped two or more letter grades over the course of the marking period) in grades 6-12 will also be provided a written interim progress report at the midpoint (4.5 weeks) of each nine-week (9-week) grading period. Semester grades will be calculated by averaging percentage grades from both quarters (grades 6-8).

Grades 9-12, Semester-Long Courses: At the end of each nine-week period, a grade card will be given to each student indicating the percent score/letter grade the student has earned each nine weeks. At the end of the term, the grade shall be computed from each nine-weeks numerical grade and the exam will count as one-seventh ($1/7$) of the final grade. The letter grade will appear on the student's transcript as the final grade for the semester. Each semester grading period will determine quality points and will also be used for computation for athletic eligibility. The quality point will be used for ranking and grade point average at the end of each semester.

Grades 9-12, Year-Long Courses: At the end of each nine-week period, a grade card will be given to each student indicating the percent score/letter grade the student has earned each nine weeks. At the end of the first semester, the first semester grade shall be computed from the first and second nine-weeks numerical grade and the mid-term/semester exam will count as one-seventh ($1/7$) of the semester grade. The letter grade will appear on the student's transcript as the grade for the first semester ($1/2$ credit). The second semester grade shall be computed from the third and fourth nine-weeks numerical grade and the final exam will count as one-seventh ($1/7$) of the semester grade. The letter equivalent for the second semester grade will appear on the student's transcript as the grade for the second semester ($1/2$ credit). Each semester grading period will determine quality points and will also be used for computation for athletic eligibility. The quality point will be used for ranking and grade point average at the end of each semester.

(A) Pursuant to West Virginia Board of Education Policy 2510: Assuring the Quality of Education: Regulations for Education Programs, the following grading scale must be used by all schools in West Virginia for any course for which high school credit is to be awarded, regardless of the grade level of the student at the time the course is taken.

(1) **Non-weighted** course grading scale:

Grade	Average	Quality Points
A	90-100	4.0
B	80-89	3.0
C	70-79	2.0
D	60-69	1.0
F	0-59	0

(2) **Weighted Grades** for High School Advanced Placement, Advanced Career and Honors will be calculated as follows:

Quality Point Computation Scale				
Grade		AP & AC Courses	Honors & Dual Credit Courses	Non-Weighted Courses
A	90-100	5.0	4.5	4.0
B	80-89	4.0	3.5	3.0
C	70-79	3.0	2.5	2.0
D	60-69	2.0	1.5	1.0
F	0-59	No Credit	No Credit	No Credit

*County boards of education continue to have discretionary authority to issue weighted grades for other advanced high school courses. Letter grades, (A, B, C, D, & F) will be used for all subjects. The letter and its numerical equivalent will be recorded on the report card as given by the teacher.

D. **Virtual School.**

- (1) **West Virginia Virtual School (WVVS) Participation** is dependent upon the availability of courses and is at the discretion of the school administration. Most WVVS course providers allow a trial period during which students can drop a virtual course without penalty. The school **must** report a grade of **WNG** (Withdrawn No Grade) on the student transcript when the student drops a course on or before 28 days. The school **must** record a grade of **WF** (Withdrawn Failing) for a student who drops a course **after** the 28-day drop date. However, this drop period is contingent upon the school's ability to place the student in an alternative course.
 - (2) The virtual course grade will be sent via email to the school co-teacher/facilitator/mentor. The co-teacher/facilitator/mentor ensures that student grades for WV Virtual School courses are entered in the WVEIS data system. **Local school personnel can make no changes to the online course grade.**
 - (3) Grades must be recorded by using the percentage grade issued by the online instructor. Most course providers recognize grading scales vary from state to state and do not post a letter grade to the final grade report. In the event a course provider assigns a letter grade in addition to the percentage, the letter grade should be disregarded. Letter grades assigned to a student's transcript must follow WVBE Policy 2510.
- E. **Comprehensive semester exams** will be given in grades 9-12. These exams will account for 1/7 of the total semester average. Semester grades for all students, grades 3-8, will be calculated by averaging percentage grades from each quarter. Semester grades, grades 9-12, will be calculated with each quarter accounting for 3/7 of the semester grade and the comprehensive semester exam accounting for 1/7 of the semester grade. For students in grades 9-12, the letter grade will appear on the student's transcript as the final grade for the semester, and semester/term letter grades will determine quality points and will also be used for computation for athletic eligibility. The quality point will be used for ranking and grade point average. Whenever a student repeats a course, both grades will be used when computing QPA and class rank. Courses may be repeated only when a student has earned a grade of C or lower. This will be effective with the beginning of the 2014-2015 school year.
- F. **Make-Up Work.** Arrangements for make-up work are the responsibility of both the teacher and the student pursuant to Raleigh County Board of Education Policy D.3.1, Attendance.
- G. **Grade of "I" or Incomplete.** An incomplete may be given when a student has not completed all required work within a grading period (**with prior approval from the school principal**). The teacher shall change the grade of incomplete to the grade earned when the following guidelines have been met:
- (1) It is the student's responsibility to obtain the assignment from the teacher(s).
 - (2) The student is responsible for turning in the completed work on the date specified.
 - (3) All work is to be completed and turned in within a period equal to the number of days missed at the end of the grading period.

H. **Student Academic Records.** All student grades will be regularly maintained in an electronic student information system. The date and adequate identification of each grade given (test, quiz, map, essay, etc.) shall also be recorded. Absences will also be noted in the record.

III. **Severability.** If any provision of this policy or application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of this policy.

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