

Series 5000 Instructional Programs

Section 5500 – Academic Achievement

Policy 5502 Grading Policy

5502.1 Rationale: The purpose of this policy is to communicate and document the achievement status of students. Harrison County Schools believes assessment provides information for a student's self-reflection, incentives for all students to learn, data to identify certain educational paths or programs for groups of students, and documentation of student performance to evaluate the effectiveness of instructional programs. This policy requires that all teachers utilize the state content standards and objectives (CSOs) for each program of study. Assessments measuring CSOs shall be administered by the teacher. In evaluating the student for each grading period, the teacher will consider all aspects of performance (i.e. mastery of CSOs, daily class participation, homework, projects, and assessments).

5502.2 Definitions

- A. Summative Assessment – instrument to evaluate a student's mastery of material at the end of a semester in grades 6-12; may include written exam, portfolio, project, product, or otherwise as determined by the teacher; copy provided to the principal at least 48 hours prior to administration of the summative assessment
- B. Study Guide – a written tool provided to students and principal at least five (5) days prior to the prescribed dates for administration of the summative assessment
- C. Participation Points ----- linked to the curriculum and content standards; cannot be linked to attendance; opportunity or alternate assessment to regain these participation points shall be provided
- D. Assessment – a method or tool, as determined by the teacher of record, to document students' learning progress, skill acquisition, or academic readiness
- E. Teacher of Record – The classroom teacher who is responsible for the decisions, including but not limited to, the instruction, assessment, and determination of mastery of content according to approved content standards and objectives within a given subject or course as indicated on the student's schedule and report card
- F. Co-curricular – an activity (i.e. performance for show choir, theater, CTE Business, or band) required in addition to the normal course of study during the school day

5502.3 Elementary School Grading, grades K-5

- A. Harrison County elementary schools shall be on a nine-week grading period. Progress reports shall be sent home to all students at the middle of each grading period by a method determined at the school. Progress reports will represent a minimum of eight (8) assessments. Parents and students may monitor progress through the county- approved electronic grading system.

B. Kindergarten – The following terms will be standard language to evaluate students in Kindergarten.

1. Reports are made four times a year at nine-week intervals. Skills on the report card will be marked to mirror state assessment.

E	Emerging
D	Developing
S	At Standard
A	Above Standard

C. Grades 1-5

1. Letter grades/percentages will be assigned for English/language arts, and math. Science, social studies, and conduct will be assigned either a letter grade/percentage or will receive Satisfactory (S), Improving (I), Needs Improvement (N) or Unsatisfactory (U). First grade will receive an S,I,N,U in all areas during the first marking period. S, I, N and U will be given in all areas not receiving a grade of A, B, C, D, or F.

2. School faculty senates can choose to vote on a model to integrate Science and Social Studies with English Language Arts and Math or use West Virginia standards based grading options. A vote should only occur if a change is made to prior years grading policy. Any vote should be submitted in writing to the Superintendent.

3. Grade percentages will be converted using the following scale:

A	90 – 100
B	80 – 89
C	70 – 79
D	60 – 69
F	0 – 59
I	Incomplete

4. To calculate yearly averages, letter grades will be assigned the following weights:

4.0 – 3.5	= A
3.4 – 2.5	= B
2.4 – 1.5	= C
1.4 – .5	= D
.4 and below	= F

5. The teacher of record (general or special educator) will be responsible for assigning grades in subject areas taught.
6. The classroom teacher may assign a daily participation grade or may provide points for participation linked to the curriculum and content standards. Participation points cannot be linked to attendance, and a student shall be given an opportunity or alternate assignment to regain these participation points.
7. In all grade levels, a student's conduct grade will be based on the criteria of the discipline plan established by each school. Conduct grades will be issued

throughout the entire school year using a letter grade of A, B, C, D, or F.

8. Students in elementary schools will not be given end-of-year final assessments (exams).

5502.4 Middle School Grading, grades 6-8

- A. Harrison County middle schools shall be on a nine-week grading period. Progress reports shall be sent home to all students at the middle of each grading period by a method determined at the school. Progress reports will represent a minimum of eight (8) assessments. Parents and students may monitor progress through the county-approved electronic grading system.

1. Letter grades shall be used on report cards for grading periods.
2. The following grading scale shall be used in all Harrison County middle schools to assign semester letter grades on transcripts:

A	90 – 100
B	80 – 89
C	70 – 79
D	60 – 69
F	0 – 59
I	Incomplete

3. Re-teaching and reassessment opportunities, including but not limited to referral to School-based Assistance Team (SAT), shall be required for those students with an average below 50 percent at the time of a progress report. A plan shall be established by each School Leadership Team to be reviewed and presented to the Faculty Senate annually by September 1.
4. No + or --- signs are to be used on transcripts. To calculate grade point averages for honor roll, participation in extra-curricular activities, class rank, etc., letter grades will be assigned according to the above scales.
5. At the middle school level, the first semester grade is determined by using the first and second nine-week letter grades. For second semester, the summative assessment will be averaged as 10 percent of the semester grade with each of the nine-weeks' grades weighted as 45 percent.
6. In the case of a middle school student who is taking a course for high school credit: Students will receive a progress report each six (6) weeks' grading period with percentages earned (See Section 5502.5 A (1).) in addition to their regular middle school report card at the nine weeks' mark. Courses for high school credit will follow the weights assigned to high school grading periods (30 percent) and be required to take a summative assessment for 10 percent of the semester average.

7. A summative assessment shall be administered in all non-related arts classes to all students at the conclusion of the second semester. Courses taken for high school credit require a semester exam for each semester.
8. All grades of "Incomplete" shall be made up within the make-up days permitted at the discretion of the individual schools but shall not exceed the length of a grading period. An "Incomplete" shall default to an "F" by June 30 of the current school term.
9. The classroom teacher may assign a daily participation grade or may provide points for participation linked to the curriculum and content standards. Participation points cannot be linked to attendance, and a student shall be given an opportunity or alternate assignment to regain these participation points.
10. In co-curricular classes (i.e band, theater, CTE business, and show choir) attendance at performances may be considered as a percentage of a student's grade. A written explanation approved by the school administrator before distribution to parents to explain performance attendance requirements and opportunities to make up missed performance grades for excused absences, will be communicated to the students and parents at the beginning of the year/semester. Performance make up assignments for excused absences, as assigned and administered by the teacher, will be of an equivalent nature to the original performance grade.
11. Once a student has taken the summative assessment, no provisions shall be made for re-testing, and the summative assessment grade becomes final. No summative assessment shall be given prior to the prescribed exam days.
12. Each teacher shall provide a copy of the summative assessment to the principal at least 48 hours prior to the summative assessment. A study guide shall be provided to the principal and students at least 5 days prior to the examination days. The principal shall have access to a key and all summative assessments taken by students at the conclusion of the semester.

5502.5 High School Grading, grades 9-12

- A. Harrison County high schools shall be on a six- weeks grading period. Progress reports shall be sent home to all students at the middle of each grading period by a method determined at the school. Progress reports will represent a minimum of six assessments with the exception of alternating classes, which shall represent a minimum of three assessments per progress report. Parents and students may monitor progress through the county- approved electronic grading system.
 1. Whole number percentages with no rounding (i.e. 89.9 = "B"), shall be printed on report cards for grading periods.
 2. The following grading scale shall be used in all Harrison County high schools to assign semester letter grades on transcripts

A	90 – 100
B	80 – 89
C	70 – 79
D	60 – 69
F	0 – 59
I	Incomplete

3. Re-teaching and reassessment opportunities, including but not limited to referral to School-based Assistance Team (SAT), shall be required for those students with an average below 50 percent at the time of a progress report. A plan shall be established by each School Leadership Team to be reviewed and presented to the Faculty Senate annually by September 1.
4. No + or --- signs are to be used on report cards or transcripts. In the event a student repeats a class and earns a higher grade, both grades are recorded on his/her transcript, and therefore, are averaged into his/her cumulative GPA.
5. The summative assessment will be averaged as 10 percent of the semester grade with each of the six-week grades weighted as 30 percent.
6. A student can earn no more than two “F’s” during a semester to receive credit.
7. No student schedule change may be permitted after the first five (5) school days of each semester or term.
8. All grades of “Incomplete” shall be made up within the make-up days permitted at the discretion of the individual schools but shall not exceed the length of a grading period. An “Incomplete” shall default to an “F” by June 30 of the current school term.
9. The classroom teacher may assign a daily participation grade or may provide points for participation linked to the curriculum and content standards. Participation points cannot be linked to attendance, and a student shall be given an opportunity or alternate assignment to regain these participation points.
10. In co-curricular classes (i.e band, theater, CTE business, and show choir) attendance at performances may be considered as a percentage of a student’s grade. A written explanation approved by the school administrator before distribution to parents to explain performance attendance requirements and opportunities to make up missed performance grades for excused absences, will be communicated to the students and parents at the beginning of the year/semester. Performance make up assignments for excused absences, as assigned and administered by the teacher, will be of an equivalent nature to the original performance grade.
11. Once a student has taken the summative assessment, no provisions shall be made for re-testing, and the summative assessment grade becomes final. No summative assessments shall be given prior to the school’s prescribed summative assessment schedule with the exception of a legal obligation as approved by the Superintendent.

12. Each teacher shall provide a copy of the summative assessment to the principal at least 48 hours prior to the administration of the summative assessment. A study guide, rubric, or performance task/project outline shall be provided to the principal and students at least five (5) school days prior to the examination days. The principal shall have access to a key and all summative assessments taken by students at the conclusion of the semester.

5502.6 Middle and High School Honor Roll Information

- A. There will be three categories of secondary honor roll:
- 4.0 --- 4.0+ Perfect Honor Roll
 - 3.5 --- 3.99 Superior Honor Roll
 - 3.0 --- 3.49 Regular Honor Roll
- B. Anyone receiving a D, F, or Incomplete for a given grading period will be ineligible regardless of grade point average.
- C. At the end of each grading period, all secondary schools shall compile an honor roll and published in local papers with the designation for "Honor Roll" from 4504.5.1 as appropriate.

5502.7 Weighted Grades

- A. County board of education shall issue weighted grades for Advanced Placement, and International Baccalaureate courses for which high school credit is to be awarded.
- B. Weighted course grading scale and Average Grade
- Quality Points:

90 – 100	A	5.0
80 – 89	B	4.0
70 – 79	C	3.0
60 – 69	D	2.0
0 – 59	F	0

Adopted by Harrison County Board of Education:
June 9, 2015; June 7, 2016, June 5, 2018
30-day Public Comment Period: April 25-May 24, 2018