

MERCER COUNTY SCHOOLS
Policy Comment(s) / Suggestion(s)

Policy: I-09
Middle Level Grading Policy

Individual / Organization: _____

Title: _____

Address: _____

Comment(s) / Suggestion(s)

Please write your comments below in the sections that apply to the policy.

Use additional paper if necessary.

1.0 Purpose

Agree (reason)

Disagree (reason)

This policy is being changed to update policy and align with current West Virginia Department of Education Policy 2510. Language clarifications to make grammatical changes have also been made.		
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2.0 Definitions

Agree (reason)

Disagree (reason)

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3.0 Procedures

Agree (reason)

Disagree (reason)

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General Comments

Agree (reason)

Disagree (reason)

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Return comments **NO LATER THAN July 4, 2018** to:

Dr. Kristal Filipek - Director, Human Resources

Mercer County Schools

1403 Honaker Avenue

Princeton, WV 24740

MIDDLE LEVEL GRADING POLICY

The purpose of this policy is to develop a grading policy for schools that house grades six through eight (6-8). These schools at the present time are: Bluefield Middle School, Glenwood School, PikeView Middle School, Princeton Middle School, and Montcalm High. This policy is not applicable to elementary schools with a grade configuration of K-6.

2.0 Definitions

- 2.1 **Unit of Credit** – Recognition given to a student and entered into a student’s transcript for the successful completion of the content standards and objectives at a level established for an approved required or elective high school level course. Credit may be accumulated by students who attend public schools or who participate in dual credit programs sponsored and approved by the county. In order for students to earn course credit, schools operating under the provision of WV Code §18-28-1 *et seq.* are to submit for approval an overview of the curriculum, that may include, but is not limited to, course syllabi, instructional goals and objectives to be covered, course requirements and total instructional minutes of each course to the Office of Curriculum and Instruction.

3.0 Procedures

- 3.1 **Communicating Pupil Progress:** Pupil progress ~~should~~ **will** be communicated in a straightforward, precise manner. Both formal and informal progress reports ~~should~~ **will** be made to parents as often as necessary or as required by policy. Parent-teacher conferences, telephone contacts and school visits ~~should be~~ **are** encouraged. On-line grade books ~~should~~ **will** be posted weekly.
- 3.2 **Grading Guidelines:** Middle level pupil progress reports will be numerical:

A = 93 – 100
B = 85 – 92
C = 75 – 84
D = 65 – 74
F = 0 – 64
<u>A = 90 - 100</u>
<u>B = 80 - 89</u>
<u>C = 70 - 79</u>
<u>D = 60 - 69</u>
<u>F = 0 - 59</u>

- 3.3 **Unit of Credit:** For any class taken for a high school credit, the final grade will be determined by quality points as follows:

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A = 4
B = 3
C = 2
D = 1
F = 0

For any class taken for a high school credit that is designated as an honors class, the final grade will be determined by quality points as follows:

A = 4.5
B = 3.5
C = 2.5
D = 1.5
F = 0

- 3.4 **Grading Procedures:** Quizzes, assignments, etc., that are to be used to determine final grades should be graded by the instructor and returned promptly to students for review.

Teachers shall place a written explanation of the procedures they use for student evaluation and grading in the front of their grade book. These may include, but are not limited to, percentages allocated for (1) homework, (2) tests, (3) quizzes, and (4) any other methods of evaluation. This information shall be shared with students at the beginning of the year. A copy must be given to the building principal.

Any teacher assigning an “I” (incomplete) for a grading period must replace the “I” with a numerical grade by the end of the following grading period. An “I” is not an acceptable grade. If work is not completed, an actual grade based on what the student has completed, will be recorded.

- 3.5 **Progress Report/Interim Report:** Progress Reports will be distributed as follows: (1) Non-block Scheduled Schools - Every nine (9) weeks; (2) Block Scheduled Schools - Every four and one-half (4 ½) weeks; (3) Students will hand-carry progress reports to parents at the end of each grading period. The year-end report shall be mailed; and (4) Teachers are required to send interim reports every four and one-half (4 ½) weeks to parents concerning students who are experiencing academic difficulty.
- 3.6 **Final Grades:** Final grades are calculated on a yearly basis for grades six (6), seven (7), and eight (8), and the grading period will be every nine (9) weeks. In block-scheduled schools, final grades are calculated on a term basis, and the grading period will be every four and one-half (4 ½) weeks.

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4.0 ~~Implementation~~ Administration

- 4.1 **Progress Through Middle Level:** To pass sixth, seventh, or eighth grade and advance to the next level, students may fail only one core course—English/Language Arts, math, social studies, science, or Developmental Reading, and must pass at least fifty percent (50%) of their exploratory or elective courses.
- 4.2 **Credits:** Any course taken as a high school credit must result in a full high school credit. Half credits do not exist for any middle school class taken for high school credit. The class must fulfill the same requirements of any full credit high school class; therefore, unit tests are required for students six through eight (6-8) throughout the year. If necessary for instructional purposes, these tests may be scheduled at times other than the end of a grading period. Unit tests should address course objectives and instructional goals and should be comprehensive. Higher level thinking skills are to be emphasized on these tests. Unit tests should also include essay questions. Tests which contain only multiple choice, fill-in-the-blank, true/false do not challenge students or require high-level thinking skills. Essay questions require analysis of the question and application of language arts skills and content skills. Students should be required to use proper grammar and correct spelling.
- 4.3 **Final Grade:** The final grade will be determined by averaging the nine (9) week grade, eighteen (18) week grade, twenty-seven (27) week grade and thirty-six (36) week grade. These grades will be divided by four (4) for the yearly grade.

5.0 Severability

If any portion of this policy or the application thereof to any person or circumstances is held invalid, such invalidity shall not affect other provisions or applications of this policy.

Authority: WV Constitution, Article XII, §2, WV Code §18-5-13, §18-5-25, §18A-5-5; and WV State Board of Education Policy 2515.

Source: Board of Education Minutes

Date(s): 4/23/96; 3/26/02, 8/26/03, 2/23/10, 2/12/13, 2/14/17