

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

Policy: I-10
High School 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 and clarify language and to make grammatical changes.		

2.0 Definitions	Agree (reason)	Disagree (reason)

3.0 Procedures	Agree (reason)	Disagree (reason)

General Comments	Agree (reason)	Disagree (reason)

Return comments **NO LATER THAN March 7, 2018** to:
Dr. Kristal Filipek - Director, Human Resources
Mercer County Schools
1403 Honaker Avenue
Princeton, WV 24740

HIGH SCHOOL GRADING POLICY

1.0 Purpose

Mercer County Schools supports the concept that pupil progress should be communicated in a straightforward, precise manner. Both formal and informal progress reports should be made to parents as often as necessary. State Policy 2515, Uniform Grading, dictates our Grading Policy.

2.0 Definitions

- 2.1 Advanced Course – Advanced Placement (AP) and International Baccalaureate (IB).
- 2.2 **Dual Credit – Courses that provide students both high school and college credit. Such courses must meet both the specified course content standards and objectives for secondary offerings and the college course requirements of WV Board of Education Policy 2510. Since dual credit courses are college level classes, they carry a weighted grade as defined in I-18.**
- 2.3 GPA (as reported by WVEIS on a student’s transcript) – the sum of all *quality points* divided by the number of courses the student has completed. Partial (.5) credit courses receive half the quality point value as would the same full credit course whether Standard, Honors, or Advanced.
- 2.4 Honors Course – A course, **including a college level course**, that is sufficiently rigorous and demanding in scope or intensity as to merit a quality point advantage. Courses proposed for Honors status must be approved by the superintendent and secondary supervisor and endorsed by the Board of Education **(as defined in Policy I-18)**.
- 2.5 Numerical grade – The average that is reported as the student’s grade on each 4 ½ weeks progress report. For Final Grades see 6.7.
- 2.6 “*Per credit basis*” refers to a one (1) or more credit course. Half credits are to be transcribed as electives. A half credit may NOT count toward a graduation credit.
- 2.7 Standard Course-- a high school course other than Honors, Advanced Placement and International Baccalaureate for which credit is granted.

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3.0 Procedures

- 3.1 High school report cards will show the numerical grade earned by the student for each course. The student's transcript will also show the student's final average for each course as a numerical grade.

Scale A will be used to determine quality points for all standard courses taken by the student. Scale B will be used for determining quality points for all advanced courses (as defined in Sections 2.3 **and 2.4** of this policy) taken by the student. Scale C will be used to determine quality points for designated classes assigned as Honors (as defined in Sections 2.3 **4** and 3.4 of this policy).

For example, a student who takes English 11 (a standard course) and makes an 85 will receive three (3) quality points according to Scale A. Another student who takes AP English Language (an advanced course) and makes an 85 would receive four (4) quality points according to scale B. A third student who takes Honors English 11 and makes an 85 would receive three-point-five (3.5) quality points according to scale C.

Scale A:	<u>Average</u>	<u>Grade</u>	<u>Quality Points</u>
	93 - 100	A	4.0
	85 - 92	B	3.0
	75 - 84	C	2.0
	65 - 74	D	1.0
	0 - 64	F	0.0

Scale B:	<u>Average</u>	<u>Grade</u>	<u>Quality Points</u>
	93-100	A	5.0
	85-92	B	4.0
	75-84	C	3.0
	65-74	D	2.0
	0-64	F	0.0

Scale C:	<u>Average</u>	<u>Grade</u>	<u>Quality Points</u>
	93-100	A	4.5
	85-92	B	3.5
	75-84	C	2.5
	65-74	D	1.5
	0-64	F	0.0

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The following scale will be implemented July 1, 2018.

Scale A:	Average	Grade	Quality Points
	90 - 100	A	4.0
	80 - 89	B	3.0
	70 - 79	C	2.0
	60 - 69	D	1.0
	0 - 59	F	0.0

Scale B:	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	0.0

Scale C:	Average	Grade	Quality Points
	90 - 100	A	4.5
	80 - 89	B	3.5
	70 - 79	C	2.5
	60 - 69	D	1.5
	0 - 59	F	0.0

- 3.2 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.
- 3.3 Teachers shall place a written explanation of the procedures they use for student evaluation and grading in the front of their grade book. If a traditional grade book is not used by the teacher, the procedures may be kept with the lesson plans. This may include, but is not limited to, percentages allocated for homework, tests, quizzes, etc. This information shall be shared with students at the beginning of each term and a copy given to the building principal.

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- 3.4 Designated classes, **including college courses**, that are assigned an honors label will be weighted using Scale C. An updated list of approved Honors courses is kept on file in the superintendent's office.
- 3.5 Any teacher assigning an "I" (incomplete) for a grading period must record an actual grade at the end of the next grading period. "I" is not an acceptable grade.

4.0 Administration

Progress Reports/Interim Reports:

- 4.1 Pupil-teacher conferences, parental telephone contacts and school visits are encouraged.
- 4.2 Progress Reports will be distributed at the end of every four and one-half (4 ½) week period.
- 4.3 Students will hand-carry progress reports to parents except for the end of year report which will be mailed.
- 4.4 Teachers are encouraged to make use of interim reports to parents concerning students who are experiencing academic difficulty.
- 4.5 Final Grades: Final grades are calculated on a per credit basis for grades 9-12.

~~5.0 Implementation~~ ~~Progress through High School~~

Progress through High School:

- 4.6 Advancement in Grades Nine through Twelve (9-12): Freshmen (Grade 9) must successfully complete a minimum of **six (6)** secondary credits, **five (5)** of which shall be required for graduation, in order to be admitted to the sophomore class.
- 4.7 Sophomores (grade 10) must successfully complete **thirteen (13)** secondary credits, **ten (10)** of which shall be required for graduation, before they can be classified as a junior. This requirement may be waived in situations where it limits an otherwise eligible student from qualifying for the GED Option.

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- 4.8 Juniors (grade 11) must successfully complete twenty **(20) credits, fifteen (15)** of which shall be required for graduation, before they can be classified as a senior.
- 4.9 Seniors (grade 12) must be scheduled for a full day of instruction (Policy I-02 covers exemptions.)
- 4.10 Graduation requirements are covered by Mercer County Board of Education Policies I-02, **I-18, and I-28**, and State Policy 2510.5.35.
- 4.11 Sequential courses, where applicable, shall be taken in that order and not concurrently. Questions on sequential courses shall be resolved by the superintendent or his/her designee.

6.0 Enforcement Examinations

Exams: There will be written examinations in grades 9-12.

- 4.12 Schools will require all students to complete a final exam in every subject. Students may qualify for exemption from final exams at the end of each term based upon the provisions set forth in Policy J-10.
- 4.13 Schools will require all students to complete a mid-term exam in every subject at the end of the first nine weeks of each term.
- 4.14 All exams are to be developed by the classroom teacher according to the criteria established by the supervisory staff.
- 4.15 The mid-term and final exams are to be submitted to the principal, for review, two (2) weeks prior to the exam date. If necessary, changes and/or revisions to exams may be required by the principal or the supervisor. After the initial approval, changes must be submitted and approved by the principal and supervisor. These revisions must be submitted up to one (1) week prior to the exam date.
- 4.16 Unit Tests: Unit tests are required for students **in Grades (9-12)** throughout the year. If necessary for instructional purposes, these tests may be scheduled at times other than the end of the grading period. Unit tests should address course objectives and instructional goals and should be comprehensive. Higher level thinking skills and writing skills are to be emphasized on these tests.

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- 4.17 Examination Papers: The teacher will keep final exam papers for a period of four (4) weeks. The teacher's key to the exam will be filed with the building administrator.
- 4.18 Final Grades: Final grades will be calculated as follows: The 4 ½-weeks grade, 9-weeks grade, mid-term exam, 13 ½-weeks grade, 18-weeks grade and final exam (if required) will be averaged to determine the final course grade.
- 4.19 The grade for academic credits earned through embedded content for students enrolled in Career Technical Education (CTE) classes will be the calculated average of grades earned in the last four classes required for completion of the specific CTE pathway.
- 4.20 The application of the weighting scale to dual credit and college level classes will become effective for courses initiated and completed after August 1, 2018.**

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: W.Va. Constitution, Article XII, §2, and W.Va. Code §§~~16-9A-4, 16-9A-9, 17A-1-1, 18-2-5, 18-2-5a, 18-2-7b, 18-2-9, 18-2-33, 18-2C-1 et seq., 18-5-1, 18-5-13, 18-16-1, 18A-1-1, and 18A-5-1, 18A-5-1a, 60A-1-101, 60A-7-11a, 61-2-15, 61-7-2, and 61-7-11a~~
- Source: Board of Education Minutes, State Superintendent's Interpretation September 18, 2002
- Date(s): 8/85; 08/86; 04/87; 10/87; 11/87, 07/90; 1/91; 2/91; 8/94; 9/94; 8/96; 9/24/96; 2/24/98; 9/28/99; 9/24/02; 8/26/03, 11/23/04; 4/25/06; 5/22/07; 4/28/09; 11/09/10; 8/23/11, 10/09/12, 2/12/13