

**SCHOOL DISTRICT OF MAYVILLE  
GRADING SYSTEM PROCEDURES  
ADMINISTRATIVE RULE**

**345.1 Rule**

**General Statement**

It is the intent of the School District Board of Education to create a system of student evaluation/assessment that is uniform and consistent across grade levels and subject areas. Variance is allowed for recording daily work, quizzes, projects, and for providing informal assessment feedback to students, but all formal grade reporting will utilize the following framework and accompanying point scale for official reporting:

<u>Percent</u>	<u>Grade</u>	<u>Descriptor</u>	<u>Point Scale</u>
100-93%	A	Superior	4.0
92-90%	A-	Excellent	3.7
89-87%	B+	Very Good	3.3
86-83%	B	Good	3.0
82-80%	B-	Above Average	2.7
79-77%	C+	Slight Above Ave.	2.3
76-73%	C	Average	2.0
72-70%	C-	Slightly Below Ave.	1.7
69-67%	D+	Below Average	1.3
66-63%	D	Poor	1.0
62-60%	D-	Very Poor	.7
59% or below	F	Failure—No credit	.0

This framework is recommended for assessing students in grades 3-6, and required for students in grades 7-12. Students in grades K-2 will be assessed using developmentally appropriate indicators and terminology, as determined by the K-2 instructional staff and administration.

Students with disabilities receive educational services in accordance with their Individual Educational Plan (IEP). Grades for students with disabilities will also be administered in accordance with IEP goals and expectations.

**Grade Reports**

It is expected that instructional staff provide students with regular opportunities to demonstrate learning utilizing formative and summative assessment practices. It is also expected that instructional staff provide regular feedback to students and parents pertaining to academic and behavioral progress. One means for providing regular feedback is through the utilization of quarter and semester grade reports. A quarter marking period will consist of approximately 45 days. A semester will consist of approximately 90 days. Quarter and semester report cards will be issued as soon as possible at the conclusion of each grading period.

Parents/guardians of students in grades K-2 will receive grade reports during parent/teacher conferences or via the mail. Parents/guardians of students in grades 3-5 will also receive grade reports during parent/teacher conferences or via mail. In grades 6-12, only semester report cards will be mailed home, with quarterly report cards posted on the District website.

Parents/guardians of students in grades 6-12 who do not have access to the internet should contact the school office to request hard copies of first and third quarter grade reports.

### **Progress Reports**

Instructional staff will also utilize a progress reporting system. The purpose of the progress reporting system is to alert parents/guardians to the ongoing progress of their student, especially in cases where the student is not performing to his/her expected level. Progress reports will be issued for such designated students at the 5th week of each quarter in grades 3-12.

Progress reporting will be handled via phone call and email for students in grades K-2. Progress reports for students in grades 3-5 will be sent home with the student. Progress reports for students in grades 6-12 will be posted on the District website.

Parents/guardians of students in grades 6-12 who do not have access to the internet should contact the school office to request hard copies of all progress reports.

### **Additional Grade Descriptors**

The following grade descriptors may be utilized for special circumstances and unique student situations, following agreement between the instructional staff member and building administrator:

<u>Percent</u>	<u>Grade</u>	<u>Descriptor</u>	<u>Point Scale</u>
59% & below	E	Attempted but Failed	.3
	W	Withdrawn	.0
	M	Medical Excuse	NA
	I	Incomplete	.0
	P/F	Pass/Fail	NA

#### E Grades

In order to qualify for an "E" grade, a student must have completed all daily work, all tests, and must display an appropriate attitude, effort, and attendance as determined by the instructional staff member and building administrator.

#### Incompletes

When a student has not been able to complete the required course work due to circumstances beyond the student's control, a grade of "incomplete" (I) may be used on the report card. In such cases, the student will work with the instructional staff member and the building administrator to craft of plan for course completion. The plan will specify the course requirements to complete, including testing, and a completion target date.

Incomplete grades revert to F grades if the requirements of the plan are not completed by the designated date.

#### Pass/Fail

Pass/Fail grades will be issued in accordance with other district policy and/or with administrative approval (e.g. at-risk students, ELL students, students with disabilities)

**Grade Reporting**

Instructional staff will utilize the District's student management software for recording and submitting grades. All grades will be recorded in a timely manner. At the end of the school year, instructional staff will be required to submit a copy of their electronic record book to the building principal for reference over the summer.

Grade records will be retained for a minimum of five years following completion of the course.

CROSS REF.: 347 Rule Guidelines for the Maintenance and Confidentiality of Student Records

APPROVED: October 18, 1976

ADOPTED: November 15, 1976

REVIEWED:

REVISIED: July 2, 1979; May 18, 1987; February 4, 1991; June 5, 1995,

September 15, 1997, June 1, 1998, December 20, 2010

Signatures of School Board Members

  
  


  
  
