

GRADING POLICY

Grades K-2

In grades K-2, a standards-based report card indicating student mastery of grade level content standards will be distributed to parents. Work habits such as class participation, behavior, and attendance are recorded in the student success standards. The Early Learning Reporting System (ELRS) will be used to record student records for each marking period. A narrative will also be provided to each family with specific progress for the child. A copy of each child's report will be placed in the child's permanent record folder by the classroom teacher for each grading period. The following evaluation marks specified below will be used as achievement indicators for standards-based report cards:

Kindergarten through Second Grade for All Content Areas

The descriptor values will follow the ELRS Platform as provided by the West Virginia Department of Education.

Grade Book K-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, formative assessments, observations, projects, etc.

Progress Reports / Report Cards

In grades K-2, all students will be provided interim progress reports at the midpoint of each nine-week grading period. In grades K-2, all students will be provided report cards for each grading period which are printed directly from ELRS. The teacher will record final markings on WVEIS for storage. *Kindergarten will not send report cards home to families for the first marking period.

ELRS Website

<https://webtop.k12.wv.us/0/apps/elrs/> - Teachers will enter indicators on the ELRS platform by the deadline for each marking period shared by district administrators to ensure reports are completed according to the MCS calendar.

Grades 3-5

Teachers will maintain an electronic gradebook and link standards to each grading assignment. This will ensure all assignments are connected to grade level standards and assist with monitoring student/ class growth for individual grade level standards. Work habits (conduct) will be reported separately (S/U) and shall not to be reflected in the letter grade for content areas. In grades 3-5, students will receive a letter grade for all content areas using the following grading scale:

- A- 90-100
- B- 80-89
- C- 70-79
- D- 60-69
- F- 0-59

*The letter, not its numerical equivalent, will be recorded on the report cards given by the teacher.

Grade Book 3-5

Entries shall be maintained in an electronic gradebook. Report cards will be printed directly from WVEIS and sent home to families for each grading period. Gradebook entries shall include the name of the student, a minimum of one grade per week of instruction per subject taught (including integrated content), the date, the standards connected to the grade, and adequate identification of each grade given (test, quiz, map, essay, etc.) Absences shall also be recorded daily.

Progress Reports

In grades 3-5, all students will be provided interim progress reports at the midpoint of each nine-week grading period using the form provided by your school principal.

Grades 6-8

Grade	Numerical Equivalent
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

The letter, not its numerical equivalent, will be recorded on the report cards given by the teacher.

Grades 9-12

Pursuant to the West Virginia State Board of Education Uniform Grading Policy 2515, 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.

Non-weighted course grading scale:

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

Weighted grades for Advanced Placement, Honors, Dual Credit and International Baccalaureate courses will be calculated as follows:

Quality Point Computation Scale				
Grade		AP/Dual Credit Courses	Honors Courses	Regular Courses
90-100	A	5.0	4.5	4.0
80-89	B	4.0	3.5	3.0
70-79	C	3.0	2.5	2.0
60-69	D	2.0	1.5	1.0
0-59	F	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.

Students will be allowed to earn credit for completion of college work, providing the course meets the definition of a dual credit course. A dual credit course is a course that provides students both high school and college credit. Such a course must meet both the specified course content standards and objectives for secondary offerings and the college course requirements.

Letter grades (A, B, C, D, F) will be used for all subjects. The letter, not its numerical equivalent, will be recorded on the report card as given by the teacher.

Grade of "I" or Incomplete

An incomplete may be given when a student has not completed all the required work within a grading period. The teacher shall change the grade of incomplete to the grade earned when the following guidelines are met:

1. It is the student's responsibility to obtain the assignment from the particular teacher(s).
2. The student is responsible to turn in the completed work on the specified date.
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, which is not to exceed three days.

Comprehensive semester exams will be given for Mathematics, English, Science and History and will account for 1/7 of the total semester average. School leadership has the discretion to require additional semester exams for other core content subjects.

All students in grades 9-12 shall be required to participate in final exams at the end of each semester. All courses will have to have finals scheduled at the end of each semester.

- Finals will be comprehensive and cover standards taught during the course of the semester, reflecting the complexity levels of those standards;
- The finals can be exams or demonstration projects;
- Finals must be provided to the principal/assistant principal for approval along with the scoring guidelines at least 2 weeks before the final exams.

Students may be exempted from the semester exams under the following circumstances:

- a. No more than one (1) absence and a "C" average, unless the excused absences are a result of school-approved curricular or extracurricular activities, failure of the bus to run, calamity, or chronic medical condition (documented by specialist via chronic medical form);
- b. No more than two (2) absences and a "B" average, unless the excused absences are a result of school-approved curricular or extracurricular activities, failure of the bus to run, calamity, or chronic medical condition (documented by specialist via chronic medical form);
- c. No more than three (3) absences and an "A" average unless the excused absences are a result of school-approved curricular or extracurricular activities, failure of the bus to run, calamity, or chronic medical condition (documented by specialist via chronic medical form);
- d. Students who are exempt from the final exam will not have to report to school on the designated final exam days, but will be counted absent in the school's official record. Students who are exempt from the final exam will be provided an alternate activity by the school if they report to school on the final exam days.
- e. All students may take a non-required exam to improve their grade point average. However, if the exam hurts their final grade, it shall not count.
- f. Students enrolled in courses that require end of course exams (AP and dual credit) will not be exempted from those exams. If students opt out of taking an AP exam, they will be assigned an equivalent of an AP exam following the same grading/weight expectations as an AP exam.

Semester grades will be calculated by averaging percentage grades from each quarter.

Grade Book

Entries shall be maintained in an electronic grade book, if applicable. Entries shall include the name of the student, a minimum of one grade per week of instruction per subject taught, the date, and adequate identification of each grade

given (test, quiz, map, essay, etc.). Absences shall also be recorded.

Progress Reports

In grades K-5, all students will be provided interim progress reports at the midpoint of each nine-week grading period.

In grades 6-12, mid-term grades will be distributed at the midpoint of each nine week grading period for all students.

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