

# CENTENNIAL SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: August 19, 2014

REVISED:

## 212-AR-0. REPORTING STUDENT PROGRESS

### I. Electronic

- A. An electronic student information system will be available to parents/guardians on a real time basis.
- B. In grades 6-12, grades will be posted in a timely and reasonable manner that reflects the students' current grade in the course.

### II. Conferences

- A. Conferences may include face-to-face meetings of parents with staff members, telephone conversation or exchange of e-mail.
- B. If anyone other than the parent/guardian, student and the school personnel are to take part in a conference, all parties shall be advised prior to the conference.
- C. Scheduled Conference Days
  - 1. Conferences shall be scheduled for all kindergarten students.
  - 2. The conference calendar for all grades and schools shall be determined by the Administration and approved by the School Board.
  - 3. A conference shall be scheduled at a mutually convenient time when there is a request for a conference by the parent/guardian, teacher(s) or both. If a student is having academic and/or behavior difficulties, the teacher shall schedule a conference.
- D. Other Conferences

A parent/guardian/teacher or other school personnel may request a conference at any time during the school year. Such conferences shall be scheduled at a mutually convenient time.
- E. An interpreter or interpretation service will be used, upon request, for a parent/guardian with limited English proficiency.

### III. Elementary Progress Reporting

- A. The parent/guardian shall have the opportunity to review the student's assessed work products that demonstrate the student's progress towards grade-level standards throughout the marking period on a periodic basis.
- B. A Progress Report shall be issued for grades 1-5 when a student is demonstrating academic and/or behavior difficulties.
- C. When a Progress Report is required, it shall be issued no later than the end of the 23<sup>rd</sup> day of the marking period. If a student's status changes to "failing" or "in danger of failing" after the 23<sup>rd</sup> day of the marking period a Progress Report shall be issued immediately.

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- D. If a failing grade is given for a marking period and a Progress Report has not been issued in accordance with section II. B, and C, the principal may change the student's grade and advise the teacher of this action.
  - E. Progress Report copies are distributed as follows:
    - 1. Original copy retained by parent.
    - 2. Second copy retained by teacher for placement in Cumulative Record File (CRF).
    - 3. Third copy forwarded to the school counselor and/or principal.
- IV. Secondary School Progress Reports
- A. In grades 6-12, paper Progress Reports shall be issued upon parent request.
  - B. A copy of the Progress Report shall be kept in guidance.
- V. Report Cards
- A. The calendar for report card periods and distribution dates shall be established by the Superintendent and approved by the School Board.
    - 1. Kindergarten report cards shall be issued three times per year.
    - 2. Report cards shall be issued four times per year to all students in grades 1-12.
  - B. A copy of the final report card will be placed in the student's CRF at the end of each school year, K-8 and an electronic transcript shall be kept in the Student Information System.
- VI. Grading
- Information on the grading system shall be reviewed with staff and students to be sure that everyone understands how grades are assigned and calculated. The purpose of assessment is to measure a student's progress towards meeting grade-level standards, acquisition of content knowledge, and application of skills within a subject area. A student's cumulative grade must reflect the sum total of any and all progress towards acquisition of and application of the student's learning. A grade of zero shall only be used if:
- 1. The student made no attempt at an assignment and/or assessment and was given appropriate prompting by teacher.
  - 2. The student was given sufficient time to complete assignments and/or assessments from an absence.
  - 3. The teacher made students and parents aware of the potential negative impact on the cumulative grade for incomplete or missing assignments and /or assessments.

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- A. The letter grades and numeric grades are to be used on report cards and other official records.
  - 1. Teachers who have limited English proficient (LEP) students classified as non-English speakers, beginner or intermediate, enrolled in their classes shall have the discretion in conjunction with the ESL teacher and the building administrator to utilize a Pass/Fail grade for that course.
- B. Students' progress towards grade level standards will be expressed through a standards-based grading system.

Kindergarten, Grade Levels 1-5 Skill Indicators for Subject Scoring

- 4- Exceeds grade level expectations
- 3- Meets grade level expectations
- 2- Developing to meet grade level expectations
- 1- Below grade level expectations
- N/A- Skill not formally assessed
- \*- Indicates level was met with support

Kindergarten, Grade Levels 1-5 Skill Indicators for Reading Levels

- EL- Exceeds grade level expectations
- ML- Meets grade level expectations
- BL- Below grade level expectations

Kindergarten, Grade Levels 1-5 Skill Indicators for Speaking, Listening, Specials Areas, and Learning Characteristics

- O- Outstanding
- S- Satisfactory
- N- Needs Improvement
- U- Unsatisfactory
- I- Improvement Shown
- W- Grade is withheld at this time

- C. Numeric grades will be calculated for students in grades 3-12. The following tables demonstrate the letter grade associated with the number grade.

Elementary 3-5

Letter Grade	Number Grade
A	90 - 100
B	80 - 89
C	70 - 79
D	60 - 69
F	50 - 59

Secondary Table 6-8

<b>Letter Grade</b>	<b>Number Grade</b>	<b>*Grade Point Value</b>	<b>Honors Level Courses</b>
<b>A Outstanding</b>	100	4.00	4.25
	99	3.95	4.20
	98	3.90	4.15
	97	3.85	4.10
	96	3.80	4.05
	95	3.75	4.00
	94	3.70	3.95
	93	3.65	3.90
	92	3.60	3.85
	91	3.55	3.80
	90	3.50	3.75
<b>B Proficient</b>	89	3.45	3.70
	88	3.40	3.65
	87	3.35	3.60
	86	3.30	3.55
	85	3.25	3.50
	84	3.20	3.45
	83	3.15	3.40
	82	3.10	3.35
	81	3.05	3.30
	80	3.00	3.25
<b>C Basic</b>	79	2.90	3.15
	78	2.80	3.05
	77	2.70	2.95
	76	2.60	2.85
	75	2.50	2.75
	74	2.40	2.65
	73	2.30	2.55
	72	2.20	2.45
	71	2.10	2.35
	70	2.00	2.25
<b>D Minimal</b>	69	1.90	2.15
	68	1.80	2.05
	67	1.70	1.95
	66	1.60	1.85
	65	1.50	1.75
	64	1.40	1.65
	63	1.30	1.55
	62	1.20	1.45
	61	1.10	1.35
	60	1.00	1.25
<b>F Unsatisfactory</b>	50 - 59	0	0

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Secondary Table 9-12- Effective with the Class of 2015

Letter Grade	Number Grade	*Grade Point Value	Honors Level Courses	Advanced Placement or Dual Enrollment
<b>A Outstanding</b>	100	4.00	4.25	4.50
	99	3.95	4.20	4.45
	98	3.90	4.15	4.40
	97	3.85	4.10	4.35
	96	3.80	4.05	4.30
	95	3.75	4.00	4.25
	94	3.70	3.95	4.20
	93	3.65	3.90	4.15
	92	3.60	3.85	4.10
	91	3.55	3.80	4.05
	90	3.50	3.75	4.00
<b>B Proficient</b>	89	3.45	3.70	3.95
	88	3.40	3.65	3.90
	87	3.35	3.60	3.85
	86	3.30	3.55	3.80
	85	3.25	3.50	3.75
	84	3.20	3.45	3.70
	83	3.15	3.40	3.65
	82	3.10	3.35	3.60
	81	3.05	3.30	3.55
80	3.00	3.25	3.50	
<b>C Basic</b>	79	2.90	3.15	3.40
	78	2.80	3.05	3.30
	77	2.70	2.95	3.20
	76	2.60	2.85	3.10
	75	2.50	2.75	3.00
	74	2.40	2.65	2.90
	73	2.30	2.55	2.80
	72	2.20	2.45	2.70
	71	2.10	2.35	2.60
	70	2.00	2.25	2.50
<b>D Minimal</b>	69	1.90	2.15	2.40
	68	1.80	2.05	2.30
	67	1.70	1.95	2.20
	66	1.60	1.85	2.10
	65	1.50	1.75	2.00
	64	1.40	1.65	1.90
	63	1.30	1.55	1.80
	62	1.20	1.45	1.70
	61	1.10	1.35	1.60
60	1.00	1.25	1.50	
<b>F Unsatisfactory</b>	50 - 59	0	0	0

- D. Classes, which meet for 90 days at the high school will be calculated as .5 credit.
- E. Exams (grades 9-12)
  - 1. All students must take a comprehensive midterm and final examination in each subject.
  - 2. Final exams may consist of:
    - a. Performance exam
    - b. Research paper
    - c. Written exam
  - 3. Departments will administer the same exam in the same course.
- D. A high school student's final grade for a full credit or half credit course that meets over the full year shall be calculated using the following formula: the sum of 20% of the grade for each marking period plus 10% of the midterm exam grade plus 10% of the final exam grade.
- E. The final grade for a half credit course that meets for one semester shall be calculated using the following formula: the sum of 40% of the grade for each marking period plus 10% of the midterm exam grade plus 10% of the final exam grade.
- F. A student's grade point average shall be calculated using the grade point value of the marking period grades for each course taken using the following formula: the sum of the grade point equivalents (grade point value x course credit) divided by number of credits attempted.
- G. To acknowledge the student's academic achievement, academic distinction is awarded on a yearly basis. Advanced Placement, Dual Enrollment and Honors courses carry a weighted factor (reference Secondary Table 9-12, pg. 5). The levels of academic distinction reflect the student's cumulative grade point averages for all subjects:

Summa Cum Laude	3.9+
Magna Cum Laude	3.6+
Cum Laude	3.3+

- H. Beginning with the Class of 2017, a student's class rank will be included on the William Tennent High School transcripts upon parent request.
- I. Keystone scores will be included on report cards beginning with the Class of 2017.

VII. Secondary Honor Roll

- A. All WTHS students must be enrolled in the maximum number of credits possible to qualify for honor roll status.
  - 1. Distinguished Honor Roll: a numerical average of at least 95%, with no more than one numerical grade less than 90%.
  - 2. First Honors: a numerical average of at least 90% with no grade less than 80%.
  - 3. Second Honors: a numerical average of at least 85% with no grade less than 75%.