

MONROE PUBLIC SCHOOLS
STUDENTS
BOARD POLICY PROCEDURE P5750

Common grading practices and reporting systems shall be established for each grade band to ensure consistency across the district. Common grading practices and reporting systems shall be established for each grade band to ensure consistency across the district. Students enrolled in recognized alternative programs may have a different student progress reporting system.

Within the first three days of school, each teacher shall specify in writing the student learning goals or standards for his/her respective courses. If participation is used as the basis of mastery of a goal or standard, a student's grades may be adversely affected provided on that day there was a graded participation activity. If the teacher does not so advise students in writing, the teacher may not use attendance and participation in the grading process. A student who feels that an unjust application of attendance or tardiness factors has been made, may follow the appeal process for resolving the differences.

All teachers will make every effort to communicate with parents by telephone, e-mail, progress reports, parent-teacher conferences or other means, whenever a significant change, either improvement or regression, develops in a student's academic performance. Principals, counselors, and teachers will make every effort to help students and parents become aware of the support services available within the district.

A student's grade report may be withheld until such time the student pays for any school property that has been lost or willfully damaged. Upon payment for damages or the equivalency through voluntary work, the grade report will be released. The student or his/her parents may appeal the imposition of a charge for damages to the superintendent and board of directors.

Elementary: Grades K-5

- A. A K-5 Report Card shall be developed to report student progress to parents on all curriculum areas taught within the school day.
- B. Student's work habits or study skills including effort shall also be included on the report card.
- C. Indicators of achievement shall be used to report progress instead of letter grades.
- D. The report card shall be reviewed periodically to reflect changes in the curriculum and to meet the needs of parents.
- E. Students enrolled in recognized alternative programs may have a different student progress reporting system

Middle Level: Grades 6-8

- A. The same numerical grading scale for letter grades as the high school will be used; however, quarter grades will not be averaged to form a semester grade.
- B. The relationship of various factors such as tests, assignments, and participation points to form a final grade may vary according to the developmental progression of the grade level.
- C. Interim progress reports will be made available to parents either through a hard copy or electronically through the student management system.
- D. If a student is going to receive a failing grade for a quarter, parents must be notified prior to the final grade being issued.
- E. A common electronic grading system for teachers to calculate grades will be identified by the district to ensure web access for all parents.
- F. Students enrolled in recognized alternative programs may have a different student progress reporting system

High School: Grades 9-12:

The grade point averages for grades 9-12 shall be calculated in the following manner:

- A. Each student's "grade point average" shall be the sum of the grade point values, of all the marks/grades received for all courses attempted divided by the sum of the credits for all courses attempted. The grade point value shall be calculated by multiplying the numerical value of the mark/grade earned by the number of credits assigned to the course.
- B. The Grade Point Value for letter grades are:
 - 1. A = 4.0
 - 2. A- = 3.7
 - 3. B+ = 3.3
 - 4. B = 3.0
 - 5. B- = 2.7
 - 6. C+ = 2.3
 - 7. C = 2.0
 - 8. C- = 1.7
 - 9. D+ = 1.3
 - 10. D- = 1.0
 - 11. F = 0.0

The minimal passing mark/grade is D = 1.0. Credit/no credit may also be used. These non-numerical marks/grades shall be clearly identified and excluded from the calculation of grade point average.

- C. Marks/grades on each course taken shall be included in the calculation of grade point averages. Only the highest mark/grade for a class/course taken more than once to improve a mark/grade shall be included in the calculation of grade point averages. Marks/grades for recurring classes shall all be included in the calculation of grade points. Grade point averages shall be rounded to three decimal places and reported for each semester and for the cumulative credits earned for all courses attempted for high school credit.

- D. Grades will be reported for each quarter and semester grades will be cumulative to reflect the eighteen weeks of the semester. Interim progress reports will be made available to parents either through a hard copy or electronically through the student management system.
- E. A common electronic grading system for teachers to calculate grades and report assignment grades will be identified by the district to ensure web access for all parents.
- F. At the beginning of the school year, the grading expectations for each course shall be shared with students and parents. Guidelines for the inclusion of make-up work for either excused or unexcused absences shall be consistent with those described in Policy #5386, Attendance.
- G. Students enrolled in recognized alternative programs may have a different student progress reporting system

Guidelines on Reporting Student Progress are included with this board policy and procedure.