

## **GRADING, PROGRESS REPORTS, PROMOTION/RETENTION**

Grading systems will be as uniform as possible throughout the District. They will report benchmark expectations and as currently used, our traditional grading systems.

Administration of the grading system is primarily the responsibility of the school principal. The system should be thoroughly explained on report cards, transcripts, in pupil handbooks and in parent conferences. Any change in the grading system must be approved by the superintendent.

A student's grade should be arrived at by a systematic means as developed through cut scoring work and the instructor should use data collections and have the proper documentation to support it.

A student's grade may not be altered as a means of disciplining the child, except as applies to non-participation for any reason.

A student's grade is normally a product of the student's benchmark cut score total, student participation, daily assignment, projects and test grades. The weighing of the various component parts should be determined by the teacher and approved by the principal. The benchmark scores will be reported separately using a building-designed process.

In reporting pupil progress to parents, the District shall use several methods, including parent/teacher conferences and report cards.

Reports will be given to parents on a quarterly basis.

Midway in the reporting period, students who are failing or excelling in any subject, and their parents, will be sent notification.

Promotion or retention of pupils in grades kindergarten through eighth will be determined by teachers and principals in consultation with parents. Student attainment of the required district benchmarks in curricular areas will assist in this conversation. Senior high school pupils will be classified as to grade level according to the number of semester hours they have earned classification criteria determined by the high school principal, in consultation with the staff. Graduation from high school will be determined as required in Policy IKF.

Adopted:       October 4, 1994  
Revised:       December 12, 2000