

# REGULATION

MOUNT OLIVE TOWNSHIP  
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## R 2624 GRADING SYSTEM

### A. Purpose of grading

1. The purpose of grading is to assist pupils in the process of learning; all grading systems will be subject to continual review and revision to that end.
2. Good grades acknowledge a pupil's:
  - a. Active participation in and attention to daily lessons;
  - b. Frequent contribution to discussions;
  - c. Prompt, thorough, accurate, and neat preparation of assignments;
  - d. Thorough preparation for tests;
  - e. Display of an eagerness to learn and an inquisitive approach to lessons;
  - f. Attention to the need for proper materials;
  - g. Cooperation with the teacher's efforts; and
  - h. Willingness to work to the best of his or her ability and to do more than the minimum expected.

### B. Preparation for grading

1. Each pupil must be informed of the behavior and achievements expected of him or her at the outset of each course of study or unit of study.



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2. Each pupil must be kept informed of his or her progress during the course of a unit of study. Pupils who so request are entitled to see the grades resulting from their performance during the grading period.
3. Each method of grading shall be appropriate to the course of study and the maturity and abilities of the pupils.
4. Pupils should be encouraged to evaluate their own achievements.
5. The process of review and revision will involve teaching staff members, parents or legal guardians, and, as appropriate, pupils.

## C. Grading periods

1. Grades will be awarded at the end of four marking periods in each school year.
2. Pupils will be given notice of their mid-term grades at the end of the mid-point week of each marking period.
3. Pupils will be given a final grade in each subject at the end of the school year.
4. Grades will be recorded on report cards for parent or legal guardian notification in accordance with Policy No. 5420 and Regulation No. 5420.

## D. Basis for grading

The teacher responsible for assigning a grade may take into consideration the pupil's:



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1. Completion of written assignments prepared in the classroom or elsewhere;
2. Oral contributions in class, including discussion responses, observations, panel participation, presentations, initiation of topics;
3. Performance on oral and written tests and quizzes;
4. Research into standard references and other background materials;
5. Oral and written reports on materials read by the pupil;
6. Laboratory work;
7. Term papers;
8. Special oral or written reports;
9. Other evidences of the pupil's constructive efforts and achievements in learning; and
10. For the final grade, the pupil's attendance record, in accordance with Policies No. 5200, 5410, and 5460.

E. Meaning of grades

1. The following grades will be given in each academic subject at the end of each marking period:
  - a. A grade of A indicates superior performance. It may be given to a pupil whose achievement is significantly above grade level; whose work achieves a quality and quantity that consistently excels; and who demonstrates a high degree of initiative, application, and purpose.



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- b. A grade of B indicates above average performance. It should be given to a pupil whose achievement is above grade level; whose work frequently excels; and who generally demonstrates strength in the subject.
  - c. A grade of C indicates acceptable performance. It should be given to a pupil whose achievement in most areas of the subject is average; whose work is acceptable; and who demonstrates a satisfactory degree of proficiency.
  - d. A grade of F indicates failing performance and that no credit can be given for the subject. It should be given to a pupil who has not met the minimum requirements of the course; who has demonstrated an inability or unwillingness to master the basic elements of the course; or who has failed to meet the minimum attendance standards necessary to pass a course of study.
  - e. Letter grades may be modified by plus or minus signs.
2. The following grading system shall be used at the various grade levels.
- a. Kindergarten
    - (1) Satisfactory
    - (2) Needs Further Development
    - (3) Not Yet
  - b. Grades 1 & 2
    - (1) Strong Development
    - (2) Satisfactory Development
    - (3) Improvement Shown
    - (4) Needs Improvement



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c. Grades 3-12 - Report Cards

Report cards are issued quarterly during the school year. Grades are reported as letters as follows:

GRADE	DESCRIPTION	NUMERICAL EQUIVALENT
A+	Excellent	98-100
A		93-97
A-		90-92
B+	Good	87-89
B		83-86
B-		80-82
C+	Acceptable	77-79
C		73-76
C-		70-72
F	Failure	Below 70

I-Incomplete P-Pass AU Audit  
NC-No Credit/Excessive Absenteeism  
ME-Medically Excused

d. Grades 9-12

(1) Letter Grade Equivalents

100-98	A+	87-89	B+	77-79	C+	Below 70	F
93-97	A	83-86	B	73-76	C		
90-92	A-	80-82	B-	70-72	C-		

(2) Final Examinations

- (a) Final examinations will be required in all courses.
- (b) Final examinations may contain standardized components; however, part must be teacher produced. Final examinations will be submitted to the administration for approval prior to their administration.



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- (c) Final examinations will carry weight of 20% of the yearly grade and average. The examination grade will be the fifth grade on the report card having equal weight to a marking period grade.

Semester courses will require final examinations. The final grade will be determined as follows:

1st marking period	40%
2nd marking period	40%
Final Examination	20%
	<hr/>
	100%

Quarter courses will require final examinations. The final examination will have a grade weight of 20% of the total grade for the quarter.

### (3) Final Examination Absenteeism

- (a) Any student with a passing average not taking a final examination will receive "N" (No Credit) for the course in the final grade column.
- (b) "N" may only be issued after the parent has been notified of the student's delinquency in the final examination obligation. The student may complete the final examination up to June 30th in order to restore credit in the course.
- (c) Students failing a course regardless of the final examination grade will be issued a failing grade for the examination (if the exam is not made up) and a failing grade for the year.



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- (d) Any student absent from an exam for a reason other than state approved absence shall not be given a make up automatically. The student will be adjudicated by the appropriate Vice Principal or Director of Guidance.

#### (4) Final Exam Exemption Policy

- (a) A final examination exemption policy for seniors is desirable for the following reasons:

1. It is recognition for truly excellent student.
2. It is a positive means to encourage students to set goals.
3. It is motivational and will assist in preventing "academic let-down" in the spring.
4. It is a privilege for seniors, the experience of taking major exams for underclassperson is an integral part of the educational process.

- (b) Eligibility Requirements for Final Exam Exemption:

1. Seniors are the only students eligible for final exam exemption.
2. The student must have a minimum of an A- average which is a quality point total of 15.6.



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3. The student may not have any grade lower than B-.

<u>*Grade</u>	<u>Quality Point</u>
A+	4.6
A	4.3
A-	4.0
B+	3.6
B	3.3
B-	3.0

Example: A- A- A- B- =  
4 + 4 + 4 + 3 = 15 Not Exempt

A- A- A- B- =  
4 + 4 + 4 + 3.3 = 15 Not Exempt

A A A B- =  
4.3 + 4.3 + 4.3 + 3 = 15.9 = A- Exempt

A A A- B- =  
4.3 + 4.3 + 4 + 3 = 15.6 = A- Exempt

To determine final grade, quality points of each grade are added to arrive at total quality points.

### (5) Administrative - No credit

Toward the end of the school year, some students may communicate to teachers that they cannot fail due to their passing average and, therefore need not participate for the balance of the school year. This situation generally occurs at the beginning of the fourth marking period. At this time, students should be notified that an "F" in the fourth marking period could result in administrative no credit.



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To request consideration of administrative no credit, it is the teacher's responsibility to communicate the potential situation to the Department Chairperson and the student's Guidance Counselor. The counselor will request a parent conference to discuss the problem with the teacher and the student. Department chairpersons will keep the administration informed as to the lack of student progress and/or correction of the situation. All requests for administrative no credit will be honored if the above procedure has been followed.

(6) Credit - No Record

Juniors and seniors may apply for one "Credit - No Record" course per year. The selected subject must be authorized by the teacher and Department Supervisor. The teacher's requirement for a grade of "pass" or "credit" shall be explained to the student upon application for the course. Under the "Credit-No Record" system, a failed course shall not be entered on the transcript. A passed course shall be entered with a grade of "P". In either case the grade shall not be employed in the computation of class rank.

(7) Volunteer Service for Academic Credit

MOHS offers credit for approved volunteer work in the school or community. One credit per marking period is granted for each twenty-six hours of volunteer service. A maximum of four credits per year will be granted for volunteer service. All students desiring credits are responsible for submitting to the Guidance Office their certified volunteer hours. A "P" (passing) grade will be given for this service.



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## F. Grade Validation

In order that he or she may justify a grade, each teacher is directed to retain in his or her possession the following records to validate grades awarded to pupils. The records should be kept for a minimum of six years after the end of the school year in which the grades were awarded.

1. The daily attendance and tardiness record;
2. All grades earned for classroom activities such as quizzes, tests, reports, and class recitations;
3. All grades earned for activities conducted elsewhere, such as homework assignments and term papers;
4. Any notation regarding the meaning of each grade and its relation to the type of activity or material covered;
5. Any notation of discussions with the pupil on a grade or the pupil's cumulative grade average;
6. Any referrals for guidance, discipline, and the like; and
7. Any notations recording communications between the teacher and the parent or legal guardian, the principal, or other teaching staff members.

## G. Appeal

1. Each teacher is responsible for the determination of the grade a pupil receives for participation in the teacher's course of study.



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2. Each teacher may be required to furnish reasons, supported by evidence (see paragraph E above) to substantiate any grade given.
3. If a grade is challenged by a pupil or a parent or legal guardian, the teacher will convene a conference and will explain the grading system and the reasons for the final grade.
4. If the parent or legal guardian or pupil is not satisfied by the teacher's explanations, he or she may appeal the grade to the principal, who will consult with the teacher and the pupil in an attempt to resolve the dispute. The principal will give every reasonable deference to the teacher's professional judgment.
5. If the principal determines that the grade should be changed, he or she will alter the grade on all records and indicate by whose authority the grade has been changed.
6. No reprisals will be taken in any form against a teacher who remains determined in his or her belief that the grade originally given is fair and correct.
7. The Superintendent may hear an appeal from the principal's determination. Only in the most extraordinary circumstances will the Superintendent alter a grade determined at the school building level.

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