

Reporting Student Progress**I. GRADING SYSTEMS**

The evaluation of pupil progress is the continuing responsibility of each member of the professional staff. The superintendent shall establish guidelines and procedures to ensure that the grading system is uniform throughout the school system at the elementary, middle, and high school levels. These guidelines and procedures shall conform with the following:

1. Grades shall reflect an assessment of the student's work, achievement, and progress in meeting the objectives of a course/curriculum.
2. Teachers shall maintain accurate records which reveal how they have determined each student's grades. Teachers must keep their grade records for the current year and at least one previous school year
3. Transfer grades shall be accepted by the receiving school provided that the courses taken are compatible with local and state regulations. At the high school level, a transcript evaluation shall be completed to establish credits to be granted, grades received, quality point average, and class rank.
4. Grades used to determine class rank shall be the final grades for any course. Grades shall be weighted by level for high school courses. Special education courses in self-contained programs shall not be included in class rank. Students entering the ninth grade shall be advised of the method of calculating class rank and grade-point average through the student handbook.

II. MID-TERM PROGRESS REPORTS

A uniform system for the formal reporting of pupil progress during an academic term to parents shall be instituted at the middle and high school levels.

III. PARENT CONFERENCES

Teachers are expected to make themselves available to confer with parents. When conferences are scheduled as a building activity, teachers will be required to participate. Other conferences should be arranged for at times that are mutually agreeable to the parent(s) and the teacher.

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