

HIGH SCHOOL GRADING SYSTEM

It shall be the policy of the Jefferson School District to evaluate student achievement in grades 9-12 in accordance with district policy. The issuance of grades on a quarterly basis serves to:

- (1) promote a process of continuous evaluation of student achievement;
- (2) inform the student and his/her parent(s)/guardian(s) of the student's achievement and growth over time;
and
- (3) provide a basis for bringing about change in student achievement, if such change is deemed necessary.

Letter grades shall be used on report cards as a basis for student evaluation at the high school supplemented by subjective comments on periodic progress reports.

The classroom instructor has the responsibility to share with students via course syllabi how students are to be evaluated on particular assignments and overall quarter progress. The classroom instructor has the responsibility to determine how students are to be assessed. The instructor shall communicate to the student assessment processes/procedures for the course. These processes/procedures are to be fair and challenging and are to maintain high, but achievable, expectations. The instructor also has the responsibility to take into account individual student differences, in particular differences related to student IEPs, Section 504 plans and At-Risk Plans.

The School District of Jefferson shall not discriminate in the methods, practices, and materials used for evaluating students on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, handicap, color, religion, or physical, mental, emotional or learning disability. Discrimination complaints shall be processed in accordance with established procedures.

ADOPTED: April 21, 2003

REVISED: May 22, 2013

LEGAL REF.: Wisconsin Administrative Code: HEA 9.05(2)

CROSS REF.: IKAA-R, High School Grading System Guidelines

REVIEW DATE: May 22, 2013

HIGH SCHOOL GRADING SYSTEM GUIDELINES

It is important that classroom instructors are provided the professional latitude to design and carry out their own methods when evaluating and calculating quarter and exam grades. The instructor's professional responsibility is to maintain high, but achievable, academic expectations. The instructor must communicate the evaluation instruments with his/her students. Quarter grades cover a period of nine (9) weeks, which is approximately one-fourth of the school year.

At mid-quarter, progress reports will be mailed home to the parent/guardian of all students.

Unless students qualify for a final exam exemption based on state testing, students are required to take final exams or complete a final project in all courses. The final exam/project is to be a culmination of the entire semester or year to allow for the opportunity to address questions regarding final assessments. Instructors are to keep students' written final assessments (i.e. exams, rubrics, etc.) on file for a minimum of one semester.

A. Computing Semester Grades

The semester grade is shown on transcripts. The semester grade is factored into the grade point average (GPA) and rank in class. A student must earn a passing grade (D- or above) for the semester to earn credit for the course. Unlike quarter and exam grades, there is no subjectivity to calculating the semester grade. All staff must use the process and formula below to calculate the semester grade.

1. The semester grade is calculated by adding 40% of each quarter's percentage, and 20% of the final exam percentage.
2. If a student fails two of the three marks (quarter, quarter, exam), regardless of the final grade percentage, the student fails the semester.
3. If a student passes two of the three grades that factor into the semester grade (quarter, quarter, exam) but his/her semester grade for the course calculates to a failing grade, the student, in concert with the teacher, may seek administrative approval for a passing grade if extenuating circumstances exist that lead to the failing grade. These circumstances must be shared with administration no later than two weeks after the grading period concludes.

B. Grade Equivalent Tables

Table 1- Grade Point Equivalents and Ranges

A	=	4.00	C	=	2.00	P	=	Not factored in GPA
A-	=	3.60	C-	=	1.60	AU	=	Not factored in GPA
B+	=	3.40	D+	=	1.40	I	=	Not factored in GPA
B	=	3.00	D	=	1.00	W	=	Not factored in GPA
B-	=	2.60	D-	=	0.60			
C+	=	2.40	F	=	0.00			

Table 2 – Grade and Percentile Equivalents

A	=	92 – 100 %	B-	=	80 – 81 %	D+	=	68 – 69 %
A-	=	90 – 91 %	C+	=	78 – 79 %	D	=	62 – 67 %
B+	=	88 – 89 %	C	=	72 – 77 %	D-	=	60 – 61 %
B	=	82 – 87 %	C-	=	70 – 71 %	F	=	0 – 59 %

Table 3 - Weighted Grade Point Average for Advanced Placement (AP) Courses Only

FOR AP COURSES					
A	=	5.00	C	=	3.00
A-	=	4.60	C-	=	2.60
B+	=	4.40	D+	=	1.40
B	=	4.00	D	=	1.00
B-	=	3.60	D-	=	0.60
C+	=	3.40	F	=	0.00

1. “P” Grade - “P” stands for pass. A pass grade can be used only for courses taken abroad, courses set up on a pass/fail contract through administrative approval, and courses designed to be pass/fail through an IEP, 504 Plan, ELL Plan, or At-Risk Plan. A “P” pass grade allows the student to earn the credit toward graduation, but is not factored into his/her GPA.
2. Audit “AU” - A student may choose to audit a class with prior approval through the teacher and administration. A student auditing a class earns no credit toward graduation and no points are factored into the GPA. The grade “AU” intent is for this student to benefit from learning the material in the course as enrichment. An example might be:
 - a. A student with work skills who audits the course semester 1, and then may choose to take the course semester 2 for credit.
 - b. A student passes a class. They earn credit, but do not feel ready for the next course in the sequence (i.e. geometry to advanced algebra). This student may choose to audit a course they already passed.
3. Incomplete “I” - An incomplete grade is a temporary grade. Students do not earn credit for incomplete grades and an “I” is not factored into their GPA.
 - a. Use “Incomplete” in cases of extended illness at end of quarter, if a student misses the exam or has not completed the requirements for completion of the course, or as per administration. An incomplete grade should be changed to a grade **within two weeks** unless approved otherwise by administration.
4. Withdrawal “W” – A withdrawal grade indicates the student was in the course, but for an approved reason dropped the course. This student receives no credit and a “W” is not factored into GPA.

C. Courses Included/Not Included in GPA and Class Rank

Any course whose semester grades factor into GPA will also be factored into class rank.

Courses Included in GPA/Class Rank:

Courses counted towards a student's GPA/class rank include all courses offered at Jefferson High School as a regular part of the curriculum, independent studies, and courses that follow an IEP, a 504 Plan, an At-Risk Plan, and/or an ELL Plan.

Courses Counted for Credit but Not Included in GPA/Class Rank:

1. Web-based courses, with the exception of those offered through JEDI or district approved alternative curriculum.
2. Correspondence courses
3. Youth Options courses
4. Courses taken for high school credit during 8th, 7th, 6th, etc., grades
5. Courses taken abroad
6. Independent studies involving courses not described in the high school course description catalog
7. Pass/Fail courses
8. Courses not described in the high school course description catalog

2/23/15