



## Administrative Regulation 5026

# UNIFORM GRADING & REPORTING: Grades K-5 in an Elementary School Setting

**Responsible Office(s):** Office of Academics

### **PURPOSE**

This administration regulation establishes the uniform grading system for students in grades kindergarten through 5, inclusive, in the Washoe County School District ("District" or "WCSD") in order to ensure consistency with regard to assigning and reporting grades for students; and partner with the parent/guardian and family to assist all students in achieving academic success.

### **REGULATION**

1. The intent of the District's grading and reporting system is to:
  - a. provide a measure of academic achievement and attendance;
  - b. encourage student growth and development;
  - c. inform parents/guardians of student progress; and
  - d. provide a permanent record of student achievement.
2. Criteria
  - a. The grading system shall:
    - i. be directly related to student academic achievement and progress in the areas of curriculum as defined in the educational goals and objectives of the District;
    - ii. be based on work that is representative of the student's mastery of grade level standards, course content, and completion of assigned learning;
    - iii. be administered fairly; and
    - iv. convey accurate and timely information regarding a student's academic progress to parents/guardians and students.
  - b. The responsibility for determining the grade rests with the classroom teacher.
  - c. Teachers shall distribute their classroom policies for grading to students and parents/guardians at the beginning of each school year or semester, as appropriate.

3. The District's uniform grading system is as follows:
  - a. Kindergarten:
    - i. Grading Scale:
      1. 4 = The student has a secure understanding and application of grade level standards,
      2. 3 = The student has understanding and application of grade level standards,
      3. 2 = The student has a foundational understanding and/or application of grade level standards, and
      4. 1 = The student has an emerging/developing understanding of grade level standards.
    - ii. Grades will be posted in the District's electronic student information system at the end of the year so that a grade will report on the student's transcript.
  - b. Grades 1 and 2
    - i. Grading Scale:
      1. S+ = Exceeds Standard,
      2. S = Meets Standard,
      3. S- = Approaches Standard, and
      4. I = Below Standard.
  - c. Grades 3 – 5, inclusive, in the areas of English language arts, math, science, and social studies:
    - i. Grading Scale:
      1. A = 90.0 - 100,
      2. B = 80.0 - 89.99,
      3. C = 70.0 - 79.99,
      4. D = 60.0 - 69.99, and
      5. F = 0 - 59.99.
    - ii. All other subject areas will be graded using S+, S, S-, and I, as described above.

#### 4. Grading Protocols

- a. If an elementary school houses grades 6, 7 and/or 8, refer to Administrative Regulation 5027, Uniform Grading and Reporting: Grades 6-8 in a Middle School Setting, for the uniform grading system for those grade levels.
- b. Grades will be determined on instruction provided based on grade level standards.
- c. All students enrolled in the same class shall be subject to the same classroom grading policy. When applicable and as further outlined in the student's Individualized Education Plan ("IEP"), students with disabilities will be graded in accordance with the provisions of their IEP.
- d. Teachers can mark below grade level on the report card when a student is independently performing below grade level or when a student is receiving intervention.
- e. Schools with the Two-Way Immersion (TWI) language program shall also issue grades in Spanish Language Arts and content area subjects that are taught in Spanish.
- f. Homework will not be counted as part of the academic grade but instead will be reported as part of the Learner Responsibility category (Administrative Regulation 6154).
- g. Poor behavior or lack of academic engagement may impact Citizenship or Learner Responsibility grades.
- h. Grades for students who are receiving special education services are reported using the same system as that for general education students with the exception of Community Living Skills and Strategies students (see Administrative Procedure 6620, CLS/Strategies Grading).

#### 5. Reporting

- a. Grades will be recorded and communicated to parent(s) or guardians regularly. Grades for English Language Arts, Math, Science, and Social Studies will be recorded in the district's electronic student information system (Infinite Campus or "IC") at least twice a month.
- b. The grade issued at the end of each year reflects the student's work for the entire year and is an average of four quarters.
- c. Grade reports will be issued at established intervals to each student who has been enrolled three or more weeks during the grading period.

- d. No student will be given the grade of "F" without documented contact/notice to the parent/guardian from the teacher. Contact or notice may be in the form of a progress notice; a letter to the parent(s)/guardian(s); or a phone call or email which are documented.
- e. Report cards will be issued at the end of each quarter or trimester and will be sent home. Report cards will not be issued early without prior authorization of the school site principal.
- f. Teachers will schedule conferences with the parent(s) or guardian of each student in the class during the designated conference week each year and at other times, as appropriate.
- g. Teachers have the responsibility to notify the parent/guardian when a student's level of performance falls below the expected level of performance or when the student is in danger of earning a failing grade.
  - i. A parent conference may be requested by the parent/guardian or teacher to seek means to resolve the concern.
  - ii. The principal will coordinate the sending of these notices to parents/guardians.
- h. Any student who has a transfer grade or has been in attendance for three weeks during the grading period will receive a report card.
- i. All grade reporting will be recorded in the District's electronic student information system and by using approved forms. Such grades will be recorded on the student's transcript.

#### **IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS**

1. This document reflects the goals of the District's Strategic Plan and aligns/complies with the governing documents of the District, to include:
  - a. Board Policy 5025, Student Progress
2. This document complies with Nevada state laws and regulations, to include:
  - a. Chapter 389, Academics and Textbooks
    - i. NRS 389.0195 Uniform grading scale for high schools
  - b. Chapter 392, Pupils
    - i. NRS 392.025 Grade given to pupil by teacher: Restriction on change by board of trustees

3. This administrative regulation aligns and complies with federal laws and regulations, to include:
  - a. Family Educational Rights and Privacy Act of 1974 (FERPA)
  - b. Individuals with Disabilities Education Act (IDEA)

**REVIEW AND REPORTING**

1. This document shall be reviewed as part of the bi-annual review and reporting process, following each regular session of the Nevada Legislature. The Board of Trustees shall receive notification of any required changes to the associated policy.
2. Administrative regulations, and/or other associated documents, will be developed as necessary to implement this document. The Board of Trustees and Superintendent shall receive notification of the adoption and/or revision of any associated administrative regulations.

**REVIEW HISTORY**

Date	Revision	Modification
5/28/2019	1.0	Adopted – Replaces Administrative Procedure 5500, Academic Grading Policy – Elementary School