



Administrative Regulation 5027

UNIFORM GRADING & REPORTING: Grades 6-8 in a Middle School Setting

Responsible Office(s): Office of Academics

PURPOSE

This administration regulation establishes the uniform grading system for students in middle school (to include grade 6 if housed in a middle school) in the Washoe County School District ("District" or "WCSD") in order to ensure consistency with regard to assigning and reporting grades for students; as well as Partner with the parent/guardian and family to assist all students in achieving academic success.

REGULATION

1. The District's grading and reporting system shall:
 - 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 student 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.
 - d. Student grades should be updated by each teacher weekly to assist students and parents/guardians in monitoring student progress.

3. The District's uniform grading system for middle school is as follows:
 - a. Grading Scale:
 - i. A = 90.0 - 100,
 - ii. B = 80.0 - 89.99,
 - iii. C = 70.0 - 79.99,
 - iv. D = 60.0 - 69.99, and
 - v. F = 0 - 59.99.
 - b. The grades S (satisfactory) and U (unsatisfactory) may be used for special classes such as Enrichment or Advisory.
 - c. For the purpose of computing GPA, letter grades will be transposed to the following scale: A= 4.0; B= 3.0; C= 2.0; D= 1.0; and F = 0.
4. Grading Protocols:
 - a. If a middle school houses any grade below grade 6 (K-5), refer to Administrative Regulation 5026, Uniform Grading and Reporting: Grades K-5 in an Elementary School Setting, for the uniform grading system for those grade levels.
 - b. The grade issued at the end of each semester reflects the average of the two quarter grades within the semester.
 - c. 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.
 - d. Poor behavior or lack of academic engagement may impact Citizenship or Work Ethic grades.
 - e. 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 may be graded in accordance within the provisions of their IEP.
 - f. 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. Teachers have the responsibility to notify the parent(s) or 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.
- b. A parent conference may be requested by the parent(s), guardian(s) or teacher to seek means to resolve the problem.
- c. At the end of the half-way point of the grading period, the teacher will prepare an academic warning for those students who are in danger of receiving a failing grade. Before an academic warning is issued, the teacher should make sure that the student's grade is up to date and accurate.
- d. Grade Reports will be issued at established intervals to each student who has been enrolled three or more weeks during the grading period. Any student who has a transfer grade or has been in attendance for three weeks during the grading period will receive a report card.
- e. The principal will coordinate the sending of these notices to parents/guardians.
- f. Report cards will not be issued early without prior authorization of the school site principal.
- g. Report cards will be issued at the end of each quarter or trimester and will be sent home.
- h. 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 5501, Academic Grading Policy – Middle School