



Administrative Regulation 5028

UNIFORM GRADING & REPORTING: Grades 9-12

Responsible Office(s): Office of Academics

PURPOSE

This administration regulation establishes the uniform grading system for students in grades 9 through 12, inclusive, in the Washoe County School District ("District" or "WCSD") in order to ensure consistency with regard to assigning and reporting grades for students.

DEFINITION

1. Grading is an integral part of the teaching and learning process. It includes establishing clear learning goals, standards and evaluative criteria, constructing formative and summative measures that assess learning, and providing meaningful feedback to students. Grades are the number and/or letter given as a summary statement of student performance.
2. Reporting is the process by which the teacher communicates information to parents/guardians about student progress. The reporting process may include a combination of report cards, progress reports, emails, telephone conversations, Infinite Campus updates and conferences.

REGULATION

1. The District's grading and reporting system shall:
 - a. provide a measure of academic achievement;
 - b. inform parents/guardians of student achievement by reporting progress;
and
 - c. provide a permanent record of student achievement.
2. Expectations
 - a. The grading system will:
 - i. be directly related to student academic achievement and progress related to course/grade level standards;
 - 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. reflect consistent and comparable practices across grade levels and/or content areas;
 - iv. convey accurate, useful, and timely information 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 with explanation of the meaning of the marks and symbols as they apply to student achievement.
 - d. Student grades or information on academic learning should be updated by each teacher weekly (or once every five class periods) to assist students and parents/guardians in monitoring student progress.
 - e. Student grades should be updated prior to three week athletic checks to assist students in confirming eligibility.
- 3. Protocols:
 - a. The grade issued at the end of each semester reflects the student's work for the entire semester and is not an average of two quarter grades.
 - b. Teachers may provide additional opportunities for students to sufficiently demonstrate mastery of their learning.
 - c. Keep tasks as student responsibilities, and not include them in academic grades. Tasks may include, but are not limited to the following: (1) covering books, (2) securing parent signatures, (3) showing parents tests or checking grades in Infinite Campus, (4) bringing in supplies, (5) paying lab fees.
 - d. Extra credit, if offered, will provide extended learning that directly matches the content standards or grade level expectations and should be offered to all students.
 - e. Poor behavior or lack of academic engagement/work ethic will impact Citizenship or Learner Responsibility grades.
 - f. All students enrolled in the same class shall be subject to the same classroom grading policy, with appropriate provision for students on an

Individualized Education Program ("IEP") or 504 Plan based on the programming in each Plan.

- g. 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).
4. The District's uniform grading system is as follows:
- a. The high school grading system will use letter grade designations A, B, C, D, and F. 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.
 - b. The following table illustrates the grading system:

Course percentage range	Grade	Value for standard level course
90.0 - 100	A	4.0
80.0 - 89.99	B	3.0
70.0 - 79.99	C	2.0
60.0 - 69.99	D	1.0
0 - 59.99	F	0.0

- c. An unweighted grade point average is calculated using the value for the standard level course.
- d. The "value added" formula will be used to calculate the weighted grade point average.
 - i. The value added method of calculating GPA rewards a student for selecting honors or Advanced Placement (AP) level courses and eliminates any penalty for selecting additional non-weighted courses.
 - ii. The additional weight is added to the unweighted grade point average each semester/trimester.
 - iii. Honors classes will be designated as (H) and weighted by .025.

- iv. Advanced Placement "AP", International Baccalaureate "IB" or Advanced Dual Credit (ADC)* classes will receive a .050 weight.
 - e. Each school may determine the recognition programs it awards (i.e. valedictorian, salutatorian, Top 20, etc.);
 - i. The "value added" formula will be used to determine awards based on grade point average, such as top 20;
 - ii. Valedictorian and salutatorian will be determined by class rank based on the "value added" formula; and
 - iii. schools may issue other recognition programs such as 4.0 unweighted if all students with a 4.0 are recognized.
 - f. The "value added" formula will be used to determine eligibility for the Advanced Diploma and the Honors Diploma.
 - g. Each school may have its own policy regarding certain recognition programs (e.g. valedictorian and salutatorian); however, the "value added" formula will be used to determine eligibility for the Advanced Diploma and the Honors Diploma.
 - h. The weighted and un-weighted GPA will be noted on the WCSD transcript. Beginning in the school year 2010 - 2011, the class rank will be determined by the weighted GPA and noted on the transcript at all schools.
5. Reporting
- a. Parents/guardians and students may access grades and grades related to student achievement via the electronic student informations system.
 - b. No student will earn 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 letter to parents/guardians, a phone call or email which must be documented.
 - c. A parent conference may be requested by the parent(s)/guardian(s) or teacher to seek means to resolve the problem.
 - d. 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.

- e. 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.
 - f. Grade reports issued at the conclusion of the first quarter of each semester are progress reports indicating the level of achievement of the student at that point in time.
 - g. Report cards will not be issued early without prior authorization of the school site principal.
 - h. Report cards will be issued at the end of each quarter or trimester and will be sent home.
 - 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.
6. High School Credits
- a. Classes are structured on a semester/trimester basis and credits are posted at the close of each semester/trimester.
 - b. The semester/trimester grade, along with the credit earned, will be posted to the student's permanent record at the end of each semester/trimester.
 - c. Credit will be awarded to a student who has completed required work successfully.
 - d. A student withdrawing from the class prior to the completion of the course requirements during the first eleven (11) weeks of the semester or eight (8) weeks of the trimester will not receive a grade for the class and will not receive credit.
 - e. After the eleventh week of the semester or eighth week of the trimester, a student withdrawing from a class shall receive a grade of "F".
 - f. Students transferring to another school will receive a withdrawal grade showing progress to date and no credit.
 - g. Students who do not complete the work required for completion of a course of instruction may receive an incomplete (INC.).

- i. Students receiving an incomplete have six weeks from the date of issuance of the report card to make up the work.
- ii. An "incomplete" in the spring semester/trimester must be made up by the end of the sixth week in the fall semester/trimester.
- iii. It is the student's obligation to make contact with the teacher to receive the assignments necessary to remove the incomplete grade.
- iv. The teacher who posted the incomplete grade must provide and grade assignments that are to be completed within the prescribed six-week period.
- v. The six-week time period may be extended by the principal in concert with the teacher involved if circumstances warrant such an extension.

7. Grade Appeals

- a. Grade appeals of the class grade issued on a report card must be made by the student to the classroom teacher within three school weeks after the grade report is issued. Grade appeals are limited to the following circumstances: 1) an assignment or test score has not been factored as part of the final grade; or 2) an incorrect grade calculation. The following is the process for filing a grade appeal:
 - i. The student and/or parent or guardian of the student shall provide the teacher with a written request to appeal the grade along with the reason for the grade appeal and any evidence which supports the appeal. Within 5 school days of receipt of the written appeal, the teacher shall determine whether the request falls within one or both of the permitted appeal categories and respond to the parent approving the review of the appeal or denying review of the appeal if the request fails to fall within the two grounds for appeal.
 - ii. If the appeal review is approved, the teacher shall schedule a meeting with the student and/or parent and guardian to discuss the circumstances of the appeal and review any evidence submitted by the student and/or parent and guardian.
 - iii. If the teacher agrees with the appeal, the teacher must file a grade change form. If the teacher denies the appeal, the teacher shall provide a written response to the student and/or parent or guardian outlining the reasons for the denial of the appeal.

- iv. If the issue is not resolved and the student still disputes the grade issued, within 10 school days of receipt of the teacher's denial of the appeal, the student and/or parent and guardian must collect relevant proof of why they believe their grade is incorrect. Proof may include hard copy results of a grade assigned by the teacher on an assignment or test but not included in Infinite Campus, hard copy results of a grade assigned by the teacher on an assignment or test but incorrectly inputted into Infinite Campus, and assessment information (such as a grading rubric) provided by the teacher that may indicate the need for a grade change.
 - v. Within 10 school days of receiving the request challenging the teacher's denial of the grade appeal, the principal will meet first with the student and/or parent or guardian and then with the teacher to review all relevant proof prior to making a final decision.
 - vi. Within 5 school days of meeting with the student/parent or guardian/ teacher, the principal shall send a written decision approving or denying the grade appeal. The principal's decision is the final decision.
- b. After the designated appeal period, no grade changes will be made.

LEGAL REQUIRMENTS & 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 Placement and Communication of Progress - Promotion, Acceleration, and Retention
2. This document complies with Nevada state laws and regulations, to include:
 - a. Chapter 389, Academics and Textbooks
 - i. NRS 389.007 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)
- c. Section 504 of the Rehabilitation Act

REVIEW HISTORY

Date	Revision	Modification
8/13/2020	1.0	Adopted: Replaces Administrative Procedure 5502, Academic Grading Policy, High School