

Report Cards, Progress Reports and Student Assessment

Board Policy: C-4
Adopted: June 13, 1994
Revised: July 15, 2013
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I. General Policy Statement

The Board expects that parents and guardians be provided regular information on their child's performance. The purpose of this policy is to establish a consistent process for reporting student progress based upon the developmental stage and needs of students in Pre-K through grade 12. The following regulations are considered to be a minimum and teachers are encouraged to communicate using various other methods of reporting

II. Regulations

A. Report Card and Progress Report Schedule

1. Report Cards will be issued in grades 1-8 in elementary and middle schools, and Tuscola High School at the end of each nine-week grading period. Report cards will be issued at Central Haywood, Haywood Early College and Pisgah High Schools at the end of each six-week grading period.
2. A mid-grading period progress report concerning the performance of students will be sent to parents in grades 1-12. Kindergarten progress reports will be issued at a face-to-face conference with parents at the end of the first nine-weeks, the second nine-weeks and the end of the year.
3. A failing grade shall not be issued at the end of any grading period unless a report indicating failing work has been sent to the parents or guardians.

B. Numerical Scale (Grades 3-12)

1. To assure uniform grade averages for students, the following grade point system shall be used in all schools except Haywood Early College.

<u>Numerical Scale</u>	<u>Letter Grade</u>	<u>Grade Point Scale (9-12 Basic Courses only)</u>
100-93	A	4.0
92-85	B	3.0
84-77	C	2.0
76-70	D	1.0
69 and below	F	0.0

2. To assure uniform grade averages for students attending Haywood Early College who take a combination of high school and community college courses, the grade point system will follow the one utilized by Haywood Community College.

C. Elementary School (Grades 1-5)

1. Report cards shall be marked in accordance with instructions printed on the card. The grade indicators shall be as follows:
 - a. First and Second grade students will receive Satisfactory Progress (S), Needs Improvement (N), or Unsatisfactory Progress (U). Grades will be recorded in the state's student information system.
 - b. Third through fifth grade students will receive letter grades (A, B, C, D, or F) in English-Language Arts, Mathematics, Science, Social Studies, Health and Physical Education. All other indicators will be Satisfactory (S), Needs Improvement (N), or Unsatisfactory (U). Grades will be recorded in the state's student information system.
2. No +'s or -'s will be given.

D. Middle School (Grades 6-8)

1. Middle grade students will receive numerical grades in core and encore subjects. A numerical term grade will be issued at the end of each semester.
2. No +’s or –’s will be given.
3. State Mandated End-of-Grade Tests, CTE Post Assessments, and North Carolina Final Exams for middle school courses will count as 20% of the course final grade. Additionally, End-of-Course Tests and any other exams associated with high school course credit will count 25% of the course grade. *

E. High School Report Cards, Transcripts and Exams

1. In determining final grades for the term a true numerical average will be used for report card purposes. Final grades for the transcript will be posted as numerical grades.
2. Final exams will be administered in all courses.
3. State mandated End-of-Course Tests, CTE Post Assessments, North Carolina Final Exams and local mandated-exams administered during the testing window as determined by the State will count 25% of the course grade. *
4. No student is exempt for the State mandated End-of-Course tests, CTE Post Assessments, and North Carolina Final Exams. A student may be exempt from locally mandated exams when he/she meets criteria specified in school-developed Exam Plans.
5. Grade Weighting
A four (4) point scale will be used for basic, introductory and standard (S) high school classes including “Technical Career” courses under the NC Career and College Promise Program: A=4; B=3; C=2; D=1; F=0. Two exceptions are as follows:
 - a. Advanced Placement (AP)
 1. A six (6) point scale shall be used for Classes: A=6; B=5; C=4; D=3; and F=0.
 2. The Advanced Placement Exam is required for students enrolled in an AP class. The final grade and weighted points will be based on class performance and the participation in the AP Exam.
 3. Courses that will receive a six-point designation are those specified by College Board Advanced Placement National Standards.
 - b. Advanced/Honors Classes (H) including “College Transfer” courses under the NC Career and College Promise Program.
 1. A five (5) point scale shall be used for specified advanced classes: A=5; B=4; C=3; D=2; F=0
 2. Courses that will receive a five-point designation are those specified by State Board of Education Policy and by Department of Public Instruction Honors Course Implementation Guide.
6. Credit Recovery
Upon completion of a Credit Recovery Course, the grade will be reported as a Pass (P). Credit Recovery Grades will not supplant grades in courses failed.

*The State Board of Education policy requiring that a NC Final Exam or EOC assessments must count a minimum of 20% of a student’s grade does not apply to students in the Occupational Course of Study.

