

**IHA Grading Systems**

06/01/2015

**ADMINISTRATIVE PROCEDURE**

**RATIONALE/OBJECTIVE:**

The Curriculum, Instruction and Assessment Division of the Richmond County School System shall devise a grading system, which shall be used to report student progress toward academic standards to parents/guardians and to record this progress in each student's educational record.

The administration is also authorized to establish differentiated quality points based upon the academic demands of specified high school courses.

**PROCEDURE:**

In 2015-16, this rule will apply to all students in grades K-10. In 2016-17, to all students K-11 and 2017-18, all K-12 students.

The following grading systems shall be used in the District:

**A. GENERAL GUIDELINES:**

**1. Assignment of Grades:**

While the Richmond County School System's grading system has been developed cooperatively between the Curriculum, Instruction and Assessment Division and local school educators, the final evaluation of students and the assignment of grades is the responsibility of teachers and school administrators. The following guidelines shall be followed in the calculation of grades:

a. Courses with state-required end-of-course Georgia Milestone assessments will count this test as the only comprehensive final exam and must calculate the score as 20% of the final grade.

**b. Grade Changes:**

In accordance with O.C.G.A. § 20-2-989.20, no classroom teacher shall be required, coerced, intimidated, or disciplined in order to change the grade of a student. This Rule shall not apply when a teacher has failed to comply with the grading Policies or Procedures adopted by the System or written procedures established by a school within the Richmond County School System that are applicable to the grading process unless such a Policy, Rule, or Procedure would require a student be given a grade different than the actual grade achieved. Under these circumstances a teacher may be disciplined.

Nothing in this Rule shall be construed to prevent a principal or other school administrator from discussing the grade of a student with a classroom teacher. Further, this Rule shall not be construed to prevent a central office administrator, Superintendent, or other System administrator from changing a student's grade. Any grade change made by a person other than the classroom teacher must be clearly indicated in the student's school records and must indicate the person responsible for making such grade change.

**2. Late Enrollment:**

Students enrolling in the System when two weeks or less remain in the evaluation period shall receive evaluation marks based on the transcript from the sending school. Parents/guardians shall be notified of this procedure.

**3. Notification of Failure:**

The Principal shall follow the established system procedures requiring parent/guardian notification prior to a student's receiving a failing grade as a final grade for an evaluation period.

**4. Accommodations/Modifications:**

- a. Accommodations are changes in instruction that enable students to demonstrate their classroom abilities. They provide equity, not advantage. Appropriate accommodations for disabled students do not reduce or lower the standards or expectations for content and do not invalidate assessment results. Therefore, students with accommodations may earn the same credit as those not receiving accommodations. Accommodations will adhere to the State Special Education Accommodations Manual and the decisions of the IEP/504 Team.
- b. Modifications according to the IEP or 504 Plans are alterations that change, lower, or reduce learning expectations. These modifications can increase the gap between the achievement of students with disabilities and expectations for proficiency at a particular grade level. Consistent use of modifications could adversely affect students throughout their educational career. Modifications on statewide assessments may invalidate the results and may not be appropriate or allowed on statewide assessments.
- c. The report card shall designate modified curriculum by the assigned special education-designated course number.

## B. ELEMENTARY SCHOOL:

### 1. Kindergarten

a. Students shall be evaluated on one scale that reflects the implementation of the curriculum in Academic Areas and Conduct and Work Habits.

b. Academic Areas:

Performance in some academic areas shall be marked on the following scale:

**EX** = Exceeds Standards-in addition to meeting standards, makes applications and inferences beyond expectations;

**M** = Meets Standards-consistently and independently;

**PR** = Progressing toward meeting the standards;

**EM** = Emerging; Limited progress toward mastery of the standards; and

**ND** = Not yet demonstrated.

c. Conduct and Work Habits:

Conduct and Work Habits shall be marked on the following scale:

**EX** = Exceeds the expected learning skill and behaviors;

**M** = Meets expected learning skills and behaviors;

**PR** = Progressing toward meeting expected learning skills and behaviors;

**EM** = Emerging toward mastery of expected learning skills and behaviors;

**ND** = Not yet demonstrated.

### 2. Grades 1-5

a. Students in grades 1-5 shall be evaluated in all courses by means of numerical grades.

These numerical grades represent the following letter grades:

**A** Shall represent an average of 90-100

**B** Shall represent an average of 80-89

**C** Shall represent an average of 75-79

**D** Shall represent an average of 70-74

**F** Shall represent an average of below 70

b. In grades 1 - 5 a letter grade of D or above shall indicate that the student's academic performance complies with the Georgia Board of Education Rule 160-4-2.13 now written or hereafter amended Grading Systems, which establishes 70 as a minimum passing score.

c. Conduct and Study/Work Habits shall be evaluated as:

**A** Shall represent an average of 90-100

**B** Shall represent an average of 80-89

**C** Shall represent an average of 75-79

**D** Shall represent an average of 70-74

**F** Shall represent an average of below 70

### 3. Honor Roll:

At the end of each nine week grading period and at the end of the year, students meeting the following criteria will be recognized as follows:

a. **Academic**

ALL "A/B" ACADEMIC ACHIEVEMENT HONOR ROLL

Criteria: "A" or "B" in each subject and "S" in all categories requiring a grade of "S" or "U" with the exception of conduct.

ALL "A" ACADEMIC ACHIEVEMENT HONOR ROLL

Criteria: "A" in each subject and "S" in all categories requiring a grade of "S" or "U" with the exception of conduct.

b. **Academic and Conduct**

DISTINGUISHED SCHOLARS

Criteria: "A" in each subject area and "S" in all categories requiring "S" or "U" including conduct.

## C. MIDDLE SCHOOL:

### 1. Grades:

All subjects shall be graded by means of numerical grades. These numerical grades represent the following letter grades:

- A** Shall represent an average of 90-100
- B** Shall represent an average of 80-89
- C** Shall represent an average of 75-79
- D** Shall represent an average of 70-74
- F** Shall represent an average of below 70

2. All high school rules and procedures shall apply to high school courses taken in middle school, including, but not limited to grading, withdrawing, and scheduling.

### 3. Honor Roll:

At the end of each nine week grading period and at the end of the year, students meeting the following criteria will be recognized as follows:

#### a. Academic

ALL "A/B" ACADEMIC ACHIEVEMENT HONOR ROLL

Criteria: "A" or "B" in each subject and "S" in all categories requiring a grade of "S" or "U" with the exception of conduct.

ALL "A" ACADEMIC ACHIEVEMENT HONOR ROLL

Criteria: "A" in each subject and "S" in all categories requiring a grade of "S" or "U" with the exception of conduct.

#### b. Academic and Conduct

DISTINGUISHED SCHOLARS

Criteria: "A" in each subject area and "S" in all categories requiring "S" or "U" including conduct.

## D. HIGH SCHOOL:

### 1. Grades:

Student performance shall be recorded on the permanent record using numerical grades. These numerical grades represent the following letter grades.

- A** Shall represent an average of 90-100
- B** Shall represent an average of 80-89
- C** Shall represent an average of 75-79.
- D** Shall represent an average of 70-74
- F** Shall represent an average of below 70

2. **Exams:** Final Exams will count for 20% of the overall grade for each high school course. Georgia Milestone Assessments and other state mandated assessments may not be exempt. Final Exams for students in grades 9-12 may be exempted provided students meet the following requirements:
- a. 90 average or above in the course
  - b. No more than 10 non-school related absences for a year-long course and 5 for semester course.

3. **Transferring Grades and Credits from Accredited and Non-Accredited Schools:**

a. **Course Titles:**

Transfer course titles will be changed to the appropriate Richmond County course titles for courses in English, mathematics, science, social studies, foreign language, health, and the specific course Personal Fitness. Transfer elective course titles will be changed to broad categorical titles, such as physical education, business education and other appropriate categories to best meet the description of the appropriate course.

b. **Credit:**

**Accredited Schools, Home Study Programs, and Non-Traditional Educational Centers:**

- (a) Carnegie unit credit received from the schools accredited by a designated regional or state accrediting agency will be accepted as established by Georgia Board of Education Rules and Richmond County School System.
- (b) Grades of students transferring from schools accredited by a designated regional or state accreditation agency will be recorded as numerical grades.
- (c) For students transferring to a Richmond County School from an accredited school as defined previously the following procedures will be followed:

- 1. Student grades will be subject to the following conversion scale if the transferring school has not assigned a numerical average.

<b>A+</b>	= 99	<b>B+</b>	= 89	<b>C+</b>	= 79	<b>D+</b>	= 73	<b>F</b>	= 65
<b>A</b>	= 95	<b>B</b>	= 85	<b>C</b>	= 76	<b>D</b>	= 72		
<b>A-</b>	= 90	<b>B-</b>	= 80	<b>C-</b>	= 74	<b>D-</b>	= 70		

- 2. In cases where the issuing school uses a grading scale different from Richmond County's the numerical grade to be recorded will be derived by the following steps:
  - a. Converting the transferred numerical grade to a letter grade according to the issuing school's grading scale, and then,
  - b. Assigning a numerical grade based on the preceding conversion scale.
- 3. If grades of pass or fail are received, the following procedure must be applied:
  - a. Fail will be recorded as "F", and no course credit will be included in the calculation of the cumulative average;
  - b. Pass will be recorded as "P", and course credit will be awarded however, this course will not be included in the calculation of the cumulative average.

4. If a situation occurs where the above procedures adversely affects the academic standing of the student, a request for transcript review may be made to the school administration. If dissatisfied with the decision of the school administrator a written request may be made to the School Principal for an appeal to the Richmond County Transcript Review Committee. A Review Committee consisting of two counselors, Director of Student Services, Director of Curriculum, and the Assistant Superintendent of Instruction will make the final determination. The Review Committee will meet on a quarterly basis to review requests.

**Non-Accredited Schools, Home Study Programs, and Non-Traditional Educational Centers:**

Students transferring from a non-accredited school, non-traditional education center or from a home study program will not be awarded credits from these schools and will be placed in the grade level based on the credits last earned by an accredited school. If no credits have been earned the student will be classified as a beginning ninth grade student.

**4. Repeated Courses:**

- a. Once a student has received credit for a course, he/she may not repeat the course for additional credit or to improve his/her grade.
- b. A student may repeat for credit a course in which he/she has received an F. Both grades must be recorded on the cumulative record and figured in the grade point average.

**5. Grade Point Average:**

A student's grade point average (GPA) is based on quality points (See Chart Below regular High School courses 4.0 scale and AP, IB and College/University Courses 5.0 scale) awarded for each grade earned. High School Student Transcripts include the GPA, Class Rank and Numerical Average.

<b>QUALITY POINTS</b>	
<b>Regular Courses</b>	<b>Advanced Placement (AP), International Baccalaureate (IB) and College/University courses</b>
A = 4 Quality Points	A = 5 Quality Points
B = 3 Quality Points	B = 4 Quality Points
C = 2 Quality Points	C = 3 Quality Points
D = 1 Quality Points	D = 2 Quality Points
F = 0 Quality Points	F = 0 Quality Points

6. **Honor Roll:**

At the end of each nine week grading period and at the end of the year, students meeting the following criteria will be recognized as follows:

ALL "A/B" ACADEMIC ACHIEVEMENT HONOR ROLL

Criteria: "A" or "B" in each subject and "S" in all categories requiring a grade of "S" or "U".

ALL "A" ACADEMIC ACHIEVEMENT HONOR ROLL

Criteria: "A" in each subject and "S" in all categories requiring a grade of "S" or "U".

7. **Class Rank:**

- a. An official class rank should be compiled for each grade. It will be computed at the end of the year. Averages are to be carried out to three decimal places. The final averages are not rounded.
- b. When two or more students have the same average, they shall be given the same rank in class, but each student shall be counted as though he/she were occupying a separate station in the ranking. For example: Students A, B, C have a GPA of 3.729. The immediately preceding average is 3.750 which ranks number 8 in the class. Students A, B, C are assigned rank number 9. Student D, with a GPA of 3.695 is assigned rank number 12.
- c. After the final computation of averages, Honor Graduates shall be only the students with a grade point average of 3.500 or better after the third nine weeks.

8. **Valedictorian/Salutatorian:**

The Valedictorian is the student with the highest average in the senior class and Salutatorian is the student with the second highest rank in the senior class. These students should be selected at the end of the semester of their senior year. Valedictorian and Salutatorians must attend their representative high school for their Junior and Senior years of high school prior to receiving this honor. If students vying for Valedictorian or Salutatorian have identical grade point averages, the third nine weeks shall be considered. If a tie remains, the student with the highest SAT verbal and math total or the ACT equivalent will be Valedictorian or Salutatorian.

Adopted: 4/15, 83, 8/8/2002

Revised: 7/27/04, 8/9/04, 2/1991, 4/16/92

Reclassified an Administrative Rule: 07/14/2015

Legal Reference

O.C.G.A. 20-2-989.2

O.C.G.A. 20-2-2190

O.C.G.A. 20-2-157

Rule 160-3-1-.07

Rule 160-4-2-.11

Rule 160-4-2-.13

Rule 160-5-1-.15

Grade Integrity

Procedures for Timely Graduation

Uniform Reporting System (Post-Secondary Op, HOPE, other Financial Aid Eligibility and Scholarships)

Testing Programs-Student Assessment

Promotion, Placement and Retention

Statewide Passing Score

Awarding Units of Credit and Acceptance of Transfer Credit and/or Grades

