

## GRADING AND REPORTING

Grading scales for the Edmond Public Schools are as follows:

### I. Grades 1-2

- + = Consistently Successful
- = Progressing
- \* = Having Difficulty
- \ = Not Introduced

### Grades 3-5

- A – Excellent (90-100)
- B - Good (80-89)
- C - Average (70-79)
- D - Poor (60-69)
- U - Unsatisfactory
- S - Satisfactory
- N - Needs Improvement

### II. Grades 6-12

#### A. Grading Scale

- A - Excellent (90-100)
- B - Good (80-89)
- C - Average (70-79)
- D - Poor (60-69)
- F - Failure (59 & Below)
- S - Satisfactory
- U - Unsatisfactory
- N - No Credit
- I - Incomplete
- W - Withdrawal

#### B. Class Ranking

Class rank computations will include the following Advanced Placement Weighted GPA scale for students receiving credit for taking Advanced Placement (AP) courses:

- A=5.0
- B=4.0
- C=3.0
- D=1.0
- F= 0.0

The weighted GPA determines the official class rank. Percentile class ranking will be calculated based on weighted GPA to include: top 1%, top 2%, top 5% and every successive 5%, i.e., 10%, 15%, 20%, 25%, 30%, 35%, etc.. Students will be included in class rankings through their fourth year in high school. Students who remain in high school after four years will be classified in a Transitional Grade (TR) and will not be included in subsequent class rankings.

III. In order to maintain the consistency and the meaning of the grading system, the following method of computing grades will be used in Grades 6 - 12.

- A. The teacher will utilize grading patterns that are fairly administered and based upon identified criteria. Students and parents will receive prior notification of the criteria and objectives.
- B. The teacher will use multi-criteria assessment, measuring student mastery of the stated objectives through projects, daily assignments, performances, tests, etc.
- C. The semester average is to be calculated as:

Grades 6-8

Eighteen weeks average = 100%

Grades 9-12

Eighteen weeks average = 80%  
Semester Examination = 20%

IV. Grade Reporting

- A. Grade K-5 student grade reports are to be sent to parents at quarterly (9-week) intervals.
- B. Grade 6-8 student grade reports are to be sent to parents at quarterly (9-week) intervals. Additionally, mid-quarter (4½ week) grade updates will be provided for parents.
- C. Grade 9-12 student grade reports are to be sent following weeks six (6), twelve (12), and eighteen (18) of each semester.
- D. Parents may request grades of students at any time by contacting the student teacher or counselor.

V. Process for appealing a grade: Teachers are entrusted with and responsible for assigning students' grades in keeping with this policy and in a fair and equitable

manner. In the instance that a student's assigned grade is appealed, the following steps are to govern the process.

- A. A student, parent and/or guardian contesting a semester/course grade, must provide to the teacher a written statement that includes (1) reason(s) for the appeal and (2) relief sought by the complainant, within thirty (30) days of the last day of the term for which the grade was assigned. The teacher's decision is to be communicated within ten (10) days of receipt of the statement of appeal.

As used within this policy, days are defined as "calendar days." The superintendent may extend the specified number of days for communicating a decision at any level of appeal if he/she determines there are extenuating circumstances that require additional time to properly conduct the investigation. If an extension is granted, the complainant is to be notified within the original ten-day period specified in policy.

- B. If the complainant is dissatisfied with the decision of the teacher, as required at the first level of appeal noted above, written appeal can be made to the school site principal. It must be requested within five (5) days of receipt of the teacher's decision. If written appeal is not provided to the principal within five (5) days of the complainant's receipt of the teacher's decision, the decision of the teacher will be final and non-appealable.

It will be the responsibility of the school principal to fully investigate the complaint and issue a ruling in the matter within ten (10) days of receipt of the statement of appeal.

- C. If the complainant is dissatisfied with the decision of the principal, appeal can be made to the superintendent of schools. If written appeal is not provided the superintendent within five (5) days of the complainant's receipt of the principal's decision, the decision of the principal will be final and non-appealable.

It will be the responsibility of the superintendent or designee to fully investigate the complaint. During the course of investigation, the superintendent or designee may consult certified teachers and/or curriculum/instruction staff in an advisory capacity if deemed appropriate and necessary to reach an informed decision.

Within ten (10) days of receipt of the statement of appeal, the superintendent or designee will provide to the complainant a written ruling. The decision of the superintendent shall be final and nonappealable.