

## **550 STUDENT GRADING AND ASSESSMENT**

### **I. PURPOSE**

The purpose of this policy is to provide a structure and framework for grading student learning in Alexandria Public Schools.

### **II. GENERAL STATEMENT OF POLICY**

- A. The purposes for student grading in Alexandria Public Schools include to:
- Communicate the achievement status of students to parents and others;
  - Provide information that students can use for self-evaluation;
  - Select, identify or group students for certain educational paths or programs;
  - Provide incentives to learn; and
  - Evaluate the effectiveness of instructional programs.
- B. Grading and assessment will involve human procedures and should assist in the student's learning experiences.
- C. Grades reflect a combination of student achievement, student progress in learning and other student learning factors (i.e. effort, attitude/behavior, work completion).

### **III. DEFINITIONS**

- A. "Grades" means an assessment tool used by teachers to communicate the achievement status of students to parents, students and others.
- B. "Progress Reports" means periodic reporting that provides a grade status report for a student's scheduled classes or coursework.
- C. "Graduation Standards" means state prescribed specifications in specific learning areas of content that include both high school content standards and preparatory content standards (see Policy 616).

### **IV. STANDARDS FOR COMPLETING STUDENT GRADING AND ASSESSMENT**

A. Grading Criteria

Each school program level – preschool, elementary, middle school and high school – will establish standardized grading criteria. The grading criteria will be reflective of the age of the student and the level of content learning. Variations in the grading schedule among schools in a given program area is acceptable when approved by the superintendent of schools.

The grading criteria shall include:

- Definition of grading scale;
- Definition of credit and no credit for coursework;
- Definition of pass or fail for credit;
- Definition of weighted grading (if appropriate);
- Definition of student honor roll or recognition for progress reports; and
- Frequency of distribution of progress reports.

B. Establishing Grading Criteria

The grading criteria will be established by site leadership teams, as follows:

- Preschool and Elementary: A representative body of team members from each preschool and elementary establishing the criteria
- Middle School Site Leadership Team establishing the criteria
- High School Site Leadership Team establishing the criteria

C. Grading Procedure

The teacher responsible for the instruction of the student’s class or course will complete the necessary assessment and provide the appropriate grade. No grade will be altered without consultation with the assigned teacher.

D. Student Transition From District School Program to School Program

The site principals will be responsible for ensuring a seamless grading criteria occurs from pre-kindergarten through grade twelve. These criteria will be reviewed on a periodic basis.

E. Informing Students and Parents/Guardians

Students will be informed of the grading criteria at the beginning of the school year or course year. Students and parents will be informed of the grading criteria in each school's handbook.

F. High School Class Ranking

Student's high school grade point average and class ranking and academic honors will be based solely on grades approved by Alexandria Public Schools (see Section V).

**V. ACCEPTANCE OF GRADES FROM OTHER SCHOOLS, INSTITUTIONS OR AGENCIES**

A. Grade Review

The school site administration will determine appropriate grade placement, course completion and accepted grade of a student transferring from another public school, nonpublic school, home school, educational institution or educational agency. Transferred students may be required to demonstrate knowledge and expertise of the learned outcomes in a specific course or class to assist the administration in determining grade placement, satisfaction of course completion and appropriate course grade.

The administration may award a passing grade for acceptable course completion versus the grade given from another school, institution or agency. A course grade from home schools will not be included in a student's cumulative grade point average at Alexandria Public Schools.

B. Grade Transfer Appeals

Appeals by a transfer student will be directed to the superintendent of schools. The superintendent of schools will review the information from the school transfer and make a final determination. The decision of the superintendent is final.

C. High School Diploma

Any student who transfers into Alexandria Area High School and wishes to receive an Alexandria Area High School diploma must meet all Alexandria Public Schools requirements for credits and graduation standards. Home school students must also be enrolled full-time their senior year at Alexandria Area High School.

**VI. CONFIDENTIALITY**

A student's grades and individual assessments are confidential and can only be shared with the student and his/her parents/guardians. Confidential information may also be shared with appropriate teachers, administrators and other educators who are assisting in the student's educational program.

**Cross References:**

Policy 616 (School District System Accountability)

Policy Adopted: 4/15/02

Policy Revised: 6/17/02, 7/20/20, 11/20/23

Alexandria Public Schools - No. 206

Alexandria, Minnesota