

**BOLD TO BE ADDED; HIGHLIGHTED TO BE REMOVED**

## Grading Policy

### Elementary School K-5:

The Hasbrouck Heights Board of Education believes that the Elementary School report card should reflect the degree to which a student has mastered the content of the curriculum. As such, it is essential that each individual's grades are calculated and allocated independently of any other student. It is the responsibility of the classroom teacher to utilize multiple assessments in order to determine a student's degree of mastery regarding the content outlined in the New Jersey Core Curriculum Content Standards and the Hasbrouck Heights Curricula. Ultimately, the purpose of the Elementary School report card grade is to inform students and parents of the students' attained level of proficiency and mastery of curricular content.

### Kindergarten: Grading System

Letter grades will not be assigned to a student's performance on the report card. Rather, a marking system (detailed below) will be used to rate a student's mastery of (but not limited to) specific academic skills, work habits, and social development. This system is devised to report on a student's attainment of a plethora of skills. It is highly recommended that parents utilize these skills based report cards to assist children at home.

\* Kindergarten Marking System: *Distributed two times per year*

- M- Meets or exceeds expectations
- D- Developing
- N- Needs strengthening
- X- Not applicable at this time

### First through Fifth Grade: Grading System

In the core subject areas a report card grade will reflect a student's performance on tests, quizzes, class work, participation and homework as outlined below.

### Specific Elements of Grading

Grades for each marking period are to be determined on the basis of attainment (progress), preparation and participation. The following weights are to be given to each of the specific elements of grading.

80% Attainment: Assessment assignments\* which include all written and oral quizzes, tests, lab write-ups, reports, projects, term papers, etc. Assignments that span more than one marking period shall be graded during the process with the final grade being recorded/considered only in the marking period when due.

- The minimum number of assessments will be eight per marking period. **No one assessment can count for more than 20% of the assessment portion of the grade.**

10% Preparation: includes all homework, bringing all necessary materials to class, being ready to participate in class discussions, and exhibiting knowledge of previously covered work. Homework will be graded on the following percentage system.

- 100 percent for completion or good effort
- **75 percent for partial or average completion**
- 50 percent for an attempt, but not enough of the assignment is good to show that the student made a sincere effort for completions
- 0 for no homework or nearly no homework

10% Participation: includes factors such as:

- displaying a positive interest in the classroom\ presentation, displayed by active and inquisitive contributions
- contributing to establishing an academic or working atmosphere in the classrooms, lab, shop
- paying attention to the contributions of others

For any subject in which no daily homework is traditionally assigned, class participation will be given a weight of 20%. There will be one grade for participation per course per marking period. All students will start out with 100% and teachers will deduct points accordingly. Teachers will place comments in their **GENESIS Ren Web** grade books to inform parents why the grade was lowered.

\* First through Fifth Grade Marking System for all subjects: *Distributed four times per year*

A	-	100-94	C+	-	77-79
A-	-	90-93	C	-	74-76
B+	-	87-89	C-	-	70-73
B	-	84-86	D	-	65-69
B-	-	80-83	F	-	55-64

**For first three marking periods  
Below < 65  
For marking period 4**

Progress reports will be available **halfway** through **GENESIS** at the midpoint of each marking period for grades 1-5.

### Citizenship

Dynamics such as effort, amount of progress, levels of participation, and cooperation will be communicated via a separate grade on the report card and therefore, will not be factored into the student's core subject grades. In addition to the above marking system, students will earn letter grades department.

\* Citizenship details will be reported using the following system.

- S – Satisfactory
- N – Needs Improvement
- U – Unsatisfactory

### Middle School And High School:

#### Specific Elements of Grading

Grades for each marking period are to be determined on the basis of attainment (progress), preparation and participation. The following weights are to be given to each of the specific elements of grading.

80% Attainment: Assessment assignments\* **which** include all written and oral quizzes, tests, lab write-ups, reports, projects, term papers, etc. Assignments that span more than one marking period shall be graded during the process with the final grade being recorded/considered only in the marking period when due.

- There should be a minimum of 8 assessment assignments in each marking period at every grade level. **When applicable, Teachers will work cooperatively to stagger the due dates of special projects, long-term reports, and tests. No one assessment can count for more than 20% of the assessment portion of the grade.**

Quiz – A short (less than a period) assessment, given in class, that measures knowledge and skills pertaining to the subject matter being taught. The quiz must be a student's individual effort without collaboration with other students or teacher. No take home quizzes are permitted. Assignments completed outside of the classroom can not be counted as a quiz.

#### Procedures

- At the mid-point in each marking period, students should have completed at least 4 assessments and these should be accurately recorded in each electronic grade book.
- If a student is absent for an assessment, the test/quiz should not be "made-up" during the following class period/instructional time. Before/after school is when make-up quizzes or tests should be administered.
- Multiple quizzes are not to be given in the same class period.

**Cycle Courses – 8 assessments for courses that meet 5 days a week for a full marking period. The number of assessments will be reduced if the course is designed for fewer days per week or fewer weeks.**

10% Preparation: includes all homework, bringing all necessary materials to class, being ready to participate in class discussions, and exhibiting a knowledge of previously covered work.

Homework will be graded on the following percentage system.

- 100 percent for completion or good effort
- **75 percent for partial or average effort**
- 50 percent for an attempt, but not enough of the assignment is good to show that the student made a sincere effort for completions
- 0 for no homework or nearly no homework
- 10% Participation: includes factors such as:
  - displaying a positive interest in the classroom\ presentation, displayed by active and inquisitive contributions
  - contributing to establishing an academic or working atmosphere in the classrooms, lab, shop
  - paying attention to the contributions of others....

For any subject in which no daily homework is traditionally assigned, class participation will be given a weight of 20%. There will be one grade for participation per course per marking period. All students will start out with 100% and teachers will deduct points accordingly. Teachers will place comments in **their Ren Web grade books GENESIS** to inform parents why the grade was lowered.

### General Elements of Grading

Grades for each marking period are influenced in addition to attainment, preparation, and participation by the following elements of grading: attitude, cooperation, and ability. These general elements are implicit to all three of the specific grading elements listed in section I and are to be taken into great consideration when arriving at the evaluation of each of the above noted specific elements of grading. Unless specified elsewhere in this policy, only numerical grades are to be utilized when correcting papers, projects, tests, etc..., and records in teacher grade booklets. The only other acceptable form of evaluation of individual assignments is via a rubric.

### Numerical Grades:

When calculating numerical grades, only a decimal remainder equal to or greater than .5 will be rounded up. Below is the grading scale used for converting numerical grades to letter grades.

#### GRADING SCALE

A+ 97 - 100	B+ 87 - 89	C+ 77 - 79	D 65 - 69
A 93 - 96	B 83 - 86	C 73 - 76	F <b>0 – 64</b> <b>55-64</b> <b>For first three marking periods</b> <b>&lt; 64</b> <b>For marking period 4</b>
A- 90 – 92	B- 80 – 82	C- 70 – 72	

### Pass/Fail Grading:

Not Applicable. The superintendent may grant "pass/fail grading" under extenuating circumstances on a case-by-case basis.

### Incomplete Grades:

Must be resolved within two weeks of the end of Marking Period. The principal may grant an "incomplete grade" under extenuating circumstances on a case-by-case basis.

### Honor Roll: Criteria

The purpose of these criteria is to further motivate students to work to their academic potential and further reward students for their efforts in earning grades of excellence.

#### High School

Criteria - The criteria for the three levels of honor roles is as follows:

- First Honors: All A's (defined as A+, A, A-)
- Second Honors: At least 3 A's (defined as A+, A, A-) and no grade below a B (numeric 83 or higher)
- Third Honors: At least 3 B's (numeric 83 or higher and no grade below a B- (numeric 80 or higher)

#### Middle School

Criteria - The criteria for the two levels of honor roles is as follows:

1. High Honor Roll: A+, A or A- in every subject
2. Honor Roll: At least three (3) A+'s, A's or A-'s and all grades B- or better

### Determination of Class Rank 9-12

Rank in class is based upon a student's grade point average (G.P.A.), which is determined by multiplying the quality point equivalent for each grade received by the number of credits for that course. The sum of the quality points divided by the sum of the credits for all courses taken yields the G.P.A. Four grading scales are used, adding extra weights for courses as they become more academically demanding and challenging. The following weighted scale indicates the quality points assigned per course credit followed by assigned quality points for a five credit course.

In determining a student's class rank, only grades earned in Hasbrouck Heights High School courses will be considered. The only exception will be for students who have failed subjects and have taken make-up courses in an approved summer school program. For these students, both grades will be recorded and used in determining the student's class rank and G.P.A.

### Withdrawing From Courses

1. Students experiencing academic difficulty or seeking placement/level change must make an appointment to discuss the issue with their teacher. Parental permission would be required to make that change as well as approval by the department supervisor / administrator.
2. If a course is dropped prior to a first quarter grade, the course will not be reflected on the transcript. After that time, a grade of "W or W/Fail" will be given for that course.
3. If a student is a senior, the quality points and credits for any course dropped after the close of marking period 1 grades will be included in the student's GPA and credit for the course up to the time of withdrawing will be included on the student's transcript. For example: a 5 credit course dropped at the end of marking period 2 will be shown on the student's transcript as 2.5 credits calculated in the GPA using the quality points earned based on the student's grade. Additionally, colleges to which the senior has applied will be notified of the change in program by the guidance counselor.
4. If a student is a senior and is requesting a change in course from a higher to lower level course, if the change is recommended by the teacher and counselor, then the student will receive partial credit for the higher level course and partial credit for the lower level course.
5. Students in grades 9, 10, and 11 who meet the criteria for the test taking skills courses are required to remain in the course for the entire school year. The grade and credits from test taking skills courses are included in GPA calculations.
6. No student may enter and be granted credit for a full year course after the start of the 2nd marking period. Exception could be necessitated for transfer students or with administrative approval.
7. No student may enter and be granted credit for a semester course after the 1st or 3rd quarter progress reports have been distributed.
8. All students must take at least 7 courses (or the equivalent if semester courses are involved). Seniors may take fewer than 7 with parental permission. Athletic eligibility must be considered before dropping a course.

### SCHEDULING AND PROGRAM CHANGES

1. Students register for classes in the spring using a course selection sheet. These forms are signed off by the student and parent/guardian indicating agreement. If a student does not return the form, the schedule will be developed by the counselor.
2. No changes in requests will be considered after June 1st; except for a change in the course offerings. After the second full week of school, students who simply desire to drop an elective course will only be permitted to do so only upon parents signed approval; noting that the option may be a study hall with a loss of credits.
3. Prior to, and during the first week of school, scheduling errors are resolved. Schedule changes that will be made are for basic skills placement, adjustments for failures and summer school results.
4. Request for change of teacher will not be honored.

## WEIGHTED GRADING SCALE (Per Credit)

		Academic Placement		
Non-Academic		Standard Academic	Honors Academic	College Level/Academic
A+	4.3	4.6	5.0	5.3
A	4.0	4.3	4.7	5.0
A-	3.7	4.0	4.4	4.7
B+	3.3	3.6	4.0	4.3
B	3.0	3.3	3.7	4.0
B-	2.7	3.0	3.4	3.7
C+	2.3	2.6	3.0	3.3
C	2.0	2.3	2.7	3.0
C-	1.7	2.0	2.4	2.7
D	1.0	1.3	1.7	2.0
F	0.0	0.0	0.0	0.0

## QUALITY POINTS FOR A FIVE CREDIT COURSE

A+	21.5	23.0	25.0	26.5
A	20.0	21.5	23.5	25.0
A-	18.5	20.0	22.0	23.5
B+	16.5	18.0	20.0	21.5
B	15.0	16.5	18.5	20.0
B-	13.5	15.0	17.0	18.5
C+	11.5	13.0	15.0	16.5
C	10.0	11.5	13.5	15.0
C-	8.5	10.0	12.0	13.5
D	5.0	6.5	8.5	10.0
F	0.0	0.0	0.0	0.0

## Mid-Term and Final Examinations - Grades 6-12

**Common assessments as** mid-terms and final examinations are required to be taken by students in grades 8, 9, 10, 11, 12 **who enrolled in the respective courses** in order to fulfill the course requirements.

Students in grade 6 will be required to take **common assessments as** mid-term and final exams in English and math. Students in grade 7 will be required to take **common assessments as** mid-term and final exams in English, math, **social studies**, and science. Students who are absent from school on the day an exam is administered must provide the principal with a written, verifiable and valid excuse. If the absence is not considered to be valid by the principal the student will not be permitted to make up the exam and will fail the course for the year.

In addition, the following guidelines will be followed for the student who is legitimately absent:

1. A student must take make-up exams on the first day the student returns to school after the exam period. If multiple exams are involved, two must be taken on the first return day, and so on.
2. If a student fails to follow this procedure, then make-up exams may only be taken after school on days scheduled by the administration.
3. All make-up exams should be completed by the third school day after the exam period.
4. Failure to complete make-up exams according to the schedule will result in "0" grade for the exam in question. This number will be worked into the mid-year and end year grades.

Exception: Doctor's note submitted before the make-up exams are due to be taken.

## Examination Exemptions

Students in grades 8-12 will be required to take **common assessments as** mid-term and final exams. Students in grade 6 will be required to take **common assessments as** mid-term and final exams in English and math. Students in grade 7 will be required to take **common assessments as** mid-term and final exams in English, math, **social studies**, and science.

Exemptions for final examinations will be granted for grade 12 students who, in each course:

- Attain a grade of 91 or higher in each of the four marking periods.
- Attain a grade of 93 or higher on the mid-term examination.
- Accumulate no more than six (6) total absences in a full year course or three (3) absences in a semester course.

Note: Five (5) or more consecutive days absent will not count in the total providing that the student provides proof from a licensed physician attesting to the injury or illness mandating the student is exempt from attending school.

- Attendance will be mandatory during the exam period for which the student is exempt. Students who are absent must adhere to the make-up policy as listed in number 5 of this policy.

AP Courses - In lieu of taking a final exam in June, students will be required to take a Pre-AP test which will be administered before the regular AP exam. Fourth marking period grade will be left up to the discretion of the individual instructor on the criteria for which the student will be graded (project, etc.).

#### Teacher Procedures

Teachers will complete Exhibit 6147.2 for all students who will receive an exemption. The completed exhibit will be submitted to the principal for verification purposes and forwarded to the Superintendent of Schools.

#### Junior English

Exemptions from final exams in English 11 or English 11 H will be granted for 11<sup>th</sup> grade students who score "Advanced Proficient" on the Language Arts section of the HSPA.

- If the scores are not received from the State of New Jersey before the final exam period, all students will take the final.
- When scores arrive from the State, all students who scored "Advanced Proficient" on the exam will receive an "A" as their English 11 final exam grade.

#### Junior Science Math

Exemptions from final examinations in **Science Math** courses will be granted for 11<sup>th</sup> grade students who score "Advanced Proficient" on the **Science Math** section of the HSPA.

- If the scores are not received from the State of New Jersey before the final exam period, all students will take the final.
- When scores arrive from the State, all students who scored "Advanced Proficient" on the State exam will receive an "A" as their 11<sup>th</sup> grade final **science Math** exam grade.

#### Full Year Courses with Mid-Term and Final Exams

If a course is required to give students a mid-term and final exam, the average for the mid-term and final examination grades are to be used as a fifth grade and are to represent 20% of the final grade. Final grades are to be arrived at by adding the numerical equivalents of each grade given and dividing by five (5) for those subjects in which an examination is given and by four (4) for those subjects in which examinations are not given.

#### Calculation of semester 1 and final grades:

##### Semester 1

First Marking Period Grade	40%
Second Marking Period Grade	40%
Exam Grade (Mid-Term)	20% (if applicable)

##### Semester 2

Third Marking Period Grade	40%
Fourth Marking Period Grade	40%
Exam Grade (Final)	20% (if applicable)

$$\text{Final Grade} = (\text{Semester 1} + \text{Semester 2}) / 2$$

#### One Semester Courses

The final examination grade shall be 20% of the final semester grade, computed as follows:

First Marking Period Grade	40%
Second Marking Period Grade	40%
Exam Grade (if applicable)	<u>20%</u>
	100%

#### Plagiarism

Pupils are expected to be honest in all of their academic work. This means that they will not engage in any of the following acts:

1. Cheating on examinations, including but not limited to, the non-authorized use of books or notes, the use of crib sheets, copying from other pupils' papers, exchanging information with other pupils orally, in writing, or by signals, obtaining copies of the examination illegally and other similar activities.
2. Plagiarism is not permitted in term papers, themes, essays, reports, images, take-home examinations, and other academic work. Plagiarism is defined as stealing or use without acknowledgement of the ideas, words, formulas, textual materials, on line services, computer programs, etc. of another person or in any way presenting the work of another person as one's own.

3. Falsification, including forging signatures, altering answers after they have been graded, the insertion of answers after the fact, the erasure of grader's markings, and other acts that allow for falsely taking credit.

A pupil found guilty of academic dishonesty may be subjected to a full range of penalties including, but not limited to, reprimand and loss of credit for all of the work that is plagiarized.

A teacher who believes that a pupil has been academically dishonest in his/her class should resolve the matter in the following manner:

- Reprimand the pupil orally and/or in writing. The teacher is also authorized to withhold credit in the work tainted by the academic dishonesty.
- If warranted, the teacher shall file a written complaint against the pupil with the Principal, requesting a more stringent form of discipline. The complaint must describe in detail the academic dishonesty that is alleged to have taken place, and must request that the matter be reviewed by the Principal.
- The Principal will determine if further discipline of the pupil is appropriate, and will determine the nature of the discipline on a case-by-case basis.
- If the pupil is not in agreement with the disciplinary action of the Principal, he/she may appeal the action to the Superintendent. If the pupil is dissatisfied with the Superintendent's disposition of the case, he/she may grieve the action in accordance with Policy 5145.6 Pupil Grievance.

Date: Approved: January 25, 2007  
Revised: September 25, 2008  
Revised: June 18, 2009  
Revised: November 19, 2009  
Revised: May 5, 2011  
Revised First Reading: May 24, 2012  
Revised Second Reading: July 19, 2012