



Book	Board Policy Manual
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Title	Grading System - Grading Expectations
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## Administrative Regulation

### Descriptor Code: IHA-R(1)

## Grading Systems - Grading Expectations

### 1. Grading Practices

1. The grade book of record shall be the official Atlanta Public Schools student information system (SIS).
1. Each student should receive at least one (1) academic grade in each subject each week. Grades should be entered in the grade book on a weekly basis.
1. For special classes that meet only once per week (e.g. elementary school art, music, physical education and foreign language), students must receive a minimum of one (1) academic grade every two weeks.
1. Final academic grades reported on student report cards should be summative evaluations of the student's mastery of grade-level state standards.
1. Students who have not yet provided evidence of mastery should have opportunities to receive reteaching and be reassessed. This may occur during regular instructional time, during "lunch and learn" sessions, or at other times when students are able to attend that are not disruptive to required instruction.
1. Standards-based grading shall be phased in for students beginning with a kindergarten pilot in the 2016-17 school year. At full implementation, all students in grades K-3 shall receive a performance-based evaluation of their mastery of the grade-level standards based on the following scale.
  1. Beginning Learner (International Baccalaureate Scores 1 and 2)
  2. Developing Learner (International Baccalaureate Scores 3 and 4)
  3. Proficient Learner (International Baccalaureate Scores 5 and 6)
  4. Distinguished Learner (International Baccalaureate Score 7)
1. Students should not receive a grade of zero (0) for behavioral reasons such as failure to complete or hand in assignments. Students who have not provided evidence of mastery should have an opportunity to redo the assignment. If necessary, supervision may be provided.
1. Evaluation of Non-Academic Goals
  1. Student progress toward non-academic goals that are critical to student success shall be assessed on age-appropriate competencies which may include, but are not limited to,

conduct, citizenship, class participation, preparation, punctuality, meeting deadlines, neatness, organization, etc.

2. Students in grades K-5 shall receive a Work Habits evaluation based on rubrics issued by the Chief Academic Officer or his/her designee.
3. Students in grades 6-12 shall receive a Work Ethics evaluation based on rubrics issued by the Chief Academic Officer or his/her designee.

#### 1. Academic Integrity

1. Violations of policy JFA Academic Integrity shall be handled as violations of the student code of conduct and addressed via the progressive discipline guidelines in the Student Handbook. Student mastery of the standards covered by the assignment on which cheating was detected will be reassessed with supervision.

#### 1. Long-term Teacher Absences and Vacancies

1. In a case when a substitute teacher(s) is employed to instruct a course for more than five (5) instructional days, the principal will establish a plan for assuring the quality of instruction in the course, including the proper evaluation of student mastery. The principal shall designate an appropriate full time certified staff member to be responsible and accountable for the timely and accurate maintenance of grade books for the courses.

#### 2. Grade Reporting

2. Students shall receive report cards after the end of the 9<sup>th</sup>, 18<sup>th</sup>, 27<sup>th</sup> and 36<sup>th</sup> weeks of the school year. The report cards received after the semester midpoints (9<sup>th</sup> and 27<sup>th</sup> weeks) will be considered progress reports for all students.
2. For grades K-5, evaluation of student mastery shall be cumulative throughout the year. Students will receive report cards at the midpoint of each semester and at the end of each semester.
2. For grades 6-12, evaluation of student mastery shall be cumulative for the semester.
2. All students shall receive interim progress reports at least four (4) times per year—4.5 weeks into the school year and midway between report card issuance dates.
2. Dates for progress reports and report cards will be noted on the student calendar.
2. To the extent practicable, schools shall take steps to communicate about student grades in a language the parent/guardian understands.

#### 3. Students in Danger of Not Meeting Academic Expectations

3. Teachers shall hold individual conferences in person or by telephone with the parents/legal guardians of students in danger of not meeting expectations to discuss a plan for student remediation.
3. Students taking courses with required End-of-Course Tests (EOCT) whose numerical grades may drop below 70 based on the student's score on the EOCT are also considered in danger of not meeting expectations.
3. Response to Intervention (RTI) protocols should be implemented for students in danger of not meeting expectations based on the needs of the individual student.
3. A social work referral should be completed if the teacher cannot establish contact with the parent/legal guardian via telephone, email, or US mail.
3. If a student earns a "Not Yet Meeting Expectations" or a numerical grade below 70 on a final report card and the teacher has not conducted a parent/guardian conference, the student shall temporarily receive an incomplete (I) and the opportunity to have mastery of the standards reassessed via a performance plan (See Section 4. Incompletes).

#### 4. Incompletes

4. Students who have not demonstrated mastery of standards due to documented medical absences or other reasons approved by the principal may receive a temporary grade of "Incomplete" (I) with a written performance plan approved by the principal.
4. Student mastery must be reassessed and incompletes changed to an evaluation/grade within 4.5 weeks. The principal shall authorize all grade changes. (See Section 6. Grade Changes.)

4. If an incomplete is not changed during this time period, the Infinite Campus system or team will automatically update all such letter grades to the grade otherwise reflected in the grade book.

#### 5. Repeating Courses/Recovering Credit (High School Students Only)

5. Students may not retake courses for which credit they have already earned credit.
5. Students may repeat courses for which they have earned a grade below 70. In such cases, both grades shall appear on the student transcript and shall be factored into the student's grade-point average (GPA).
5. Credit Recovery – Students may recover credit through the Atlanta Virtual Academy (AVA), Alonzo A. Crim Open Campus High School, and APS summer school programs. When a student successfully participates in a credit recovery course, both grades shall appear on the student transcript and shall be factored into the student's grade-point average (GPA).
5. A student cannot earn initial credit through a credit recovery option. Thus, a student cannot withdraw from a course and then earn credit through credit recovery.

#### 6. Grade Changes After Grades are Posted from Grade Book

6. Errors in grade entry or calculations affecting student grades may be corrected at any time.
6. Challenges by a student or on behalf of a student to grades based on objective criteria may be considered by the principal within 15 school days of the issuance of a final report card. Any grade changes approved by the principal shall be documented in writing within Infinite Campus with a detailed explanation of the rationale. Disputes shall be settled by the school's Associate Superintendent.
6. Grade changes after final grade have been posted shall be made only by the Chief Accountability Officer's designee. In order to change a grade already posted, the following steps must occur:
  1. The registrar or registrar's designee shall initiate a grade change request that will state the reason for the change and the name of the person requesting the grade change.
  2. The grade change request must be approved by the Principal and Associate Superintendent. Once approved, the Chief Accountability Officer's designee shall make the grade change.
  3. Parents/legal guardians will be notified of all grade changes through the Infinite Campus Messenger.

#### 7. Transferring Grades

7. APS accepts transfer grades for elementary, middle, and high school students who transfer from schools outside the Atlanta Public Schools in accordance with state board rule 160-5-1-.15 Awarding Units of Credit and Acceptance of Transfer Credit and/or Grades. See regulation JBC-R (4) School Admissions – Transferring Credits.
7. APS shall accept grades issued by public schools and private schools accredited by agencies recognized by the Georgia Board of Education. Course grades from transcripts issued by accredited schools shall be transcribed exactly and shall not be changed.
7. When a transcript with letter grades is submitted for a student transferring to APS, it is the parent/guardian's responsibility to request an official school system document or a notarized statement on the transferring system's letterhead with the actual numerical grade the student earned for each course. If that information cannot be determined by the sending school, the following conversion scale will be used.

Letter Grade	Numerical Grade Transcribed to APS Transcript
A+	100
A	95
A-	90
B+	89
B	85
B-	80

C+	79
C	75
C-	70
D+	70
D	70
D-	70
F	60

7. APS staff trained in international transcripts and international educational practices will review and transcribe all international transcripts. Numeric grades will be assigned in accordance with recognized grade equivalency scales.

7. Grades issued in a non-accredited school or home study setting will be recorded as Satisfactory (S) or Unsatisfactory (U). No numeric or letter grades will be recorded.

**7. Late Enrollment**

1. No grade is required on a report card if a student has been enrolled in the school for less than 20 school days of the grading period and no grades have been received from the sending school.
2. Students entering from another public or accredited private school will be subject to the grades provided by the former school. The grades earned in APS during the enrollment period will be combined with these grades to determine the final grade for the student.
3. For students who entered mid-semester without grades (including from home school or a non-accredited school), the school should evaluate each situation, assess the students' mastery of the standards covered during the portion of the semester the student has missed, and develop a plan for any required make-up work and assessments for grading purposes. Students may receive an Incomplete (I) on the report card temporarily. (See Section 4. Incompletes.)
4. Students who enroll after the deadline without transfer grades will receive the code No Grade – "NG" on the report card. Grades of "NG" will not be calculated into student grade-point averages (GPAs) or class rankings.

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