

# REGULATION

## WASHINGTON TOWNSHIP SCHOOL DISTRICT

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Grading System

### R 2624 GRADING SYSTEM

#### **A. Purpose of Grading**

1. The purpose of grading is to measure student learning; all grading systems will be subject to continual review and revision to that end.
2. Grades reflect a student's demonstrated level of attainment of the New Jersey Student Learning Standards and district established learning targets, and dispositions.

#### **B. Preparation for Grading**

1. Each student must be informed of the expectations of him or her at the outset of each course of study or unit of study.
2. Each student must be kept informed of his or her progress during the course of a unit of study by monitoring his or her grades in the student information system (SIS).
3. Each method of grading shall be appropriate to the course of study and the maturity and abilities of the students.
4. Students should have opportunities to evaluate their own progress.
5. The process of review and revision will involve teaching staff members, parents, and, as appropriate, students.

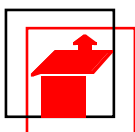
#### **C. Grading Periods**

1. Grades will be awarded at the end of the grading cycle in each school year.
2. Students will be given a final grade in each subject at the end of the school year.
3. Grades will be recorded on report cards for parent notification in accordance with Policy No. 5420.

#### **D. Basis for Grading**

The teacher responsible for assigning a grade should take into consideration, as appropriate, the student's:

1. Completion of written assignments prepared in the classroom or elsewhere;
2. Oral contributions in class, including discussion responses, observations, panel participation, presentations, initiation of topics;
3. Performance on oral and written tests and quizzes;
4. Research into standard references and other background materials;



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5. Oral and written reports on materials read by the student;
6. Laboratory work;
7. Research or position papers;
8. Special oral or written reports;
9. Other evidences of the student's constructive efforts and achievements in learning; and
10. For the final grade, the student's attendance record, in accordance with Policies No. 5200, 5410, and 5460.

#### **E. Meaning of Grades**

1. Grades K – 2

In grades K - 2, the following indicators of student performance shall be used:

##### Subject Areas

S = Secure: (Applies the skill accurately, independently, and consistently with little or no support)

D = Developing: (Demonstrates some understanding of this skill and standard with few errors and misunderstandings occur. Reminders, hints, and suggestions are given as the student is inconsistently independent with this skill.)

B = Beginning: (The student needs support to become independent with this skill.)

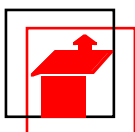
NA = Not Assessed: (Not assessed at this time)

Special Areas (including Art, Music, and Physical Education) and Behaviors that Support Learning use the following scale:

1. 3 – Consistently
  2. 2 – Occasionally
  3. 1 – Rarely
2. Grades 3-12

In grades 3 through 12, students will receive a numerical grade based on a 60 to 100 point scale, with the following guidelines.

- a. The lowest grade that may be entered on a report card the first grading cycle is a “60”. If the marking period grade is below a 60, then a “60” will be entered as the marking period grade.



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#### 3. Letter Grades/Numerical Equivalency

In situations, where it is deemed necessary to convert numerical grades to letter grades or wherein an individual assignment is scored on a letter grade scale, the following equivalency scale shall be used:

#### **Range of Numerical Grades   Equivalent Letter Grade**

93 to 100	A
85 to 92	B
77 to 84	C
70 to 76	D
60 to 69	F

Special Areas (including Art, Music, and Physical Education) and Behaviors that Support Learning use the following scale:

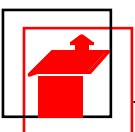
1. 3 – Consistently
2. 2 – Occasionally
3. 1 – Rarely

4. A grade of "Incomplete" will be given to those student's unable to complete the work assigned to the course for reasons beyond the student's control.
  - a. A teacher who submits a grade of incomplete will accompany the grade with a reasonable estimate of the amount of time the student will require to complete the work necessary for the granting of credit.
  - b. Except as may be required by unusual circumstances, make up work should be completed within two weeks of the end of the grading cycle.
  - c. The student's completed work will be graded and the teacher will submit a grade, which will replace the incomplete grade on the student's transcript.
  - d. A student who does not complete the work within the period allowed will receive a grade of F in the subject.

#### **F. Grade Validation**

In order that he or she may justify a grade, each teacher is directed to enter pertinent information to validate grades awarded to students. The records should be kept in the SIS and archived indefinitely.

1. The daily attendance and tardiness record;



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2. All grades earned for classroom activities such as quizzes, tests, reports, and class recitations;
3. All grades earned for activities conducted elsewhere, such as homework assignments and term papers;
4. Any notation regarding the meaning of each grade and its relation to the type of activity or material covered;
5. Any notation of discussions with the student on a grade or the student's cumulative grade average;
6. Any referrals for guidance, discipline, and the like; and
7. Any notations recording communications between the teacher and the parent.

#### **G. Appeal**

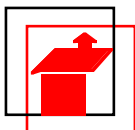
1. Each teacher is responsible for the determination of the grade a student receives for participation in the teacher's course of study.
2. Each teacher may be required to furnish reasons, supported by evidence (see ¶E above) to substantiate any grade earned.
3. If a grade is challenged by a student or a parent, the teacher will contact the student or parent and will explain the grading system and the reasons for the final grade.
4. If the parent or student is not satisfied by the teacher's explanations, he or she may appeal the grade to the Principal, who will consult with the teacher and the student in an attempt to resolve the dispute. The Principal will give every reasonable deference to the teacher's professional judgment.
5. If the Principal determines that the grade should be changed, he or she will alter the grade on all records and indicate by whose authority the grade has been changed.
6. No reprisals will be taken in any form against a teacher who remains determined in his or her belief that the grade originally given is fair and correct.
7. The Superintendent may hear an appeal from the Principal's determination. Only in the most extraordinary circumstances will the Superintendent alter a grade determined at the school building level.

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Revised & Approved: 22 August 2023

