

**KANAWHA COUNTY SCHOOLS ADMINISTRATIVE REGULATION**  
**Student Assessment; Elementary Schools**  
**Series: I27A**  
**Reference:**  
**Issued: 09.16.1993**  
**Revised: 10.10.1996; 12.01.2008; 07.02.2018**  
**Revision Number: 3**

**27.01 Purpose.** Quality assessment provides a method for determining if students have mastered the learning outcomes as set forth in the West Virginia Content Standards and Objectives (CSOs) and the 21<sup>st</sup> Century Learning Skills and Technology Tools. Information regarding the individual progress of each student toward the mastery of the CSOs will be used to plan instruction and to inform parents of student strengths and weaknesses.

**27.02 Monitoring Student Progress.** The teacher will maintain accurate records that record student progress and that provide justification for report card evaluation marks. These records will document evidence of achievement and will reflect an evaluation of several of the following:

- performance checklists
- projects
- oral responses
- tests
- anecdotal observations
- student presentations
- samples of a variety of student work
- rubrics

**27.03 Communicating Student Progress.** The teacher will communicate student progress to parents through notification of academic difficulty and through report cards that are provided at the end of each grading period.

**27.04 Notification of Academic Difficulty.** At the mid-point of each grading period, teachers will evaluate student progress and will identify any students that may be experiencing academic difficulty. Parents will be notified if academic difficulty exists. A written verification of receipt of the notice will be returned to the school by the parent.

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**27.05 Report Card.** Report card forms will be published in a countywide standardized format.

**27.06 Letter Grades.** Letter grades shall be assigned in accordance with the following scale:

<b>GRADE</b>	<b>DESCRIPTION</b>	<b>PERCENTAGE</b>
A	Excellent	90 - 100
B	Above Average	80 – 89
C	Average	70 – 79
D	Below Average	60 –69
F	Unsatisfactory	Below 60
S	Satisfactory	-----
N	Needs to Improve	-----
--	Not Evaluated	-----

Students in grades K and 1 will receive S or N for all skills and subject areas.

Students in grade 2 will receive letter grades for English Language Arts and math. S or N will be given for social studies, science, health, handwriting, music, art and physical education.

Students in grades 3-5 will receive letter grades for English Language Arts, math, science, health and social studies. S or N will be given for music, art and physical education.

Minus and plus marks will not be used. Teacher comments will be provided on the report card for each grading period.

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**27.07 Administrative Review.** Principals or Assistant Principals will review report cards prior to distribution to become aware of student progress and to ensure that there have been no omissions or errors.

**27.08 Distribution.** Report cards will be distributed following each grading period and may not be withheld for any reason.

**27.09 Make-Up Work.** Students will be given a reasonable amount of time to complete assignments missed when they were absent.

**27.10 Permanent Record of Student Achievement.** The marks recorded for the student's permanent record will reflect the student's demonstrated ability to master the CSOs based upon the evaluation procedure followed throughout the school year and will also reflect teacher judgment of the student's growth and achievement. Final grades will be determined by adding the student's total number of points earned at the end of each grading period in each subject area or class and converting earned points to a percentage of the total points possible. However, because student growth patterns and learning rates naturally vary, final grades may reflect a grade higher than the total number of points earned, if a student has demonstrated the mastery of the CSOs by the end of the school year. S and N marks are determined through teacher judgment based on multiple methods of assessment and not an average of points possible.