

KANAWHA COUNTY BOARD OF EDUCATION POLICY

Evaluation of Elementary School Students

Series: J15

Reference:

Issued: 07.15.1982

Revised: 09.16.99

Revision Number: 4

15.01 General. The evaluation process will assess as accurately as possible student progress in all subject areas. The classroom teacher will keep accurate records and will be responsible for justifying grades recorded on report cards. All work considered in grade determination in a grading period must have been done during the grading period and must reflect content and skills required through the curriculum. Extra credit assignments will be used sparingly and must also reflect the content and skills required through the curriculum. Minus and plus marks will not be used.

15.02 Interpretation of Marks.

A	Excellent	94-100%
B	Above Average	86-93%
C	Average	76-85%
D	Below Average	70-75%
E	Unsatisfactory	Below 70%
-	Not Taught	

1	Consistently Demonstrates Skill
2	Usually Demonstrates Skill
3	Needs Development

15.03 Instructional Level. Instructional level indicated the level upon which a student is working in reading and mathematics at the end of a grading period. Students should be taught and evaluated on their individual instructional level. Instructional level will not be indicated for subjects other than reading and mathematics, but curriculum will be adapted to meet individual needs.

Examples of instructional level markings:

K ¹	Kindergarten - first half
K ²	Kindergarten - second half
1 ¹	First grade - first half
1 ²	First grade - second half

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4 ¹	Fourth grade - first half
4 ²	Fourth grade - second half

Beginning with kindergarten materials, the first number/letter indicated the grade level. The second number indicates whether the student is working on the first or second half of the materials designed for that year.

15.04Teacher Comments. Teacher comments on the report card will be required for each grading period. Any or all classroom teachers who provide instruction to the student may use the section designated for comments.

15.05Permanent Record Data. Numerical marks recorded on the permanent record card will be determined by using the following criteria:

1	Consistently Demonstrates Skill
2	Usually Demonstrates Skill
3	Needs Development

Teacher judgment will determine final grades in fine arts, physical education computer technology and handwriting based upon overall student performance.

Third grade through sixth grade marks recorded on the permanent record card by using the following criteria:

- a) The final grade that appears on the report card at the end of the school year will be recorded on the permanent record card.
- b) The final grade on the report card for subjects other than fine arts, physical education, computer technology and handwriting will be determined by calculating the total number of points a student has earned in each subject area and converting the total points earned to a percentage of the total possible points.

15.06Student Progress. At the end of the fourth week of each nine-week grading period teachers will assess student grades and prepare a midterm progress report that will indicate academic progress and

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difficulty. Parents will be notified during the fifth week of each nine-week grading period of student progress and difficulty. Parents will be notified during the fourth week of each six-week grading period of student progress and difficulty. Parents must acknowledge receipt of notice of academic progress and difficulty reports by returning a signed copy of the report to the school.

15.07 Reporting Grade Data to Principals. Report cards will be submitted to principals for review prior to distribution at the end of each grading period. Principals will review report cards for omissions or errors.

15.08 Make-up Work. Students will be provided with a reasonable opportunity to make-up assignments missed due to absences.

15.09 Distribution of Report Cards. Report cards will be distributed at the end of each grading period. Report cards may not be withheld for any reason.