

GRADING SYSTEMS  
BONDUEL SCHOOL DISTRICT

It shall be the policy of the School District to evaluate student achievement in grades Kindergarten through 12. The issuance of grades on a regular basis serves to:

- a. promote a process of continuous evaluation of student performance;
- b. inform the student and his/her parent(s) or guardian of the student's progress;
- c. provide a basis for bringing about change in student performance if such change is deemed necessary.

Specific grading systems shall be developed for various grade levels by the building principal.

The School District shall not discriminate in the methods, practices and materials used for evaluating students on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.


## HIGH SCHOOL GRADING POLICY

### REPORT CARDS

The Bonduel High School teachers will assign a grade indicating student progress, quarterly, using report cards. Each quarter period will consist of approximately 45 school days. All report cards will be available as soon as possible after the ending date of the grading period. Every teacher is responsible for recording student grades and reporting these grades to the high school office as numerical scores which will then be calculated as letter and Grade Point Average (GPA) numerical scores.

Quarter and semester grades will reflect the student's total achievement for that grading period. The exact method will be determined by the teacher and provided in writing to the student and building principal within the first week of the class. Semester grades will be computed automatically by averaging the two quarter % grades earned within that semester unless specified otherwise by the teacher.

Any and all classes that have been modified, regardless of the reason (Modified-MOD/Children With Disabilities-CWD/Work Credit, etc.), will be preceded by an asterisk (\*) on report cards. All previous labeling will be omitted.

All teachers shall be issued a class record book at the beginning of the school year. This is an official school document to use for recording grades, attendance, and other pertinent information regarding individual students: At the end of the school year, class record books will be submitted to the building principal and retained during the summer recess in the event parents/guardians have questions concerning the assignment of grades. 

### PROGRESS REPORTS

In addition to report cards, progress reports, positive or negative, may be issued, at any time. The purpose of the progress report is to provide parents/guardians with information to enable their intervention prior to the issuance of a final quarter or semester grade. Progress reports are optional and issued at the discretion of the high school teacher; however, **a progress report MUST be sent prior to the end of the grading period for any student in jeopardy of receiving a failing grade (F) for either the quarter or semester.**

### F, D, AND/OR DRASTIC REDUCTION IN GRADE

Teachers are **required** to inform parents/guardians of an F grade and are **strongly encouraged** to notify parents/guardians of a D or when a drastic reduction in grade appears imminent. (Example: The grades of an A or B student drop to a D or F). If a grade of F on the report card cannot be determined until the last day of the quarter due to a major test, assignment, project, presentation or other SIGNIFICANT responsibility, the teacher is required to complete a PARENT/GUARDIAN NOTIFICATION OF INCOMPLETE OR FAILURE FORM [See Attachment C]. A copy must be placed in student file.

### **INCOMPLETE GRADES**

Incomplete grades may be issued only to students who have been absent due to extended illness or extenuating circumstances. Students receiving a grade of incomplete (I) during any grading period are required to complete all missed assignments within ten (10) school days following the end of the grading period. Student and parents/guardians will be notified BY THE TEACHER at the end of a quarter of any incompletes through the use of a PARENT/GUARDIAN NOTIFICATION OF INCOMPLETE OR FAILURE FORM [See Attachment C]. The principal may grant time extensions due to extenuating circumstances.

### **E GRADE POLICY**

An E grade can be issued by a classroom teacher subject to the following guidelines:

1. The request for an E grade may be made at any time during a marking period.
2. Either students, their parents/guardians, teacher, guidance counselor, or building principal may request that an E grade be issued.
3. The building principal, guidance counselor, and teacher must be consulted prior to recommending the issuance of an E grade.
4. An E grade may only be issued if written permission is received from parents/guardians [See Attachment A - generated in office].

### **MODIFICATION (MOD) GRADING POLICY**

When it is necessary for a teacher to substantially adjust (modify) the curriculum and/or grading to afford a student to progress satisfactorily to receive a passing grade:

1. Teacher must complete a MODIFICATION (MOD) GRADING FORM [See Attachment B - generated in office]
  - A. Notify the parents/guardians, by phone, of desire to use modification grading, and also, of the mailing of said form to them.
  - B. Have office generate top part of form.
  - C. Teacher will complete bottom part of form.
  - D. Obtain signature of the principal.
2. MOD must be used for the entire semester which includes two quarters.
3. An asterisk (\*) will precede the class title on report cards and all permanent grade records.
4. A MODIFICATION (MOD) GRADING FORM must be completed per semester.

### **MODIFICATION (MOD) GRADING POLICY/TRANSCRIPTS, PERMANENT RECORDS, ETC.**

1. Asterisks (\*) will be used preceding MOD/CWD/Work Credit, etc. grades. \*denotes MODIFIED will be indicated on permanent record.
2. All students receiving MODIFIED curriculum/grading will be presented with a CONSENT TO RELEASE INFORMATION REGARDING STUDENT RECEIVING MODIFIED CURRICULUM AND/OR GRADES FORM [See Attachment D]. By granting permission the School District of Bonduel may provide information regarding the type of MODIFICATION. Said information may not be furnished without written consent.

**MAKE-UP WORK**

A student having an excused absence from school is entitled to make up missed work in accordance with the following regulations:

1. The student assumes full responsibility to find out what was missed and to make arrangements with the classroom teacher to make up the missed work.
2. The teacher shall give the student a definite assignment and time period within which to complete that assignment. Failure to complete the work satisfactorily within the allotted time will result in a failing grade for assignments missed during the period of absence.

**CLASS RANK DETERMINATION**

1. Only numerical semester grades will be used to calculate class ranking.
2. Class Rank will be determined using averages calculated to four decimal places and rounded to the third decimal place.

**GRADE REPORTING SYSTEMS****Definitions**

- |  |          |
|--|----------|
| A - Excellent progress displaying outstanding interest, originality and initiative.<br>Does work of excellent quality.   | 93 - 100 |
| B - Above average progress showing above average effort. Does very good work promptly and neatly. Has very good study habits.  | 86-92    |
| C - Average progress, doing work expected of students at grade level. Has developed satisfactory work habits.  | 78-85    |
| D - Below average progress requiring improvement. Better work is possible with more effort. Should improve study habits and daily work. Should prepare required work with more thoroughness. | 70-77    |
| E - Indicates that although a student has not met minimum achievement requirements, credit is being granted for the course because the student tried with effort.                            | 69       |
| F - Unacceptable or insufficient progress indicating that the student did not meet minimum achievement requirements and does not merit awarding credit for the course.                       | 0-69     |
| I - Incomplete work indicating that assignment work has not been completed, usually because of a condition beyond the student's control.   |          |

**GRADING SCALES**

<u>Letter Grading Scale</u>	<u>GPA Numerical Grading Scale</u>	<u>GPA Conversion Scale</u>
A+	99 - 100	4.00
A	95 - 98	4.00
A-	93 - 94	3.67 - 3.99
B+	91 - 92	3.33 - 3.66
B	88 - 90	3.00 - 3.32
B-	86 - 87	2.67 - 2.99
C+	84 - 85	2.33 - 2.66
C	80 - 83	2.00 - 2.32
C-	78 - 79	1.67 - 1.99
D+	76 - 77	1.33 - 1.66
D	72 - 75	1.00 - 1.32
D-	70 - 71	0.67 - 0.99
E	69	
F	0 - 69	0.00
W	Withdraw	
M	Medical Withdraw	
I	Incomplete	

Extenuating circumstances may result in exceptions to this policy and the final determination of a student's grade is the responsibility of the building principal.

- The district shall not discriminate in the methods, practices, and materials used for evaluating students on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.
- Discrimination complaints shall be processed in accordance with established procedures.

Approved: August 2, 1995  
 Revised: December 19, 1995  
 Revised: March 16, 1998

# School District of Bonduel

400 West Green Bay Street  
BONDUEL, WISCONSIN 54107  
(715) 758-2148

## E GRADE FORM

DATE

NAME  
ADDRESS  
CITY

TITLE

SUBJECT: STUDENT NAME--GRADE  
CLASS/ES:

It is requested that permission be granted for your child named above, to receive an "E" grade for class/es listed. This grade indicates that although minimum achievement requirements have not been met, credit is being granted for passing this course because the student has put forth substantial effort. The E grade (69% GPA) will indicate the student has passed this class, however, this grade cannot be used as a credit for entry into a four year college program and may limit entry into other programs.

If you have any questions, please call me at (715) 758-2148.

Sincerely,

William J. LaChapell  
High School Principal

cc: Jim Christman, Guidance Counselor

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### FOR PARENT TO FILL OUT AND RETURN

Please check and sign the appropriate area below. Return the form to the high school office in the enclosed envelope. Keep the duplicate copy for your records.

\_\_\_ **I APPROVE** of the E grade (69% GPA) and credit earned.

\_\_\_ **I DO NOT APPROVE** of the E grade (69% GPA). Therefore, an F (69% GPA) will be issued and no credit earned.

-----  
Parent/Guardian Signature

-----  
Date

# School District of Bonduel

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## MODIFICATION (MOD) GRADING FORM

[DATE]

[NAME]  
[ADDRESS]  
[CITY]

[TITLE]

SUBJECT: [STUDENT NAME & GRADE]

Per phone call, the Modification (MOD) Grading Plan listed below will be issued to your child for both quarter grading periods and the semester grade. An asterisk (\*) will precede the class title on report cards and permanent transcripts. If you have any further questions or concerns, please call (715) 758-2148.

Sincerely,

\_\_\_\_\_  
Teacher Signature

\_\_\_\_\_  
Principal Signature

cc: Jim Christman, Guidance Counselor

### TO BE FILLED OUT BY TEACHER

Teacher \_\_\_\_\_

School Year \_\_\_\_\_

Class \_\_\_\_\_

Semester \_\_\_\_\_

It appears the above student will be unable to make satisfactory progress within the present class requirements to receive a passing grade without substantial curriculum and/or grading modifications. Appropriate modifications will include, but are not limited to the following:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### FOR PARENT TO FILL OUT AND RETURN

Please check and sign the appropriate area below. Return the form to the high school office in the enclosed envelope. Keep the duplicate copy for your records.

\_\_\_\_ **I APPROVE** of the above Modification (MOD) Grading Plan. It will be used for both quarter grading periods and the semester grade.

\_\_\_\_ **I DO NOT APPROVE** of the above Modification (MOD) Grading Plan. The student will accept the curriculum requirements as indicated by that teacher.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

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400 West Green Bay Street  
BONDUEL, WISCONSIN 54107  
(715) 758-2148

**PARENT/GUARDIAN NOTIFICATION OF INCOMPLETE AND/OR FAILURE**

DATE \_\_\_\_\_

STUDENT \_\_\_\_\_

FRESHMAN SOPHOMORE JUNIOR SENIOR

SUBJECT \_\_\_\_\_

QUARTER/SEMESTER \_\_\_\_\_

This is to inform you that your child will receive a grade of

\_\_\_\_ **F (Failure)**

\_\_\_\_ **I (Incomplete)** All incomplete work is due no later than \_\_\_\_\_

The following reason(s) were evident at the end of this quarter of school:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional comments:

\_\_\_\_\_  
\_\_\_\_\_

If you have any questions, please contact me at the above phone number.

Sincerely,

\_\_\_\_\_  
(Teacher's Signature)

cc: Student File



# School District of Bonduel

400 West Green Bay Street  
BONDUEL, WISCONSIN 54107  
(715) 758-2148

**CONSENT TO RELEASE INFORMATION**  
**REGARDING**  
**STUDENT RECEIVING MODIFIED CURRICULUM AND/OR GRADES**

DATE:

STUDENT:

MODIFICATION BASIS:

Having previously granted release of my Bonduel High School transcript noting modification.

**I hereby**

**DO** give permission to the School District of Bonduel to provide the inquirer of stated basis for modification.

**DO NOT** give permission to the School District of Bonduel to provide the inquirer of stated basis for modification.

\_\_\_\_\_  
(Student Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Parent/Guardian Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(School Official & Title)

\_\_\_\_\_  
(Date)

**SELECTION OF  
VALEDICTORIAN AND SALUTATORIAN POLICY**

The Valedictorian and Salutatorian of each graduating class will be determined as soon as semester grades are official and incomplete grades are finalized, following the completion of the first semester. The selection will be based upon the following:

1. Valedictorian and Salutatorian will be declared based upon the highest and next highest percentage cumulative grade point average respectively, rounded to the third decimal point.
2. A minimum of four semesters of academic work at Bonduel High School is required for eligibility (e.g. continual enrollment beginning with the second semester of the sophomore year).
3. A candidate for Valedictorian or Salutatorian must be a full-time student enrolled in a minimum of 6.5 credits per year.
4. All Bonduel High School courses will be included in the grade point determination, with the exception of drivers education and work credit program(s). Administrative discretion will be employed regarding courses of a unique or uncharacteristic nature (e.g. History of Religion, at risk credit-deficiency courses).
5. Students with equal average cumulative grade points will be declared Co-Valedictorians and Co-Salutatorians.

Approved: 3/16/98

Revised:

SELECTION OF  
ACADEMIC SCHOLARSHIP RECIPIENTS

WISCONSIN ACADEMIC EXCELLENCE SCHOLARSHIP POLICY

The Wisconsin Academic Excellence Scholarship will be awarded annually to the Valedictorian of each graduating class, as soon as the Valedictorian is declared.

In the event of a tie, Co-Valedictorians will be declared, but the following procedure will be employed to determine the recipient of the Wisconsin Academic Excellence Scholarship.

1. The student with the highest number of credits will receive the Wisconsin Academic Excellence Scholarship.
2. If required, the second tie-breaker will be the highest ACT and/or SAT score, between the tied students.
3. If still tied, the winner will be decided by a vote of the local High School Scholarship Committee. Voting will continue until the tie is broken.

WISCONSIN ALL STATE "ROBERT F. BYRD"  
ACADEMIC EXCELLENCE SCHOLARSHIP

The Wisconsin "All State" Academic Excellence Scholarship nominee will be declared after conclusion of the senior year first semester. The graduating senior with the highest point total in the following mathematical formula will be the recipient.

$$\text{TOTAL} = 250 \times \text{GPA} + 27.778 \times (\text{ACT Score})$$

$$\text{TOTAL} = 250 \times \text{GPA} + 1.25 \times (\text{SAT Score})$$

Where GPA is the student's cumulative GPA converted to a 4.0 system.

Ties will be broken by a vote of the local High School Scholarship Committee, and based upon the student essay incorporated into the Wisconsin All State Scholarship application. Voting will continue until the winner is declared.

NOTE: The winner of the Wisconsin Academic Excellence Scholarship is not eligible to win or be nominated for the Wisconsin "All State" Robert Byrd Scholarship.

Approved: 3/16/98  
Revised: