

## 1. Grading Practices

- 1.1. The grade book of record shall be the official Atlanta Public Schools student information system (SIS).
- 1.2. Each student should generally receive at least one (1) academic grade in each subject each week. Grades should be entered in the grade book on a weekly basis. Principals may approve alternate grading plans that support student achievement.
- 1.3. 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.
- 1.4. Teachers should provide opportunities for reteaching and reassessment for students who have not yet provided evidence of basic mastery. This may occur during regular instructional time, during “lunch and learn” sessions, or at other times when students will not miss required instruction.
- 1.5. Evaluation of Non-Academic Goals
  - 1.5.1. 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.
  - 1.5.2. Mastery of non-academic goals is assessed separately and should not impact course grades.
- 1.6. Academic Integrity
  - 1.6.1. Instances of cheating should not impact students’ academic grades. 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 should be reassessed with supervision.
- 1.7. Long-term Teacher Absences and Vacancies
  - 1.7.1. In a case when a substitute teacher(s) is employed to teach a course for more than five (5) consecutive instructional days, the principal or designee 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

- 2.1. 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.
- 2.2. 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.
- 2.3. For grades 6-12, evaluation of student mastery shall be cumulative for the semester.
- 2.4. 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.

- 2.5. Dates for progress reports and report cards will be noted on the student calendar.
- 2.6. To the extent practicable, schools shall take steps to communicate about student grades in a language the parent/guardian understands.
- 2.7. For grades 4 through 12, all grades entered into the grade book should be numeric. The only exceptions are an "I" for Incomplete (See Section 4. Incompletes.) or "NG" for no grade/evaluation. (See Section 7.6 Late Enrollment.)

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

- 3.1. As soon as there is evidence that a student is in danger of not meeting expectations, teachers shall hold individual conferences in person or by telephone with the parents/legal guardians to discuss a plan for student remediation. Except in unusual cases, teachers should request conferences no later than the interim progress report deadline.
- 3.2. Response to Intervention (RTI) protocols should be followed for students in danger of not meeting expectations based on the needs of the individual student.
- 3.3. A social work referral should be completed if the teacher cannot establish contact with the parent/legal guardian via telephone, email, or US mail within five (5) business days of a conference request.
- 3.4. 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 conference with the parent/legal guardian or documented contact attempts and a social worker referral, 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**

- 4.1. 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.
- 4.2. 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.)
- 4.3. 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)**

- 5.1. Students may not retake courses for which they have already earned credit.
- 5.2. 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).
- 5.3. 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).
- 5.4. 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.
- 5.5. Seniors Testing for Credit – Second semester seniors currently enrolled in a course required for

graduation with a grade below 70 may request to test for credit. See [policy IHE Promotion and Retention](#). Once approved, a student who scores 70 or above on a rigorous comprehensive examination covering the course content approved by the principal or his/her designee shall have the course grade replaced with the numerical examination score.

**6. Grade Changes After Grades Are Posted from Grade Book**

- 6.1. Errors in grade entry or calculations affecting student grades may be corrected at any time.
- 6.2. 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.
- 6.3. 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:
  - 6.3.1. 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.
  - 6.3.2. 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.
  - 6.3.3. Parents/legal guardians will be notified of all grade changes through the Infinite Campus Messenger.

**7. Transferring Grades**

- 7.1. APS accepts final 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.
- 7.2. APS shall accept final 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.
- 7.3. 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 school/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 |

7.4. 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.

7.5. Final 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.

#### 7.6. Late Enrollment

7.6.1. No grade is required on a report card if a student has been enrolled in the school for fewer than 20 school days of the grading period and no assignment grades have been received from the sending school.

7.6.2. Students entering from another public or accredited private school will be subject to the assignment grades provided by the former school. The assignment grades earned in APS during the enrollment period will be combined with these grades to determine the final grade for the student.

7.6.3. For students who entered mid-semester without assignment grades from a public or accredited private school (including all students enrolling from home school or a non-accredited school), the school should evaluate each situation, assess the students' mastery of the standards taught during the portion of the semester the student has missed, and develop a plan of support. If assigning a grade will not fully reflect the student level of mastery from the time of enrollment to the date of the report card, students may receive an Incomplete (I) on the report card temporarily. (See Section 4. Incompletes.)

7.6.4. Students who enroll after the deadline without transfer grades for assignments from the prior school will receive the code No Grade – "NG" on the report card. High school students will not earn credit for courses with a grade of "NG." Grades of "NG" will not be calculated into student grade-point averages (GPAs) or class rankings.

Last Revised: XX/XX/2014

Revised: 12/2/1998

Date Issued: 8/11/1986

**Keywords:**

report card, deficiency notice, progress report, grading scale, transfer credit, Common Core, Georgia Performance Standards, CCGPS, fail, failing, failure, Atlanta Virtual Academy, AVA, Georgia Virtual School, GaVS