



Peak to Peak Charter School

File: IKA/IKAA/IKAB

Grading Systems/Final Examinations/ Student Progress Reports To Parents

The scheme or technique for evaluating and reporting student progress is determined by the nature of the school's objectives, the purpose of evaluation, and the persons receiving the information. The task of developing grading and reporting procedures is tied directly to the total educational process. As the process changes, evaluation and reporting procedures also change.

Reporting should facilitate self-evaluation by the learner and lead to improved instruction and curriculum development through feedback provided by the reporting process.

The reporting procedure should be realistic in its demands on teacher and parent time and must be in a form that is meaningful to students and parents, using terminology appropriate to the school program and the needs of the school attendance area.

1. Elementary Education (K-5) — Grading and Reporting

Assessing and reporting student progress is a core way of communicating between school and home. All forms and procedures (whether progress reports or conferences) should report the student's individual progress in the content areas of language arts, mathematics, science, and social studies, as well as student attitudes, study habits, social development, attendance, and any other areas determined by the school and home. Report forms can provide space for comments by both teachers and parents.

Reports will be provided on a regular basis, on a schedule determined by the Peak to Peak administration. Since conferences are an integral part of communication between school and home, one or more of these reports will include a parent-teacher conference.

Records of pupil achievement are kept accurately by each teacher and evidence is accumulated to determine period markings.

Parents will be notified if a student is at risk of not meeting grade-level standards prior to the trimester/semester grading report.

At grades kindergarten through five, grade reports will consist of communicating whether students are making sufficient progress during the year to enable them to meet grade-level

standards by the end of the year. In addition, the end-of-year grade report will include whether the student met, did not meet, or exceeded the grade-level standard. The end-of-year grade report is not an average of the previous grading periods but reflects the level of the student's achievement at that point in time. No summative letter grade will be given at this level.

2. Secondary Education (6-12) — Grading, Examination, and Reporting

a. Letter grades will be assigned for all classes as follows:

A = 89.5% and above

B = 79.5%-89.49%

C = 69.5%-79.49%

F = below 69.49%

I = incomplete

- Semester grades are whole grades only, without +/- modification. Semester grades are final and are used to calculate student grade point averages.
- Quarter grades are in-progress grades and include +/- modification to the letter grade as appropriate. A student in a middle school or high school course may receive pass/no pass grading only as approved on a case-by-case basis in consultation with the student's principal, counselor, and classroom teacher.
- A student must achieve at the equivalent of C grade work in order to pass a course that is graded pass/no pass.
- A grade of I (Incomplete) is assigned when, due to extenuating circumstances, a student has not completed sufficient coursework for the teacher to assess student work and assign a grade reflective of the student's achievement, e.g. due to extended illness or recent enrollment in the class. It is not an alternative to a grade of F, which reflects a failure to achieve.
- Assignment of a grade of I requires approval of the student's counselor or a Peak to Peak administrator.
- The teacher is responsible for converting a grade of I to a regular letter grade no more than three weeks after the end of the grading period. If a student does not complete missing assignments by this deadline, each missing assignment receives a score of zero percent and the grade calculation for the applicable grading period will be made on this basis.
- Grades of F and I do not receive credit and do not count towards fulfillment of course or graduation requirements.
- Students that transfer to Peak to Peak from another middle school or high school do not receive credit at Peak to Peak for any D grade in course work on their transferred transcripts.
- Any student who chooses to drop a class after the add/drop period will receive a withdraw/fail (WF) for the course, which is a zero on their transcript.

If a student repeats the exact course or the same course at a higher level (e.g., Algebra II Honors as a repeat for Algebra II Standard), only calculation of the higher grade will be included in a student's GPA, and credit will be given only once. The lower grade and credit will be ignored although the course and grade will remain on the transcript. This is the regulation only for classes taken in Boulder Valley Schools. Transcripts from other schools will not be altered.

b. Final Examinations

Summative evaluation is an important part of each course. There shall be a final culminating experience in all courses which shall include an assessment of student achievement. The method to be used will be a part of the course outline distributed to students.

c. Online Grades

Secondary grade reports are available online at the end of the semester. Dates of distribution will be announced at the beginning of the year. These grade reports are meant to be a description of the scholastic progress a student has made.

d. Progress Reports

Teachers are encouraged to communicate directly with parents concerning student performance. Notice of exceptional or unsatisfactory work shall be sent to parents in advance of regular progress reports.

e. Notification

A student may not be denied credit unless the teacher has provided appropriate notification to the student and his parent or legal guardian in time that the deficiency could have been corrected. The only exception to this would be in cases in which a dramatic change of performance occurred so late in that grading period that notification was impractical.

f. Teachers' Records

Records of student achievement and attendance must be kept accurately by each teacher with ample evidence accumulated to justify the report card grades.

No grade assigned by a teacher shall be changed without notification of that teacher, the student involved, and his parent or legal guardian.

g. Transcripts

The cumulative transcript will show the student's census data, subjects, teachers, and grades.

The cumulative grade point average will be computed and recorded after the first semester of the 12th grade.

Adopted: 1999

Revised: December 3, 2009, December 15, 2021

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