

# **Elsinboro Township Board of Education District Policy Manual**

**Students**

**Series 5000**

**Examinations / Grading / Rating / Testing**

**Policy 5122**

Date Adopted: March 30, 2009	Date Revised: February 25, 2019	Page 1 of 4
First Reading: March 16, 2009		

The Board of Education recognizes that a system of measuring, recording, and reporting the achievements of individual pupils is important to the continuing process of learning.

The Board directs that the instructional program of this district includes a system of grading in grades K through 8 consistent with the educational goals of the district. Grades will measure the progress of pupils against course objectives and proficiencies.

Pupils shall be informed at the outset of any course of study of the behaviors and achievements that are expected of them and shall be kept informed of their progress during the course of study. As a rule, grading should reward pupils for positive efforts and minimize failure, and pupils should be encouraged to evaluate their own achievements.

The Chief School Administrator, in consultation with the teaching staff, shall develop and continually review a grading program appropriate to the course of study, New Jersey Core Curriculum and the maturity of pupils. The system should be clear, easily understood by parents and pupils, and able to be applied with consistency of interpretation. The evaluation and the grading symbols shall be intended to appraise the pupil's progress toward established goals and shall be a factor in promotion/graduation decisions. The final decision on any contested grade will be the responsibility of the Chief School Administrator. A pupil classified as disabled will be graded in accordance with his/her individualized educational program.

The Board of Education encourages the certified staff, under the direction of the Superintendent of Schools, to employ a comprehensive approach to the use of appraisal and evaluative techniques in monitoring pupil progress, including, but not limited to, recognized standardized achievement testing programs, written and oral teacher-made tests, performance observation, parent interviews, formal and informal evaluation techniques, use of cumulative pupil records, and medical examinations.

The Chief School Administrator shall have the right to review disputed grades and, after consultation with the assigning teacher, to adjust them.

In grades K and 1 the following method of evaluation will be in use to determine pupil progress in all subject areas:

# **Elsinboro Township Board of Education District Policy Manual**

**Students**

**Series 5000**

**Examinations / Grading / Rating / Testing**

**Policy 5122**

Page 2 of 4

- O – Outstanding
- S – Satisfactory
- N – Needs Improvement
- I – Improved Performance
- U – Unsatisfactory

Grade 2 will use numerical grades converted to a letter grade for the report card in mathematics, language literacy, science and social studies. Other subject areas will be evaluated using the same letter designations as K and 1.

Grades 3 to 8 will employ the following numerical for reporting pupil progress on the report card:

100-93	A
92-85	B
84-77	C
76-70	D
69-Lower	F

This system will be applied to all major subjects and for grades 3 to 8 in music, health, art and physical education.

### Determining A Student's Grade

Final averages for the year in each subject will be computed by averaging the numerical grade for each marking period.

If alternative assessment measures are implemented, the Chief School Administrator in consultation with the teaching staff will determine in accordance with the New Jersey Core Curriculum Standards how students will be assessed, evaluated and how grades will be recorded on the report card.

<b>Elsinboro Township Board of Education District Policy Manual</b>	
<b>Students</b>	<b>Series 5000</b>
<b>Examinations / Grading / Rating / Testing</b>	<b>Policy 5122</b>
Page 3 of 4	

The school district shall establish and maintain a testing program to:

- A. Measure the needs and progress of individual pupils;
- B. Measure the achievement of grade levels;
- C. Allow comparison of district pupils with national or other norms;
- D. Aid in evaluation of programs.

The district's testing program shall embody at least the tests required by state law. The administration shall continually scrutinize the applicability and effectiveness of tests being used in the district.

School personnel shall not use tests, procedures or other guidance and counseling materials that are differentiated or stereotyped on the basis of race, color, creed, religion, sex, ancestry, national origin or social economic status.

Any requests for surveys, pupil observations, or pupil questionnaires must be forwarded through the Chief School Administrator's office for approval before any survey or observation can be conducted.

Individual results of standardized tests, including intelligence tests, shall be made available to parents/guardians upon their request, but shall be considered confidential information to be available only to authorized persons. School and district test results shall be discussed in a public meeting.

# Elsinboro Township Board of Education District Policy Manual

**Students**

**Series 5000**

**Examinations / Grading / Rating / Testing**

**Policy 5122**

Page 4 of 4

## Legal References:

NJSA 18A:7E-2 through -5, 18A:11-1, 18A:35-4.9, 18A:40A-12, 18A:54-20  
NJAC 6:3-6.2(d, k), 6:8-2.1, 6A:8-4.3, 6A:8-4.5, 6A:8-5.1, 6A:14-1.1 et seq.,  
6A:14-1.1, -2.3, -2.4, -2.5, -2.6, -3.5, -7.9, 6A:15-1.1 et seq., 6A:15-1.13, -1.15  
6A:16-1.4, 6A:24-1.1 et seq., 6A:24-2.1, -3.3, -4.1(i)8, 6A:30-1.1 et seq.,

No Child Left Behind Act of 2001, Pub. L. 107-110

Manual for the Evaluation of Local School Districts (September 2002)

## Possible Cross References:

1000/1010, 1120, 1250, 2224, 3542.31, 5020, 5113, 5114, 5120, 5125, 5126,  
5141, 5141.3, 5142, 5200, 6010, 6142.1, 6142.2, 6145, 6146, 6164.2, 6171.1,  
6171.3, 6171.4, 6173, 6174, 6178