

REGULATION

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Grading System

R 2624 Grading System

A. Purpose of Grading

1. The purpose of grading is to assist pupils in the process of learning; all grading systems will be subject to continual review and revision to that end.
2. Good grades acknowledge a pupil's:
 - a. Active participation in and attention to daily lessons;
 - b. Frequent contribution to discussions;
 - c. Prompt, thorough, accurate, and neat preparation of assignments;
 - d. Thorough preparation for tests;
 - e. Display of an eagerness to learn and an inquisitive approach to lessons;
 - f. Attention to the need for proper materials;
 - g. Cooperation with the teacher's efforts; and
 - h. Willingness to work to the best of his or her ability and to do more than the minimum expected.

B. Preparation for Grading

1. Each pupil must be informed of the behavior and achievements expected of him or her at the outset of each course or unit of study.
2. Each pupil must be kept informed of his or her progress during the course or unit of study. Pupils who so request are entitled to see the grades resulting from their performance during the grading period.
3. Each method of grading shall be appropriate to the course of study and the maturity and abilities of the pupils.
4. Pupils should be encouraged to evaluate their own achievements.



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5. The process of review and revision will involve teaching staff members, parents or legal guardians, and, as appropriate, pupils.

C. Grading Periods

1. Grades will be awarded at the end of each of the four marking periods in each school year.
2. Pupils will be given notice of their mid-term grades at the mid-point in the marking period if they are in danger of failing.
3. Pupils will be given a final grade in each subject at the end of the school year.
4. Grades will be recorded on report cards for parent or legal guardian notification in accordance with Policy No. 5420 and Regulation No. 5420.

D. Basis for Grading

The teacher responsible for assigning a grade may take into consideration the pupil's:

1. Completion of written assignments prepared in the classroom or elsewhere;
2. Oral contributions in class, including discussion responses, observations, panel participation, presentations, initiation of topics;
3. Performance on oral and written tests and quizzes;
4. Research into standard references and other background materials;
5. Oral and written reports on materials read by the pupil;
6. Laboratory work;
7. Term papers;
8. Special oral or written reports;
9. Other evidences of the pupil's constructive efforts and achievements in learning;
and



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10. For the final grade, the pupil's attendance record, in accordance with Policies No. 5200, 5410, and 5460.

E. Meaning of Grades

1. The following grades will be given in each academic subject at the end of each marking period:
 - a. A grade of A indicates superior performance. A pupil will earn this grade when achievement is significantly above grade level; work achieves a quality and quantity that consistently excels; and a high degree of initiative, application, and purpose is demonstrated.
 - b. A grade of B indicates above average performance. A pupil will earn this grade when achievement is above grade level; work frequently excels; and strength in the subject is demonstrated.
 - c. A grade of C indicates average performance. A pupil will earn this grade when achievement in most areas of the subject are average; work is acceptable; and a satisfactory degree of proficiency is demonstrated.
 - d. A grade of D indicates below average performance. A pupil will earn this grade when achievement in the subject is barely passing; work is the minimum acceptable for credit; and only weak proficiencies in the subject is demonstrated.
 - e. A grade of F indicates failing performance and that no credit can be given for the subject. A pupil will earn this grade when the minimum requirements of the course are not met; an inability or unwillingness to master the basic elements of the course is demonstrated; or he or she has failed to meet the minimum attendance standards necessary to pass a course of study.
 - f. Letter grades may be modified by plus or minus signs in accordance with the grading scale.

Marking System

The marking system is as follows:



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Grade	Grading Scale
A	94.0 – 100
A-	90.0 – 93.9
B+	87.0 – 89.9
B	83.0 – 86.9
B-	80.0 – 82.9
C+	77.0 – 79.9
C	73.0 – 76.9
C-	70.0 – 72.9
D+	67.0 – 69.9
D	60.0 – 66.9
F	Below 60

A grade of Incomplete (I) will be given only when there is just cause, (*e.g.*, work missing due to absence or illness). Otherwise, students are expected to submit work on time. While it is permissible to accept work that is late, students are expected to complete all work prior to the end of the marking period.

F. Grade Validation

In order that he or she may justify a grade, each teacher is directed to retain in his or her possession the following records to validate grades awarded to pupils. The records should be kept for a minimum of six years after the end of the school year in which the grades were awarded.

1. The daily attendance and tardiness record;
2. All grades earned for classroom activities such as quizzes, tests, reports, and class recitations;
3. All grades earned for activities conducted elsewhere, such as homework assignments and term papers;
4. Any notation regarding the meaning of each grade and its relation to the type of activity or material covered;
5. Any notation of discussions with the pupil on a grade or the pupil's cumulative grade average;



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6. Any referrals for guidance, discipline, and the like; and
7. Any notations recording communications between the teacher and the parent or legal guardian, the Principal, or other teaching staff members.

G. Appeal

1. Each teacher is responsible for the determination of the grade a pupil receives for participation in the teacher's course of study.
2. Each teacher may be required to furnish reasons, supported by evidence (see E above) to substantiate any grade given.
3. If a grade is challenged by a pupil or by a parent or legal guardian, the teacher will convene a conference and will explain the grading system and the reasons for the final grade.
4. If the parent or legal guardian or pupil is not satisfied with the teacher's explanations, he or she may appeal the grade to the Principal, who will consult with the teacher and the pupil in an attempt to resolve the dispute. The Principal will give every reasonable deference to the teacher's professional judgment.
5. If the Principal determines that the grade should be changed, he or she will alter the grade on all records and indicate by whose authority the grade has been changed.
6. No reprisals will be taken in any form against a teacher who remains determined in his or her belief that the grade originally given is fair and correct.
7. The Superintendent may hear an appeal from the Principal's determination. Only in the most extraordinary circumstances will the Superintendent alter a grade determined at the school building level.

Issued: 3 May 2004
Revised: 9 October 2012

