

REGULATION

ANNE ARUNDEL COUNTY PUBLIC SCHOOLS

Related Entries: II, III, III-RA, IN, IN-RA, JB-RA, JCH-RA

Responsible Office: OFFICE OF ACADEMICS, DIVISION OF CURRICULUM, INSTRUCTION, AND ASSESSMENTS, DIVISION OF INSTRUCTION AND SCHOOL PERFORMANCE, DIVISION OF COLLEGE AND CAREER READINESS, OFFICE OF ACCOUNTABILITY

GRADING

A. PURPOSE

To establish procedures for a system of fair, meaningful, and consistent grading in Anne Arundel County Public Schools (AACPS).

B. BACKGROUND

AACPS is a school community where everyone can belong, grow, and succeed. As such, AACPS is committed to a fair, consistent, and meaningful system of grading that upholds accountability for both educators and students while fostering an environment of belonging. Our grading practices are designed to measure individualized progress toward course or grade-level standards or course expectations and will serve as an unbiased measurement. Additionally, AACPS commits to ensuring that students are given opportunities to show success, allowing them to demonstrate their understanding through multiple measures. By prioritizing equity and clarity in grading, AACPS will promote a learning-centered approach to ensure students receive feedback needed for future growth and academic success.

C. PROCEDURES

1. The procedures for grading shall be outlined in the *AACPS Grading Manual*.

2. Syllabus

At the beginning of a grade or a course of study, teachers shall provide to students and make available to parents/guardians a written syllabus. Syllabi shall be approved by the school principal.

3. Student Progress and Evaluation

- a. Teachers shall evaluate student progress to determine the degree of mastery of course content, skills, and standards. A grade, code, or percentage shall reflect student achievement and progress toward meeting course expectations.
- b. Teachers shall record accurate, current, and precise student progress on a regular basis to inform students and parents/guardians through the appropriate grade book format.

4. Record of Student Progress

Teachers and schools shall maintain records of student progress. It is expected that teachers shall enter graded student work into their electronic grade book in the learning management system and return that work to students within 5 school days of it being submitted to the teacher. However, it is recognized that to provide meaningful feedback to students on certain assignments such as projects or lengthy papers teachers may not be able to read, review, and post the grade within 5 school days time. In such cases the teacher will communicate with students and parents/guardians as to when these assignments will be graded and returned.

a. *Elementary School*

- i. In prekindergarten, kindergarten, and Grade 1, report cards shall use grading codes to indicate consistently demonstrate, progressing in the development of skill, emerging in the development of the skill, or needs development for specific skills in art, English language development, expected student behaviors, math, music, physical education, reading, science, social studies, and writing.
 - a) ***Consistently demonstrates (CD)*** means that the student exhibits the skills independently with minimal teacher intervention.
 - b) ***Progressing in the development of skill (PR)*** means that the student exhibits the skills with teacher guidance and support.
 - c) ***Emerging in the development of skill (EM)*** means that the student exhibits the skill with consistent teacher assistance and support.
 - d) ***Needs development (ND)*** means that the student has exhibited the skills in isolated or rare instances, or with a great deal of support. The performance is inconsistent and below the normal range of expectancy for a student at that grade level.

- ii. In Grades 2-5, report cards shall indicate student achievement by a letter grade for math, reading, science, social studies, and writing:
 - a) **A** (100% - 90%);
 - b) **B** (89% - 80%);
 - c) **C** (79% - 70%);
 - d) **D** (69% - 60%); and
 - e) **E** (59% or less).

Each letter grade on the report card shall be based upon a compilation of the grades recorded during the marking period.

- iii. In Grades 2-5, grading codes shall be given for art, chorus, English language development, expected student behaviors, health, instrumental music, music, and physical education.
 - a) ***Consistently demonstrates (CD)*** means that the student exhibits the skills independently with minimal teacher intervention.
 - b) ***Progressing in the development of skill (PR)*** means that the student exhibits the skills with teacher guidance and support.
 - c) ***Emerging in the development of skill (EM)*** means that the student exhibits the skills with consistent teacher assistance and support.
 - d) ***Needs development (ND)*** means that the student has exhibited the skills in isolated or rare instances, or with a great deal of support. The performance is inconsistent and below the normal range of expectancy for a student at that grade level.

b. ***Middle School***

- i. Teachers shall record the marking period grades for each student using the following process:
 - a) The marking period grades, based upon the final percentage of points earned divided by possible points, shall be calculated to the tenths place and then rounded to a whole number – a .5 and higher shall round up and shall appear on the report card.

- b) A letter grade for the marking period shall appear as both a percentage and a letter grade using the following scale:
 - i) **A** (100% - 90%);
 - ii) **B** (89% - 80%);
 - iii) **C** (79% - 70%);
 - iv) **D** (69% - 60%); and
 - v) **E** (59% - 50%).
- ii. Final middle school grades shall be determined by the duration of the course.
 - a) Yearlong courses shall receive a final percentage grade determined by the average of the four marking period grades.
 - b) Single semester courses shall receive a final percentage grade determined by the average of the two marking period grades.
 - c) Single marking period courses shall receive a final percentage grade equivalent to the percentage grade earned during that marking period.
- iii. Middle school students taking courses for high school credit shall take course assessments for those respective courses or a comparable assessment.
- iv. The final grade for the school year in middle school shall appear as both a percentage and a letter grade using the following scale:
 - a) **A** (100% - 90%);
 - b) **B** (89% - 80%);
 - c) **C** (79% - 70%);
 - d) **D** (69% - 60%);
 - e) **E** (59% - 50%);
 - f) **S** (100% - 60% – Satisfactory); and
 - g) **U** (59% or less – Unsatisfactory).

- v. Any student receiving an E shall receive no credit toward graduation or promotion.
 - vi. A student with lawful absences near or at the end of a grading period may receive a temporary blank grade. A student who receives a blank grade shall complete makeup work within 2 weeks beyond the end of a marking period or a reasonable amount of time as determined by the teacher and principal in order to receive credit for a course. See Regulation JB-RA – Compulsory Attendance.
 - vii. A change to a final grade shall be made in accordance with section 7 of this regulation.
- c. **High School**
- i. Teachers shall record the marking period grades for each student using the following process:
 - a) The marking period grades, based upon the final percentage of points earned divided by possible points, shall be calculated to the tenths place and then rounded to a whole number – a .5 and higher shall round up.
 - b) The final grade for each marking period and semester in high school shall appear on the report card as both a percentage and a letter grade using the following scale:
 - i) **A** (100% - 90%);
 - ii) **B** (89% - 80%);
 - iii) **C** (79% - 70%);
 - iv) **D** (69% - 60%);
 - v) **E** (59% - 0%);
 - vi) **S** (100% - 60% – Satisfactory); and
 - vii) **U** (59% or less – Unsatisfactory).
 - c) Only final letter grades shall appear on student transcripts.
 - d) Any student receiving an E shall receive no credit toward graduation or promotion.

- e) A student with lawful absences near or at the end of a grading period may receive a temporary blank grade. Students who receive a blank grade shall complete makeup work within 2 weeks beyond the end of a marking period or a reasonable amount of time as determined by the teacher and principal in order to receive credit for a course. See Regulation JB-RA – Compulsory Attendance.
- f) Students who are absent from a credit-bearing course for 9 or more days in a semester may be denied credit. The principal and appropriate affiliated personnel concerned shall review cases of this nature and determine whether credit will be awarded for the course(s) in question.
- g) Any student receiving an S has satisfactorily completed the requirements for the course and shall receive credit, but the S may not be calculated into the grade point average (GPA).
- h) Any student receiving a U has not met course requirements and the U may not be awarded credit nor be calculated into the student's GPA.
- i) Any student receiving the grade blank grade for:
 - i) A marking period grade may not have the marking period calculated into the semester average. The blank grade may not be included in any marking period calculation for Honor Roll, GPA, or eligibility. The blank grade must be converted into an actual grade.
 - ii) A final grade may not receive credit for the course. The blank grade may not be included in any semester or yearlong calculation for Honor Roll, GPA, or eligibility. The blank grade must be converted into an actual grade.
- ii. Each of the two marking period grades of a semester shall equal 50%. High school course final grades shall be determined by averaging two percentage grades.
- iii. For the purpose of determining a final course grade, the following percentage scale shall be used:
 - a) **A** (100% - 90%);
 - b) **B** (89% - 80%);
 - c) **C** (79% - 70%);

- d) **D** (69% - 60%); and
 - e) **E** (59% - 50%).
- iv. If a student elects to opt out of the fourth marking period’s quarterly assessment in lieu of an Advanced Placement or International Baccalaureate exam, the final semester grade shall be determined by averaging the two marking period percentage grades. The fourth marking period may not include a 10% quarterly assessment grade in these instances.
 - iii. A change to a final grade shall be made in accordance with section 7 of this regulation.
 - iv. AACPS shall calculate the GPA for high school students. The student transcript shall reflect both a weighted and unweighted GPA.
 - a) An additional .5 quality point shall be awarded to students in Honors courses who earn grades of A, B, or C. No additional quality points shall be added for grades of D or E.
 - b) An additional 1.0 quality point shall be awarded to students in Advanced Placement, Dual Credit, International Baccalaureate Diploma Programme, and Post Advanced Placement courses who earn grades of A, B, or C. No additional quality points shall be added for grades of D or E.

Unweighted Courses	Honors Courses	AP, Dual Credit, IB, and Post AP Courses
A - 4	$A - 4 + .5 = 4.5$	$A - 4 + 1 = 5$
B - 3	$B - 3 + .5 = 3.5$	$B - 3 + 1 = 4$
C - 2	$C - 2 + .5 = 2.5$	$C - 2 + 1 = 3$
D - 1	$D - 1 + 0 = 1$	$D - 1 + 0 = 1$
E - 0	$E - 0 + 0 = 0$	$E - 0 + 0 = 0$

- c) A system of grading, including weighted grades for Honors, Advanced Placement, Dual Credit, International Baccalaureate Diploma Programme, and Post Advanced Placement courses shall be applied for all school system policies, regulations, and procedures. This system shall be designated on all student transcripts.
- d) The GPA is calculated by taking the point value of each letter grade, including course weighting for weighted GPA, and multiplying it by the credit value of that course. This is done for each course and the resulting values are added together. That point total is then divided by total attempted credits. The following scale shall be used:

- i) **A** (4.0 – 3.6);
 - ii) **B** (3.5 – 2.6);
 - iii) **C** (2.5 – 1.6);
 - iv) **D** (1.5 – 0.6); and
 - v) **E** (0.5 or less).
- e) GPA calculation for S and U grades:
- i) Some courses such as work-based learning, select independent study, special inclusion classes, and some alternative credit programs produce a grade of S or U, instead of letter grades A through E.
 - ii) If the grade is recorded on the transcript as S or U, an S earns credit, but a U does not earn credit. For calculation purposes when an S or U grade is used, there are no quality points issued, therefore, there is no credit attempted factored into the GPA calculation.
 - iii) Department aides are not awarded credit and their grades are not used in GPA calculations.
- f) GPA calculation for courses repeated:
- i) Any course a student repeats for grade improvement or to build prerequisite skills, and for which credit has been previously granted, cannot receive credit again.
 - ii) The highest grade earned for a repeated course shall be calculated into the GPA with the lower grade dropped from cumulative GPA calculation.
- g) GPA shall be calculated to the thousandths place. Then, the GPA shall be rounded to the hundredths place – a .005 and higher shall round up.

5. Changing a Report Card Grade, Code, or Comment

- a. A change to a final grade will be made for a sound educational purpose.
 - i. If a student has stopped working during any grading period, the student's record shall be thoroughly evaluated to determine whether a passing grade will be given. There must be thorough documentation, evidence of

opportunity for parental/guardian input, and approval by the principal, principal's designee, or Office of Accountability to override a numerical average.

- ii. If a student has made significant improvements during any grading period, but numeric average does not reflect that growth, the student's record shall be thoroughly evaluated to determine the grade given. There must be thorough documentation and approval by the principal, principal's designee, or Office of Accountability to override a numerical average.
- b. An *AACPS Request for Grade Change* form shall be submitted to initiate a change to a final grade, code, or comment.
- i. The teacher initiating the grade change will submit the *AACPS Request for Grade Change* form to the principal or the principal's designee. The principal or the principal's designee shall review the form and approve or deny the grade change request.
 - a) If the teacher is incapacitated and unable to submit the required form, the assigned teacher designee may submit the form on the teacher's behalf.
 - b) If a teacher does not follow the grading procedures and protocol outlined in this regulation and the accompanying policy, the principal or the principal's designee may initiate a grade change. In this case, the Director of Student Data or the Director of Student Data's designee will review and approve or deny the request.
 - c) The *AACPS Request for a Grade Change* form shall include the:
 - i) Name of the teacher or other appropriate individual requesting the grade change;
 - ii) Reason for the grade change request;
 - iii) Reason for the approval or denial of the request;
 - iv) Date of the approval or denial of the request; and
 - c. Signature of the principal, the principal's designee, or other appropriate individual approving or denying the grade change request. A grade change must be completed within 45 days of the last day of the grading period. For a grade change for the fourth marking period, the timeline for a grade change begins on the first day of the new school year.

- d. ***Appealing a Final Grade, Code, or Comment Change***
 - i. Appeals of final grade, code, or comment changes shall be made in accordance with Regulation JCH-RA – Student Complaints Related to Policy, Regulation, or Law.
 - e. ***Auditing Final Grade, Code, or Comment Changes***
 - i. The Division of Student Data; the Division of Instruction and School Performance; the Division of College and Career Readiness; the Division of Curriculum, Instruction, and Assessments; and the Division of Student Services shall annually audit the grade changes made during the previous school year using a research based random selection process to ensure that proper procedures were followed and the time frame of these grade changes meets the criteria established by the Maryland State Department of Education.
- 6. Earning Credit**
- Procedures shall be established to regulate the credit earning process.
- a.
 - i. Any middle school student taking a high school course prior to entering high school shall receive credit if the student meets the same requisites required of high school students for the same class.
 - ii. Credit shall be awarded upon entering Grade 9. The grade for the course shall be calculated in the student’s GPA in the same manner as other high school courses, including courses with weighted grades.
 - b. Summer and evening high school grades for students enrolled in a regular day school program shall be transferred and calculated into the student’s marking period GPA, as appropriate.
 - c. Credit and grades for students transferring from an approved school outside the county shall be based upon the grading policy of the sending school. However, a student may not be awarded credit twice for the same course.
 - d. Students who transfer from a non-approved program may be awarded credit if approval is granted following review by the designated central office staff. Approved courses will receive credit and an unweighted grade of S. These grades will not receive quality points and will not factor into the GPA calculations.
 - e. AACPS high schools shall award credit based upon the established policies and regulations of AACPS. This includes online and college courses which shall be approved by the principal prior to enrollment.

- f. Grades and course credit may not be awarded for after school activities that are not in the *AACPS Program of Studies* for the current school year.
- g. Credits for internship, apprenticeship, or work-based learning programs are awarded by the work-based learning facilitator based upon successful completion of the program requirements.
- h. Grades earned by students for course work completed while on home and hospital teaching, as determined by the home and hospital teacher, shall be factored into the marking period grade or semester grade proportionate to the amount of time spent in class and on home and hospital teaching.

7. Valedictorian and Salutatorian

Each high school shall annually designate a graduating valedictorian and salutatorian in accordance with the requirements set forth in the accompanying policy.

8. Latin Honors

Each high school shall annually honor graduating students who qualify for AACPS Latin Honors (*cum laude*, *magna cum laude*, and *summa cum laude*) recognition.

Regulation History: Issued 07/01/11; Revised 06/27/12; 08/13/13; 11/04/15; 05/04/16; 01/18/17; 08/23/17; 02/12/21; 08/23/21; 08/25/22; 05/31/23; 11/14/23; 05/28/24; 11/04/24; 05/20/26

Note Previous Regulation History: Replaced AR608/II-RA adopted 04/03/02 and revised 09/03/03; 12/15/04; 02/01/06; 09/06/06

Legal Reference: Code of Maryland Regulations 13A.03.02.08