

**SB Meeting**  
**March 14, 2016**

**Items Requiring No Action (1 Reading)**

*Legal References/Code Updates/Verbiage changes*

IKE-R2 Grading Regulations

***Policies/Regs. for Sec. F Reassigned to Board Regulations (BR) or Superintendent Regulations (SR):***

FA-R1 to FA-BR1	Structures and Devices Erected on School Property
FECBA-R1 to FECBA-BR1	Environmentally Sustainable Practices
FECBA-R2 to FECBA-BR2	School Division Recycling Program
FECBA-R3 to FECBA-BR3	Dark Campus Program
FFB to FFA-BR1	Names of School Facilities

## GRADING REGULATIONS

### **Student Evaluation and Grading**

Teachers shall be responsible for the grading and evaluation of student achievement. The following guidelines shall be used in the evaluation:

A student's grade shall be based on achievement.

A student's grade shall not be penalized for any behavior issues unrelated to academic assignments or for any excused absences.

Parents can access their child's grades through the parent portal of PowerSchool. Each school can assist parents with login information.

PowerSchool should be updated each week.

### **Report Cards and Progress Reports**

#### **Elementary (K-5)**

Progress reports (interims) shall be prepared and issued to all students/parents at the midpoint of each of the first three grading periods and only to those students in danger of failing at the midpoint of the fourth grading period. Computerized report cards shall be prepared and issued to students in Grades 1-5 at the end of each nine weeks grading period (usually 45 teaching days). Computerized kindergarten report cards will be issued at the end of the second nine weeks. After the report cards are examined by parents or guardians, they should be properly signed and returned to the respective homeroom teacher. The end of the year report card is the property of the parent/guardian.

#### **Middle School (6-8)**

Computerized progress reports (interims) shall be prepared and issued to all students/parents four times per year. Computerized report cards shall be prepared and issued to students/parents at the end of each nine weeks grading period (usually 45 teaching days).

#### **Secondary (9-12)**

Computerized progress reports (interims) will be prepared for all students/parents at least four times per year. Computerized report cards will be prepared for students/parents at the end of each grading period (usually 45 teaching days). If a student is enrolled in a one-term class, the report card grade represents one-half of the final course grade. If a student is enrolled in an alternating day "A/B" class or a yearlong class, this grade represents one-fourth of the grade earned for the course.

### **Warning Notices**

Parents or guardians will be notified when a student is in danger of failing a subject so that appropriate corrective measures may be taken.

If a senior is in danger of failing to meet the requirements for graduating with his class, the student and his parents or guardians shall be notified of such danger at the earliest possible time, and assistance should be provided, where possible, to help the student satisfy the requirements. The responsibility for informing the student's parents or guardians shall rest with the guidance counselors and principal. At least once per semester written notification shall be sent to parents or guardians of every senior who is in danger of failing to meet requirements for graduating with his class.

## Report Card Grades

All grades recorded on the report card should reflect the appropriate county grading scale, as listed below.

### Kindergarten

The letter grades used to indicate academic progress will be as follows:

I – Independent

MP – Making Progress

NI – Needs Improvement

NA – Not Assessed

### Grade 1

The numerical grades used to indicate academic progress will be as follows:

3 – Exceeding Expectations

2 – Meeting Expectations

1 – Not Meeting Expectations

NA – Not Assessed

X – See Teacher Comments

### Grades 2 – 12

The following numerical values will designate each letter grade. All teachers in grades 2-12 will use this numerical scale for all courses.

A = Excellent            100 - 90

B = Above Average    89 - 80

C = Average            79 - 70

D = Below Average    69 - 64

F = Failure              63 and below

I = Incomplete (signifies work to be made up as a result of sickness or emergency)

Within each grade band, a teacher may add a plus or minus as an extra descriptor. In general, the values of these are as follows:

98-100	A+	90-92	A–	87-89	B+	80-82	B–
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77-79	C+	70-72	C–	67-69	D+	64-66	D
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Class standing is calculated at least twice during a student's high school career; at the beginning and end of the senior year. The method used to calculate weighted GPA and Class Standing is based on the weighted scale below.

**Table of Weights Computing the Weighted GPA**

<b>Grade</b>	<b>Advanced Placement (AP) Dual Enrollment (DE) Mountain Vista Gov. School (MVGS) Germanna Scholars (GS)</b>	<b>Honors</b>	<b>Academic</b>
A+	5.0	4.5	4.0
A	5.0	4.5	4.0
A-	4.6	4.1	3.6
B+	4.3	3.8	3.3
B	4.0	3.5	3.0
B-	3.6	3.1	2.6
C+	3.3	2.8	2.3
C	3.0	2.5	2.0
C-	2.6	2.1	1.6
D+	2.3	1.8	1.3
D	2.0	1.5	1.0
F	0	0	0

Steps to calculate the weighted GPA and Class Standing:

1. For each course completed, multiply the weighted value (0-5.0 from the table above) by the credit value (either 1 or 2 credits) for the course.
2. Add the total points of the earned weighted grades.
3. Divide the total points of the earned weighted grades by the total number of credits completed for courses being ranked.
4. The result is the weighted GPA of courses for grades 9-12 inclusive. **Only those courses (for which high school credit can be earned) taken in high school (grades 9-12) are included in the weighted GPA calculation.**

## Factors Used to Determine Grades

### Elementary (K-5)

Each grade level team of teachers will decide what factors will be used to determine the grade for each nine weeks period and the relative value (percent) of each, e.g. class work, tests, quizzes, homework, written assignments, special projects. Homework should never exceed 10 percent (10%) of the grade.

Grading and reporting should communicate effectively what students have learned, what they can do, and whether their learning status is in line with expectations for that level. Grading guidelines will be determined by the teachers in each grade level to ensure consistency. These guidelines should address issues such as late or missed assignments, retakes, and homework.

Students should be provided many opportunities to demonstrate what they have learned. The suggested minimum number of grades in a grading period for the core subject areas is as follows:

Language Arts and Mathematics	18
Science and Social Studies	9

### Secondary (6-12)

Each department (or team of teachers assigned to a particular course) shall decide the factors which will be used to determine the grade for each reporting interval and the relative value (percent) of each, e.g. class work, homework, quizzes, tests, written assignments, special projects. Homework should never exceed 15 percent (15 %) of the total grade. The parents and students should be informed of these percentages through the course syllabus.

The classroom teacher has the flexibility to determine procedures for assigning student grades; however, the teacher shall inform students and parents, through the course syllabus, of these procedures used to assign grades, e.g. averaging of numerical grades, averaging of letter grades, basing grades upon a specific number of points to be obtained in a particular report period, or another system which is communicated in the course syllabus. Students should be provided many opportunities to demonstrate what they have learned.

### Absences

It is expected that students have good attendance and that students will make up all work missed because of absences.

The following are guidelines to be used in carrying out this regulation.

1. It is the responsibility of the student to obtain and complete make-up work.
2. A teacher may determine that the best way for the student to make up the missed work is with an alternate assignment.
3. It is the responsibility of the student to schedule make-up tests with the teacher.
4. All students suspended are expected to make up missed work. If a student is suspended, a request for assignments from the parent/guardian must be made to the school administration or guidance office.
5. The student must complete all missed assignments within the allotted length of time as indicated in the timetable below.

<u>ABSENCES</u>	<u>ALLOTTED MAKE UP DAYS</u>
1	2
2	4
3	6
4	8
After 4 consecutive days of absences, the students and/or parents should contact the teacher about creating a plan for making up the missed work.	

Approved: December 3, 2003

Amended: June 30, 2010

Amended: May 10, 2011

Amended: January 14, 2013

Amended: January 6, 2015

Amended: March 14, 2016

Superintendent's Signature \_\_\_\_\_

## STRUCTURES AND DEVICES ERECTED ON SCHOOL PROPERTY

The School Board recognizes that structures and devices will be erected on school owned property from time to time for use and enjoyment by students, staff and members of the public. For the safety and security of all, these activities must conform to all local, state and federal laws.

To achieve that goal Culpeper County Public Schools has established the following procedures for the construction of any structure or the erection of any device on school board leased or owned property. These procedures shall dictate both permanent and temporary improvements.

For Permanent Improvements:

- 1) The proposed structure or device will be presented to the Superintendent or designee for preliminary authorization to proceed with the detailed planning of the project.
- 2) Once approved for planning, a detailed, written construction or alteration plan will be completed that includes: the purpose of the project; estimated labor and materials costs; secured funding sources; timeline for completion; needed permits and inspections; an engineered drawing of the facility or structure with the seal of a licensed architect or engineer registered in the Commonwealth of Virginia.
- 3) The completed construction or alteration plan will be presented to the Superintendent and designee(s) for approval to proceed. If the amount of the construction or alteration exceeds \$10,000 in costs, the school board must give its approval for the project.
- 4) If the source of the project's funding is through private donations, the parties must present proof of ability to pay the costs prior to the start of the project.
- 5) The construction of the project will adhere to all state procurement laws and regulations, and conform to state or local building codes, and obtain all necessary permits, inspections and a Certificate of Occupancy issued by the County of Culpeper.

For Temporary Improvements or Devices:

- 1) The plan for the proposed structure or device will be presented to the Superintendent or designee for authorization to proceed. The plan shall be a detailed, written plan that includes: the purpose of the project; estimated costs; funding source; schedule for erection, use and removal from site; and the needed permits issued by the Culpeper County Building Official.

Adopted: December 12, 2011

## Environmentally Sustainable Practices

The Culpeper County School Board recognizes the value of environmentally sustainable practices in the design and operation of its facilities. The School Board is committed to promote sustainable practices throughout the school division.

The purpose of this policy is to provide a quality environment for students and staff while conserving natural resources. By developing, adopting and implementing an Energy Improvement Plan, we will provide a long term cost savings to the taxpayers of Culpeper County.

The Culpeper County School Board encourages the following sustainable practices within the school division:

1. Require that all major building renovations and new construction strive for certification by a nationally recognized Green Building rating system.
2. Make available educational material to raise awareness throughout the School Division to students and staff on the programs and policies relating to sustainability practices.
3. Develop guidelines that encourage energy conservation and regulate energy use throughout the division.
4. Purchase of Energy Star appliances and electronics when deemed fiscally responsible.
5. Use environmentally safe products at all school sites including but not limited to: "Green Seal" cleaning products, Pest Management Control products, and low impact fertilizers when deemed fiscally responsible.
6. Reduce the use of paper by promoting two-sided coping and electronic filing. Specify the purchase of a minimum of 30% post-consumer recycled content paper for general use when deemed fiscally responsible.
7. Encourage purchases of fuel efficient fleet vehicles. Continue no-idle policy for all buses in the School Division when weather appropriate.
8. Promote the reduction of waste by the School Division and encourage the development of a recycling program at each school site.
9. Develop a "dark campus" policy for each school site.

Adopted: October 11, 2010



## School Division Recycling Program

The Culpeper County School Board recognizes the need to establish a recycling program within the School Division to establish a culture of environmental stewardship within the schools and the administration. The Culpeper County School Board will strive to encourage the most efficient use of materials in all schools and facilities, and to promote environmentally sound practices to all staff and students. The recycling program will require that all schools implement a recycling policy that will reuse limited natural resources, minimize waste and recycle these products to the maximum ability practicable.

Adopted: October 11, 2010

## Dark Campus Program

The Culpeper County School Board recognizes that implementing a dark campus program that turns off all outside lights at each facility when not occupied, will possibly reduce vandalism, and the cost associated with it, and also increase energy cost savings. The School Division will put into practice the following procedures in each of the division's school sites:

1. Blackout hours will be set at each site from 11:00 PM to 6:00 AM, unless the school is occupied or the outdoor facilities are being used for a school or community function.
2. The school site will be off limits during blackout hours, unless previous permission has been granted by the School Board.
3. The community and local officials will be notified of blackout times at each location. Any lights seen during the blackout hours should be reported to local officials.
4. The School Board will provide and post signs, in prominent locations, with emergency numbers to call for each site.
5. The community and local officials will be notified of any changes to the blackout hours via media or parent information newsletters.

Adopted: October 11, 2010

CULPEPER COUNTY SCHOOL BOARD

## Names of School Facilities

It is the responsibility of the Culpeper County School Board to determine the naming of school facilities including, but not limited to, playing fields, stadiums, libraries, classrooms, and administration and support facilities, but not including new or existing schools, which is subject to Policy FFA. The Board may solicit and accept input from the public regarding the naming of such facilities but reserves the right to make the final decision regarding the name of any school facility. Suggestions regarding names must be in writing, must state the name of the person or group making the suggestion, and must state the reasons supporting the suggestion.

No school facility will be named for a current employee of the school division.

Adopted: June 12, 2006

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Legal Refs.: Code of Virginia, 1950, as amended, sections 22.1-78, 22.1-79.

Cross Ref.: FF Public Dedication of New Facilities  
FFA New School Names