

1 **2420R INSTRUCTION**

2 Forms and Cards

3 Progress reports shall be issued after each term, except for Kindergarten students who receive a report  
4 at the end of each semester. Separate cards shall be provided for Kindergarten through Grade Two (2);  
5 Grade Three (3); Grades Four through Grade Six (6); Grade Seven (7) through Grade Eight (8); and Grades  
6 Nine (9) through Grade Twelve (12). Duplicate forms shall be maintained for Kindergarten through Grade  
7 Twelve.

8 **Grading System**

9 The grading system utilized within the Great Falls Public Schools is uniform with regard to the scale used  
10 at grade levels. Primary students (grades K-2) are graded according to the following set of marks:

11 Grades K, 1 and 2: G - Good Progress

12 S - Satisfactory Progress

13 I - Improving

14 N - Needs Improvement

15 At grade 3, the students are still graded according to the set of marks developed for grades 1-2, with the  
16 exception of marks in mathematics, spelling and English, which are graded on the following basis:

17 A = Excellent 90-100% D = Below Average 60-69%

18 B = Above Average 80-89% F = Unsatisfactory 59% - Below

19 C = Average 70-79%

20 The third grade progress report is a transition report, which allows students and parents the opportunity  
21 to experience the set of marks used uniformly in grades 4-12, while still being tied into the set of marks  
22 used in grades 1-2 in appropriate areas.

23 **Grading System**

24 Grades 4-12 utilize the grading scale shown below:

25 A = Excellent 90-100% D = Below Average 60-69%

26 B = Above Average 80-89% F = Unsatisfactory 59% - Below

27 C = Average 70-79%

28 Study skills, work habits and citizenship are grades on a G, S, I, N basis in grades 1-6.

29 Students in grades K-12 may receive individualized comments from their teachers.

30 **EXCEPTIONS:**

- 31 • G, S, N, I are the marks used to denote grades in Handwriting, Art, Music, Health Enhancement  
32 (Physical Education), and Library in grades 4-6.

- 1 • There are three grades available in Middle School Health Enhancement (physical education)
- 2 classes in grades 7-8. They are A, P (pass) or F (Fail).
- 3 • Grades 5-6 use a separate instrumental music progress report.
- 4 • G, S, N, I are the marks used to denote grades in reading at grades K-6.
- 5 • The # sign is used in conjunction with grades K-6 to denote that the curriculum has been modified
- 6 in some way, to meet individual needs.
- 7 • The x sign is used in grades 9-12 to denote a course is being audited for no credit
- 8 • The I mark is used in grades 9-12 to denote a course grade contains incomplete work and the
- 9 student has two weeks to complete all missing work for a passing grade.
- 10 • The IP mark is used in grades 9-12 English to denote the student is currently passing but has not
- 11 yet achieved proficiency in speaking and/or writing.
- 12 • The IR mark is used in grades 9-12 to denote a student is being allowed to recover a lost credit
- 13 through the Academic Variance Committee Process.
- 14 • The CW mark is used in grades 9-12 to denote credit is being withheld from a student due to
- 15 violating the Attendance Rule.

16 If a grade is disputed, a review of the student's work and of the class record book is made by principal and  
17 teacher. Every effort shall be made to resolve the differences through conference.

18 Policy History:

19 Adopted on: July 1, 2000

20 Revised on: April 25, 2005