

5420.03 - REPORTING STUDENT PROGRESS AND CLASS RANKING - HIGH SCHOOL

Report Card

The report card provides a grade for the student's academic performance in each class or course, the student's conduct and the student's attendance including absences and tardiness. Each report card for the school year shall contain information regarding a student's performance at grade level or below, behavior, and attendance. The final report card shall contain information regarding a student's promotion or non-promotion.

Alternate Report Card

No changes shall be made in the form of the report card without the express approval of the Superintendent.

Grading Scale

The following point scale will apply to all high schools, as well as to middle school students enrolled in high school courses in grade 7 or 8 for credit toward graduation:

- A. A = 4 grade points (90-100) (outstanding progress)
- B. B = 3 grade points (80-89) (above average progress)
- C. C = 2 grade points (70-79) (average progress)
- D. D = 1 grade point (60-69) (lowest acceptable progress)
- E. F = 0 grade points (0-59) (failure)
- F. I = 0 grade points (incomplete)

Percents between eighty-nine percent (89%) and ninety percent (90%), seventy-nine percent (79%) and eighty percent (80%), sixty-nine percent (69%) and seventy percent (70%), and fifty-nine (59%) and sixty percent (60%) shall be rounded up to the higher grade if at the midpoint (.50) or above; those below the midpoint (.50) shall be rounded down to the lower grade.

Incomplete Grades

A student receiving a grade of Incomplete (I) in a course(s) during any grading period shall have a period of three (3) weeks after his return to school to make up any work missed that is needed for the teacher to be able to assign an appropriate grade. Any incomplete grade will revert to an "F" if the student does not make up the work missed within the three (3) weeks of returning to school. Extensions of time may be granted by the principal for the final grading period of the year.

Final Examinations

- A. Definition: A final examination is a comprehensive assessment covering the course student performance standards for the entire term (a term is a semester in all high schools). Furthermore:
 1. --For all high courses that are semester courses, the semester final examination will be either a district developed common assessment or a teacher-developed assessment. For courses identified as having a district-developed assessment as outlined in 1(a), the semester examination will be the district-developed assessment.

--For all high school courses that are year-long courses and that do not have a state required end of course assessment (EOC), the semester 2 final examination may be a district developed common assessment or a teacher-developed assessment. For year-long courses identified as having a district-developed common assessment as outlined in 1(a), the year-long final examination will be the district-developed common assessment.

a. Each year, by the first day of the new school year, the Teaching and Learning Division will identify and provide schools, teachers, parents and students a list of district developed common assessments that will be implemented that year as either semester exams (for semester courses) or semester 2 final exams for year-long courses.

b. During the first year of implement for any district-developed common semester or year-long assessment, teachers will determine the semester and final exam grades for students. During the second and subsequent years of implementation for district developed common assessments the semester exam grade and final exam grade for students will be determined by the district's Accountability, Assessment and Research office through a score-norming process for the purpose of ensuring consistency across the district in the scoring of district common assessments.

--For all high school courses that are year-long courses that do have a state required end of course assessment, the semester 1 final examination will be a district developed common assessment, taken by all students enrolled in the course, and the end of the year examination will be the state end of course assessment (EOC).

- B. Students shall take the final examination as set forth in "C" below as an academic performance requirement for the completion of the courses for which such examinations are required. The student's neglect of this responsibility shall result in a failing grade for the exam in that course.
1. Final examinations shall be required in the following courses: art, music, social studies, science, language arts and reading, math, world languages, physical education, driver's education, health education and vocational.
 2. All students shall take final examinations in those courses for which such examinations are required, as provided in "C" below. An Advanced Placement or International Baccalaureate exam may be taken in lieu of a teacher developed final exam in those designated courses. In such case, the student must still attend his or her regular subject area classes for structured activities and/or projects until the end of the grading period.
 3. In the event a student is unable to take an examination at the given time because of a legitimate absence through illness or some other serious reason, the student shall be given an opportunity to make up the examination without penalty of any kind.
 4. In the event a student is under suspension during such an examination period, the principal shall provide for the student's taking of the examinations either at the given time or through some special arrangement, at the discretion of the teacher and principal.
 5. Students who enter college at mid-year will be permitted to take their final examinations in accordance with "D" below, of this policy provided such students shall furnish to their respective principal (or designee) a copy of the receipted bill for college tuition.
- C. Final Exam Requirement

With the following enumerated exceptions, students who have a course grade of "A" or "B" in the 1st quarter and a provisional course grade of "A" or "B" in the 2nd quarter are not required to take the final in that course. Except for second semester seniors, this provision shall apply to no more than three courses each semester, regardless of the number of periods in a student's schedule. The provisional 2nd quarter grade will be based on the grades earned for the first seven weeks of the 2nd quarter. The student must maintain the "A" or "B" grade through the remainder of the 2nd quarter.

Exceptions:

- a. The student is enrolled in the same course during two (2) terms of the same school year. In such cases, the student is required to take at least one (1) final exam in that course.
- b. The student has been enrolled in a District public high school for less than the entire term. In such cases, the student is required to take all exams.
- c. The student has five (5) or more absences per semester in any class. If so, the student is required to take the final exam in all classes. Regardless of the number of minutes in a class period, an absence from the class is only counted as one (1) absence in the class for purposes of this policy. For purposes of this policy a student who is not present in class at least one half of the class period shall be counted absent. Preapproved absences for school sponsored activities, religious holidays, and college/post-secondary visitation shall not be counted in calculating the five (5) or more absences specified above. Absences for college/post-secondary visitation are limited to three (3) days per year for seniors and one day per year for juniors.
- d. The final exam is a State-required End of Course exam. Students not required to take a final exam may elect to take their final examinations to improve the final grades. A final grade shall not be reduced as a result of the examination grade, should the student elect this option.
- e. The final exam is an Advanced Placement, International Baccalaureate, or Advanced International Certificate of Education exam.

Students are required to take the first semester exam for Advanced Placement, International Baccalaureate, or Advanced International Certificate of Education courses.

An Advanced Placement, International Baccalaureate, or Advanced International Certificate of Education will be taken in lieu of a teacher developed final (semester 2) exam in those designated courses. In such case, the student must still attend his or her regular subject area classes for structured activities and/or projects until the end of the grading period.

D. Early Exams

If a secondary student withdraws or leaves school for the remainder of the year during the last ten (10) school days of the semester for a reason acceptable to the school principal, the student may be permitted to take early examinations.

- a. No early exams shall be administered prior to the last twelve (12) school days of each semester.

- b. Students shall pay a reasonable fee per examination as established by the Superintendent. The teacher who prepared the examination and the person (a certified instructional professional) who administers the examination will each be paid one-half (1/2) the fee per exam.
- c. Early examinations shall not be given during regular school hours. Early examinations may be administered after school hours and on weekends.
- d. In courses where the teacher chooses to give an oral/participation examination the exam shall be administered by that teacher.

Final Grades

The final grade in high school courses is a semester grade determined by giving a 75% weight to the average of the two (2) quarter grades and a 25% weight to the final examination.

A. Calculating Final Grades

Seventy-five (75) percent of the final semester grade will come from an average of a student's quarter grades and twenty-five (25) percent of the final semester grade will come from a student's final exam grade. To obtain the semester grade, average the unweighted grade point values of the two (2) quarter grades (Q) then multiply this average by 75%. That value is added to the unweighted grade point value of the exam grade which is multiplied by 25%.

$$\left(\left(\frac{Q1 + Q2}{2} \right) \times 75\% \right) + (E \times 25\%)$$

In courses for which final examinations are not prescribed or required, the final grade will be determined by averaging the unweighted grades of the two (2) quarters:

$$\left(\frac{Q1 + Q2}{2} \right)$$

The resulting semester grade average is converted to a letter grade based on the scale below (see paragraph (c) regarding grades at the midpoint):

- A = 3.5 - 4
- B = 2.5 - 3.5
- C = 1.5 - 2.5
- D = .5 - 1.5
- F = 0 - .5

B. Academic Grades vs. Evaluation of Conduct

In arriving at the academic grades of all students, teachers are expected to carefully distinguish between the academic grade and the students' conduct. All report cards will provide some form of evaluation concerning the students' conduct or deportment. In no case will the student receive an academic grade which is contingent upon his/her conduct, except as provided in the Code of Student Conduct.

C. Grades at the Mid-point of Each Grade Level

At the mid-point of each grade level, (i.e., 3.5, 2.5, 1.5, .5) it will be the option of the teacher as to whether the higher or lower grade will be given. If the lower grade is given, the decision must be documented and approved by the principal (or designee).

D. Teacher/Principal Discretion in Determining the Final Grade

If a high school student fails his/her final marking period and his/her final examination, the student may be given a failing semester grade, at the discretion of the teacher and principal, regardless of the grade point average. If a high school student fails all three (3) marking periods or two (2) marking periods and the final examination, the student may receive a failing semester grade in that course at the discretion of the teacher and principal, regardless of grade point average. If a failing grade is given, the decision must be documented and approved by the principal or designee.

E. Final Grade Point Average

All high school courses will be included in the GPA calculation unless the grade has been forgiven.

F. Unweighted Grade Point Average

Grades are assigned the following point values except as identified in Board policy (e.g. when determining eligibility for extra-curricular activities and for determining the cumulative grade point average for graduation):

1. A = 4
2. B = 3
3. C = 2
4. D = 1
5. F = 0

G. Weighted Grade Point Average for Standard Curriculum Students

Grades are assigned the following point values only when determining class ranking and for averages for summa cum laude, magna cum laude, cum laude status, valedictorian, salutatorian, and the National Honor Society:

The following point values are applicable only for those students who entered 9th grade, or completed high school quality point courses in middle school, during or prior to the 2013-14 school year:

1. to receive an "A" in:
 - a. Honors (Q) - A = 5
 - b. Regular - A = 4
 - c. Basic (B) - A = 3
2. to receive a "B" in:
 - a. Honors (Q) - B = 4
 - b. Regular - B = 3
 - c. Basic (B) - B = 2
3. to receive a "C" in:
 - a. Honors (Q) - C = 3
 - b. Regular - C = 2
 - c. Basic (B) - C = 1
4. to receive a "D" in:
 - a. Honors (Q) - D = 1

- b. Regular - D = 1
 - c. Basic (B) - D = .5
5. to receive an "F" in:
- a. Honors (Q) - F = 0
 - b. Regular - F = 0
 - c. Basic (B) - F = 0

The following point values are applicable only for those students who enter 9th grade during the 2014-15 school year and subsequent school years.

The following key applies to the programs listed below: Advanced Placement (AP), International Baccalaureate (IB), Dual Enrollment (DE), Advanced International Certificate of Education (AICE)

1. to receive an "A" in:
 - a. AP, DE, IB, or AICE Courses (Q) - A = 5
 - b. All other non AP, DE, IB, or AICE Courses that are Honors (Q), including the Pre-AICE and Pre-IB courses - A = 4.5
 - c. Regular - A = 4
2. to receive a "B" in:
 - a. AP, DE, IB, or AICE Courses (Q) - B = 4
 - b. All other non AP, DE, IB, or AICE Courses that are Honors (Q) including the Pre-AICE and Pre-IB courses - B = 3.5
 - c. Regular - B = 3
3. to receive a "C" in:
 - a. AP, DE, IB, or AICE Courses (Q) - C = 3
 - b. All other non AP, DE, IB, or AICE Courses that are Honors (Q) including the Pre-AICE and Pre-IB courses - C = 2.5
 - c. Regular - C = 2
4. to receive a "D" in:
 - a. AP, DE, IB, or AICE Courses (Q) - D = 1
 - b. All other non AP, DE, IB, or AICE Courses that are Honors (Q) - D = 1
 - c. Regular - D = 1
5. to receive an "F" in:
 - a. AP, DE, IB, or AICE Courses (Q) - F = 0
 - b. All other non AP, DE, IB, or AICE Courses that are Honors (Q) - F = 0
 - c. Regular - F = 0

H. Honors Quality Points

A weighted grade point average is achieved by assigning one (1) extra honors quality point to A, B, and C grades earned in selected, advanced placement, dual credit, and IB courses (see above). Honors courses will be awarded a (0.5) extra honors quality half-point to A, B, and C grades. The District's *High School Uniform Course Descriptions* and the individual high school curriculum guides will use a (Q) to indicate the Board approved honors quality point courses.

1. When a quality point is approved for an existing course in the District's High School Uniform Course Descriptions, the application of the extra point will begin with the next school year after it is approved and will only impact the entering ninth grade class that school year or the entering seventh and eighth grade classes that school year if the high school course is taken at the middle school level. These quality points are not applied retroactively.
2. When a new quality point course is added to the District's High School Uniform Course Descriptions, the quality point may be earned by all students in grades 9-12 enrolled in the course during its implementation year and subsequent years.
3. Quality points earned in approved high school courses taken in middle school will not be applied to a student's record until the student enters high school.

Forgiveness Policy

- A. A high school student who chooses to repeat a specific course to replace a "D" or "F" with a grade of "C" or higher will be given that opportunity in the regular school program to repeat the course. The opportunity to take a replacement course is subject to course availability. There is no assurance that an appropriate replacement course will be available to all students. All replacement courses must be completed no later than the end of the summer term of the senior year. The repeated course can also be taken in the Extended Learning or Summer Bridge Programs to replace an "F" grade or to replace a "D" grade. The repeated course can also be taken in an adult education evening class to replace an "F" grade for students within one (1) month of their 16th birthday and older. Pending available space, students may choose to attend an adult education class to replace a "D" grade with a grade of "C" or higher if the student is working toward a standard diploma and has an unweighted GPA of less than 2.0.

Upon completion of such repeated course, only the higher of the two (2) grades will be used to compute the student's grade point average. "Forgiven grades", however, will be included on a student's transcript.

Credit may be earned only one (1) time for the course repeated. Any course grade not replaced according to this forgiveness policy shall be included in the calculation of the cumulative grade point average.

- B. A required course may be replaced with the same or comparable course including an advanced or honors version of the course being "forgiven", or a "credit recovery" version of the course being forgiven. An elective course may be replaced with any other elective course. Because there is more than one (1) course/series of courses that can be used to learn algebra concepts in preparation for the Algebra EOC, a student may apply the grade forgiveness rule to one (1) or both semesters of Algebra Ia for the first semester of Algebra I and vice versa and a student may apply the grade forgiveness rule to one (1) or both semesters of Algebra Ib for the second semester of Algebra I and vice versa.
- C. A student in the middle grades who takes any high school course for high school credit and earns a grade of "C", "D" or "F" or the equivalent of a grade "C", "D", or "F," may replace the grade with a grade of "C" or higher or the equivalent of a grade "C" or higher, earned subsequently in the same or comparable course.