## **INSTRUCTION**

## **Grading and Progress Reports**

Progress reports will be mailed to students/parents of high school students twice each semester. Parents may also view grades and missing assignments on-line at any time. In addition, two (2) parent/student/teacher conferences will be scheduled.

Official grades will be mailed to students/parents of secondary students at the end of the first semester and end of the second semester.

The grade point averages for high school students will be calculated in the following manner:

- 1. Each student's "grade point average" will be the sum of the point values of all the marks/grades received for all courses attempted, divided by the sum of the credits for all courses attempted. The grade point value will be calculated by multiplying the numerical value of the mark/grade earned by the number of credits assigned to the course.
- 2. The numerical value of grades/credits are:

## Grades

## Credits

$$A-D, P, S = 0.5$$
  
 $U, N/C = 0.0$ 

- 3. If an incomplete grade (I) is given, for a semester grade, it must be changed by the instructor to one of the above grades within 15 business days of the end of the semester. On the 16<sup>th</sup> business day after the end of a semester, incomplete grades not changed will automatically be changed to a grade of F.
- 4. Marks/grades for all courses taken must be included in the calculation of grade point averages. Grade point averages must be rounded to the third decimal place and reported for each semester or other term and for the cumulative credits earned for all courses attempted in high school.
- 4. If a student completes Freshman or Sophomore English or its equivalent and receives an F for one or two semesters in either of those courses, he/she may receive a P for one semester (.5 credit) upon meeting the state standard on an applicable state assessment in ELA or the state graduation cut-off score or equivalent for ACT or SAT with writing.
- 5. If a student completes Algebra I, Geometry, and/or Biology, Chemistry or Physics or its equivalent and receives an F for one or both semesters in any of those courses, he/she may receive a P (and .5 credit) for one semester upon meeting the state standard on an

applicable state assessment in math or science or the state graduation cut-off score or equivalent for ACT or SAT.

- 6. A student that passes a state assessment equivalency will receive a P grade that will be added to the transcript. The P grade is not calculated in the GPA. The original class and grade will remain on the transcript and are calculated in the GPA.
- 7. A student may earn no more than .5 credits in Math or Science course through a state or national assessment equivalency.
- 8. Credits attempted for courses taken more than once to improve a grade/mark may count only once toward the number of credits required for graduation, except that credits attempted for courses taken more than once to improve a grade may count toward the number of credits required for graduation on the condition that the letter grades earned for all attempts are included in the calculation of the student's grade point average. The District will not convert letter grades to nonnumerical grades/marks for the purposes of this subsection.

The standardized high school transcript will contain all information currently required by the Office of the Superintendent of Public Instruction and state law.

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