



What PGCPS Elementary School Students and Their Families Should Know About Grading and Reporting

ADMINISTRATIVE PROCEDURE 5121.1

AP 5121.1 Highlights

- Teachers will make syllabi available to students at the beginning of the year.
- Students have one chance to improve selected scores by meeting due dates and participating in re-teaching. Teachers must put in writing if an assignment is not eligible.
- In almost all courses, factors used to determine student grades must include class work, homework, and assessments.
- Students will receive a minimum grade of 50% with a good faith effort.
- A minimum number of grades are recorded in SchoolMAX weekly for most classes.
- A teacher may assign a zero if a student cheated, was unlawfully absent, didn't turn in work in a reasonable time or did not attempt to meet the basic requirements.
- Lawfully absent students are eligible for make-up work grades if completed within the established time frame.
- Unlawfully absent students will receive a "failing" grade(s).
- To be on Principal's Honor Roll, students must have a 4.0 GPA or higher.
- To be on Honor Roll, students must have a 3.0 GPA or higher.
- Parent conferences are encouraged at any time during the school year.
- Students receiving Special Education or English for Speakers of Other Languages (ESOL) services are eligible for accommodations.
- The percentage for homework, class work, and assessments is determined for each class.
- Re-teaching may include feedback, additional tasks, study packet, review session, group instruction, computer tutorial, peer tutoring or study sessions and does not have to be face-to-face.
- English Language Learners (ELLs) cannot receive a failing grade based solely on their English proficiency.

NOTE: This document shares grading and reporting highlights. We encourage you to review the entire administrative procedure at www.pgcps.org/administrativeprocedures for more information.

