

**Prince George's County Public Schools**

**Grading and Reporting Administrative Procedures 5121.1, 5121.2, and 5121.3**

The grading and reporting procedures were established to provide guidance to administrators and teachers in the implementation of the grading and reporting systems to be used in all schools and centers in the Prince George's County Public Schools. Please select the appropriate grade level to learn about the grading and reporting procedures governing that level.

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## High School Grading Information

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## Frequently Asked Questions

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## How do I find out what grades a student has earned?

Student progress can be monitored online by parents and students who have registered on SchoolMAX, the online student information system that keeps track of attendance, grades and discipline. On the [pgcps.org](http://pgcps.org) homepage, hover over the word "Parent," click "SchoolMAX Family Portal," and register using the access key provided by the school. Parents can also contact the school counselor or classroom teacher for grade information.

All students receive progress reports at the middle of each quarter and report cards quarterly. Those dates are available online from the [pgcps.org](http://pgcps.org) homepage by clicking "PGCPS Calendars," then School Year Calendar or by picking up a printed calendar from the main office or counselors' office.

Parent conferences are encouraged at any time during the school year. Contact your school counselors' office to find out the process to schedule a parent conference.

## What does the grade show about what a student has learned?

The grade tells how much the student demonstrates he or she knows, understands, or is able to do as a result of a learning activity. The grades used on report cards are A, B, C, D, E, I, P, F, and W, with no plus or minus signs.

A = Excellent (90-100%).

B = Above Average (80-89%).

C = Average (70-79%).

D = Below Average (60-69%).

E = Failure (0-59%).

I = Incomplete - used for lawfully absent students making

up missed work.

P = Pass (credit bearing).

F = Fail (not credit bearing).

W = Withdrawn.

A student will receive a failing grade ("E") for assignments, tests, or quizzes when he or she has cheated; fails to produce work by the deadline; has been lawfully absent but fails to produce make-up work by the deadline; has been unlawfully absent; or demonstrates unsatisfactory progress (below 60%).

## How much is class work, homework, or assessments worth?

Students are graded on class work, homework, and assessments in each subject. See the [grading factors](#) for the subject area to find out how much each is worth.

## How many grades does a student receive in a class?

Each subject area teacher must record a minimum of two grades per week in SchoolMax; more than two is highly recommended.

## How is grade point average or GPA decided?

Report card letter grades are changed to the following numerical equivalents to compute the GPA:

A = 4.00    B = 3.00    C = 2.00    D = 1.00    E = 0.00

Advanced Placement (AP), International Baccalaureate (IB), and selected advanced Career and Technology Education (CTE) courses are approved as weighted grades with the following numerical equivalents:

A = 5.00    B = 4.00    C = 3.00    D = 2.00    E = 0.00

Three GPAs are computed for secondary students in Prince George's County Public Schools.

A quarterly GPA will appear on each quarterly report card. The credit value of each course receiving an A, B, C, D, or E for the quarter is divided by the number of quarterly grades that the course receives during the year (quarterly credit). For each course receiving an A, B, C, D, or E, the quarterly credit is multiplied by the grade points awarded for that course. The sum of the products is divided by the sum of quarterly credits.

A final, end-of-year GPA will appear on the final report card, the student record card, and the computer printed student record card. The sum of the products of the quality points awarded in each attempted course is multiplied by the credit value in the same course. The sum of those products is divided by the sum of the credits attempted.

A cumulative GPA is calculated for all courses bearing credit. The sum of the products of the grade points awarded in each attempted course (receiving an A, B, C, D, or E) is multiplied by the credit value in the same course. The sum of all credits is divided by the sum of all credits attempted including High School Credit for Middle School Coursework, day, evening, and summer school courses from initial entry into Grade 9 through dates of issue.

## How does a student get on the honor roll?

Principal's Honor Roll students have at least a 4.0 GPA (see computing grade point average) with no grade on the report card below an "A". Honor Roll students have at least a 3.0 GPA or higher with no grade lower than a "C".

## When is make-up work allowed?

Students who are considered lawfully absent from a class (See Administrative Procedure 5113) will have the opportunity to make up missed assignments. The number of days allowed to make up missed work will be equivalent to the number of days of lawful absences. This timeline will begin when the teacher provides the student with the assignments within 48 hours of the request. Students who fail to complete missed assignments within the allotted time will receive 0 (zero) for each assignment.

## What grades do transfer students receive?

The grades of students who transfer into PGCPSS from an accredited/approved school are averaged with grades earned in PGCPSS for similar courses to determine a marking period grade. Students who transfer into PGCPSS from non-accredited or unapproved schools are not granted credit, unless they pass a subject area test. Only the counselors of the International School Counseling Office (ISCO) evaluate international student records for grade level and the awarding of high school credit.

## How is it decided whether a student is promoted to the next grade?

Guidelines for promotion to the next grade are given in Administrative Procedure 5123.2 Promotion, Retention and Acceleration of Students. Promotion requires that students have successfully passed the required courses to obtain the appropriate number of credits. Graduation requires students to complete the appropriate number of credits, earn the required service learning hours, and take the four high school assessments at the end of the respective course obtaining a combined score of 1602 or above. Promotion at the high school level for grades 9-12 is based on the following factors.

- (1) From grade nine to ten, a student must have a total of five units of credit, including one credit of English.
- (2) From grade ten to eleven, a student must have a total of ten units of credit, including two credits of English, one credit of mathematics, one credit of science, and one credit of social studies.
- (3) From grade eleven to twelve, a student must have a total of fourteen units of credits, including three credits of English, two credits of mathematics, one credit of science, one credit of social studies, and be able to fulfill all requirements not to exceed nine credits per year, for a Maryland High School diploma in June. In addition the student must have taken and/or passed all four high school assessments. An exception will be made for students entering a high school their senior year from another LEA or from out of state. Students must sit for the appropriate high school assessment at the end of the course before being promoted to the next grade.

## How do I know how many service hours are on record?

The report card should show the number of service hours that have been earned to date. Please contact the school counselor if you have questions about the number of hours.