

Administrative Procedure 5121.3 Grading and Reporting High School  
Highlights

Review the entire Administrative Procedure for details.

Highlights for Students	Highlights for Parents	Highlights for Staff	Highlights for Administrators
<ul style="list-style-type: none"> <li>● Get a course outline at the beginning of the year from your teacher.</li> <li>● One chance to improve selected scores by meeting due dates and participating in re-teaching.</li> <li>● Factors used to determine student grades must include class work, homework, and assessments in almost all courses.</li> <li>● Minimum grade of 50% with a good faith effort.</li> <li>● A minimum number of grades are to be recorded in SchoolMAX weekly for most classes.</li> <li>● 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.</li> <li>● Lawfully absent students</li> </ul>	<ul style="list-style-type: none"> <li>● Teachers will make available a course outline at the beginning of the year.</li> <li>● 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.</li> <li>● Factors used to determine student grades must include class work, homework, and assessments in almost all courses.</li> <li>● Minimum grade of 50% with a good faith effort.</li> <li>● A minimum number of grades are to be recorded in SchoolMAX weekly for most classes.</li> <li>● A teacher may assign a zero if a student cheated, was unlawfully absent, didn't turn in work in a reasonable</li> </ul>	<ul style="list-style-type: none"> <li>● All staff members review the grading and reporting procedure prior to student arrival at the beginning of each school year.</li> <li>● Give students and make available to parents a course outline at the beginning of the year.</li> <li>● Give students one chance to improve a score if due date and re-teaching criteria are met and the assignment qualifies.</li> <li>● Factors used to determine student grades must include class work, homework, and assessments in almost all courses.</li> <li>● Minimum grade of 50% with a good faith effort.</li> <li>● Meeting frequency determines the minimum number of grades recorded in SchoolMAX weekly.</li> <li>● A teacher may assign a zero if a student cheated, was unlawfully absent,</li> </ul>	<ul style="list-style-type: none"> <li>● All staff members review the grading and reporting procedure prior to student arrival at the beginning of each school year.</li> <li>● Principals and their designees review the AP with staff and ensure application.</li> <li>● Principals ensure course outlines are provided to parents at the beginning of the year.</li> <li>● Teachers are to give students one chance to improve a score if due date and re-teaching criteria are met and the assignment qualifies.</li> <li>● Factors used to determine student grades must include class work, homework, and assessments in almost all courses.</li> <li>● Minimum grade of 50% with a good faith effort.</li> <li>● Principals ensure the minimum number of grades are entered for each class</li> </ul>

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<p>are eligible for make-up work grades completed within the established time frame.</p> <ul style="list-style-type: none"> <li>● Unlawfully absent students will receive a “failing” grade(s).</li> <li>● Principal’s Honor Roll: Students with at least a 4.0 GPA</li> <li>● Honor Roll: Students with at least a 3.0 GPA or higher</li> <li>● Parent conferences are encouraged at any time during the school year</li> <li>● Students receiving Special Education or English for Speakers of Other Languages Services are eligible for accommodations.</li> <li>● The percentage for homework, class work, and assessments is determined for each class. N = No Grade may be used for transfer students who did not</li> </ul>	<p>time, or did not attempt to meet the basic requirements.</p> <ul style="list-style-type: none"> <li>● Lawfully absent students are eligible for make-up work grades completed within the established time frame</li> <li>● Unlawfully absent students will receive a “failing” grade(s).</li> <li>● Principal’s Honor Roll: Students with at least a 4.0 GPA</li> <li>● Honor Roll: Students with at least a 3.0 GPA or higher</li> <li>● Parent conferences are encouraged at any time during the school year</li> <li>● Transfer students from non-accredited schools must pass a subject area test for course credit.</li> <li>● Students receiving Special Education or English for Speakers of Other Languages Services are eligible for</li> </ul>	<p>didn’t turn in work in a reasonable time, or did not attempt to meet the basic requirements.</p> <ul style="list-style-type: none"> <li>● Grading factors will not include systemic assessments that are a part of the benchmarking measures.</li> <li>● Teachers are required to provide make-up work within 48 hours of the day a student returns</li> <li>● Lawfully absent students may not be penalized for work requested but not provided by the school.</li> <li>● Principal’s Honor Roll: Students with at least a 4.0 GPA</li> <li>● Honor Roll: Students with at least a 3.0 GPA or higher</li> <li>● Parent conferences are encouraged at any time during the school year</li> <li>● The school registrar requests records for transfer students from the sending school.</li> </ul>	<p>each week in SchoolMAX.</p> <ul style="list-style-type: none"> <li>● Meeting frequency determines the minimum number of grades recorded in SchoolMAX weekly.</li> <li>● 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.</li> <li>● Teachers are required to provide make-up work within 48 hours of the day a student returns</li> <li>● Lawfully absent students may not be penalized for work requested but not provided by the school.</li> <li>● Principal’s Honor Roll: Students with at least a 4.0 GPA</li> <li>● Honor Roll: Students with at least a 3.0 GPA or higher</li> <li>● The school registrar requests records for transfer students from the sending school.</li> </ul>

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<p>receive a grade for a quarter in a specific course.</p> <ul style="list-style-type: none"> <li>● A student may not withdraw from a course after ten days in a semester course or twenty days in a year-long course without School Instructional Team approval.</li> <li>● If a student fails and then repeats a course, the higher attempt will be the grade of record in most cases.</li> <li>● Grades from dropped courses transfer only to new courses of the same title.</li> <li>● The principal or designee must give final approval to repeat a class. Gradebook averages are rounded to the nearest whole number (ex. 82.4 = 82, 91.6 = 92).</li> <li>● UC = University or</li> </ul>	<p>accommodations.</p> <ul style="list-style-type: none"> <li>● The percentage for homework, class work, and assessments is determined for each class.</li> <li>● N = No Grade may be used for transfer students who did not receive a grade for a quarter in a specific course.</li> <li>● A student may not withdraw from a course after ten days in a semester course or twenty days in a year-long course without School Instructional Team approval.</li> <li>● If a student fails and then repeats a course, the higher attempt will be the grade of record in most cases.</li> <li>● Grades from dropped courses transfer only to new courses of the same title.</li> </ul>	<ul style="list-style-type: none"> <li>● Transfer students from non-accredited schools must pass a subject area test for course credit.</li> <li>● Students receiving Special Education or English for Speakers of Other Languages Services are eligible for accommodations.</li> <li>● The percentage for homework, class work, and assessments is determined for each class.</li> <li>● N = No Grade may be used for transfer students who did not receive a grade for a quarter in a specific course.</li> <li>● A student may not withdraw from a course after ten days in a semester course or twenty days in a year-long course without School Instructional Team approval.</li> <li>● If a student fails and then repeats a course, the</li> </ul>	<ul style="list-style-type: none"> <li>● Transfer students from non-accredited schools must pass a subject area test for course credit.</li> <li>● Students receiving Special Education or English for Speakers of Other Languages Services are eligible for accommodations.</li> <li>● The percentage for homework, class work, and assessments is determined for each class.</li> <li>● N = No Grade may be used for transfer students who did not receive a grade for a quarter in a specific course.</li> <li>● A student may not withdraw from a course after ten days in a semester course or twenty days in a year-long course without School Instructional Team approval.</li> <li>● If a student fails and then repeats a course, the higher attempt will be the grade of record in most cases.</li> </ul>

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<p>College grade pending and may be used on report cards for students taking Dual Enrollment courses.</p>	<ul style="list-style-type: none"> <li>● The principal or designee must give final approval to repeat a class.</li> <li>● Gradebook averages are rounded to the nearest whole number (ex. 82.4 = 82, 91.6 = 92).</li> <li>● UC = University or College grade pending and may be used on report cards for students taking Dual Enrollment courses.</li> </ul>	<p>higher attempt will be the grade of record in most cases.</p> <ul style="list-style-type: none"> <li>● Grades from dropped courses transfer only to new courses of the same title.</li> <li>● The principal or designee must give final approval to repeat a class.</li> <li>● Gradebook averages are rounded to the nearest whole number (ex. 82.4 = 82, 91.6 = 92).</li> <li>● UC = University or College grade pending and may be used on report cards for students taking Dual Enrollment courses.</li> <li>● Teachers must notify parents in writing when their child is in danger of failing at any time during the grading period, even if the Interim Progress Report period established by the school system has passed.</li> </ul>	<ul style="list-style-type: none"> <li>● Grades from dropped courses transfer only to new courses of the same title.</li> <li>● The principal or designee must give final approval to repeat a class.</li> <li>● Gradebook averages are rounded to the nearest whole number (ex. 82.4 = 82, 91.6 = 92).</li> <li>● UC = University or College grade pending and may be used on report cards for students taking Dual Enrollment courses.</li> <li>● Teachers must notify parents in writing when their child is in danger of failing at any time during the grading period, even if the Interim Progress Report period established by the school system has passed.</li> </ul>