## Administrative Procedure 5121.3 Grading and Reporting High School

### Highlights

Review the entire Administrative Procedure for details.

### Highlights for Students

- Get a course outline at the beginning of the year from your teacher.
- One chance to improve selected scores by meeting due dates and participating in re-teaching.
- Factors used to determine student grades must include class work, homework, and assessments in almost all courses.
- Minimum grade of 50% with a good faith effort.
- A minimum number of grades are to be 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

### Highlights for Parents

- Teachers will make available a course outline at the beginning of the year.
- 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.
- Factors used to determine student grades must include class work, homework, and assessments in almost all courses.
- Minimum grade of 50% with a good faith effort.
- A minimum number of grades are to be 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.

### Highlights for Staff

- All staff members review the grading and reporting procedure prior to student arrival at the beginning of each school year.
- Give students and make available to parents a course outline at the beginning of the year.
- Give students one chance to improve a score if due date and re-teaching criteria are met and the assignment qualifies.
- Factors used to determine student grades must include class work, homework, and assessments in almost all courses.
- Minimum grade of 50% with a good faith effort.
- Meeting frequency determines the minimum number of grades recorded in SchoolMAX weekly.
- 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.

### Highlights for Administrators

- All staff members review the grading and reporting procedure prior to student arrival at the beginning of each school year.
- Principals and their designees review the AP with staff and ensure application.
- Principals ensure course outlines are provided to parents at the beginning of the year.
- Teachers are to give students one chance to improve a score if due date and re-teaching criteria are met and the assignment qualifies.
- Factors used to determine student grades must include class work, homework, and assessments in almost all courses.
- Minimum grade of 50% with a good faith effort.
- Principals ensure the minimum number of grades are entered for each class.
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| are eligible for make-up work grades completed within the established time frame.  
  - Unlawfully absent students will receive a “failing” grade(s).  
  - Principal’s Honor Roll: Students with at least a 4.0 GPA  
  - Honor Roll: Students with at least 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 Services are eligible for accommodations.  
  - 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 | time, or did not attempt to meet the basic requirements.  
  - Lawfully absent students are eligible for make-up work grades completed within the established time frame  
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  - Principal’s Honor Roll: Students with at least a 4.0 GPA  
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  - Parent conferences are encouraged at any time during the school year  
  - Transfer students from non-accredited schools must pass a subject area test for course credit.  
  - Students receiving Special Education or English for Speakers of Other Languages Services are eligible for | didn’t turn in work in a reasonable time, or did not attempt to meet the basic requirements.  
  - Grading factors will not include systemic assessments that are a part of the benchmarking measures.  
  - Teachers are required to provide make-up work within 48 hours of the day a student returns  
  - Lawfully absent students may not be penalized for work requested but not provided by the school.  
  - Principal’s Honor Roll: Students with at least a 4.0 GPA  
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  - Parent conferences are encouraged at any time during the school year  
  - The school registrar requests records for transfer students from the sending school. | each week in SchoolMAX.  
  - Meeting frequency determines the minimum number of grades recorded in SchoolMAX weekly.  
  - 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.  
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