

Administrative Procedure 5121.3 Grading and Reporting for High Schools within PGCPs

Procedure Highlights- Please review the entire Administrative Procedure [here](#) for details

Highlights for Students	Highlights for Parents
<ul style="list-style-type: none"> ● 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, which is defined by completing assignment ● 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 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 receive a grade for a quarter in a specific course. 	<ul style="list-style-type: none"> ● 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, which is defined by completing the assignment. ● 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 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 ● 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 accommodations.

- 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.
- If a student fails and then repeats a course, the higher attempt will be the grade of record in most cases.
- Grades from dropped courses transfer only to new courses of the same title.
- 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).
- UC = University or College grade pending and may be used on report cards for students taking Dual Enrollment courses.

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