



# What PGCPs High School Students and Their Families Should Know About Grading and Reporting

ADMINISTRATIVE PROCEDURE 5121.3

## AP 5121.3 Highlights

- Teachers will make a course outline 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.
- 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.
- **N = No Grade** may be used for transfer students who did not receive a grade for a quarter in a specific course.
- A student may not withdraw from a course after 10 days in a semester course or 20 days in a year-long course without Student Intervention Team (SIT) approval.
- 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 may be used on report cards for students taking Dual Enrollment courses.
- 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.
- To receive a diploma from Prince George's County Public Schools (PGCPS), all financial obligations must be settled.
- English Language Learners (ELLs) cannot receive a failing grade based solely on their English proficiency.
- Weighted credit will only be applied to courses that are eligible in PGCPS effective school year 2016-2017 and after.
- Students who repeat a high school credit-bearing course will receive the highest grade earned.

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

