

### Procedures for Assignment of Grades - Stayton High School

Symbols to be used for grades. The letter grades which will be used are A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, P, NC, Inc. The symbols have the following meaning:

A	Superior	Student has achieved course objectives in a superior manner
B	Above Average	Student is doing above average work
C	Average	Student is doing what is considered average work
D	Below Average	Student is not doing work considered to be average for this particular class
F	Failing	This grade represents failure of a class
P	Pass	Student receives credit for this course, but no letter grade.
NG NC	No Grade No Credit	This designation indicates that a student has dropped a 18 or 36 course after a conference with and approval of a school counselor or that a student was taking a non-graded course and did not attend enough to get credit.
INC	Incomplete	This indicates that there is some unfinished work to be completed that would affect the final grade designation.

#### **Incomplete Grades and Dropping Classes**

Prior to issuing an incomplete grade, teachers must check with counseling to verify the need for the extended period. Incomplete grades are issued only to students with prolonged illness, family crisis or other situation where extended absences have hindered academic progress. If the unfinished requirement is not completed within the next six weeks, the incomplete grade will be replaced on the official transcript with the letter grade earned. No incomplete grades will be given to a senior the final term of the senior year.

If a teacher moves out of the district, he/she is responsible for giving the principal any make-up work that a student would need to complete in order to erase any incomplete grades given during the second semester.

Students who drop a class after the end of the fourth week of instruction will receive an "F" grade in the class for that 18 week semester. If, after a conference, the teacher and counselor felt there were extenuating circumstances, the student would be dropped without penalty.

## **Basis for Grading**

The attainment of course objective by students should play a very important part in the grading of students. It is therefore, necessary that the teacher make very clear at the beginning of the course what the course objectives are. The teacher should also discuss in a thorough manner with students the basis on which grades will be assigned. On each course syllabus should be listed the percentage breakdown for grading and other pertinent information for that course. Most courses at the school will be graded A-F. Some courses will be graded on a Pass or No Grade, with the criteria to pass listed on the course syllabus. (ie: office assistants, teacher aides, etc.)

## **Frequency of Grading**

Report cards will be issued to students at the end of each semester (every 18 weeks). This will be the grade for all courses and will appear on the transcript. Progress reports will be sent to the parent or guardian of students after the sixth and twelfth week of any grading period. Progress reports will show the academic progress to date for students. This should be a good indication if a student is not achieving at a reasonable rate, who are constantly absent, or who are achieving at a consistently high level.

Once each semester there will be conferences available for parents or guardians to meet with teachers to review their student's academic progress in class, portfolio related materials, and State Assessment scores. Parents and students can also make an appointment with counselors to discuss progress towards graduation requirements any time throughout the year. A copy of the student's transcript is available upon request. Phone calls, emails and written correspondence are also welcome ways to keep in touch with staff.

Teachers must maintain an up-to-date record of achievement for all students during any grading period for the purpose of justifying for parents, administration or supervisor the reasons for a particular grade. It is also expected that parents/guardians will pose questions at the time of mid-term progress reports if they feel their student is not progressing at an acceptable level. It is only through open communication during the course that change can be affected to impact student achievement.

## **Academic Honors**

The Oregon Department of Education issues "Honors Diploma" insignias to place on the diplomas of all seniors with a 7th semester cumulative GPA of 3.50. It is the intention of the district to recognize the same high academic standards as the state. A student graduating from Stayton High School would have to meet the written criteria for Academic Honors as printed in the student handbook for course work and enrollment. The classes and requirements printed in the student handbook will reflect the current courses offered at SHS that align with these standards and will be updated annually. Requirements for graduation with Academic Honors is an accumulative GPA of 3.5 or better with a total of no less than 26 credits.

In order to receive Academic Honors or be eligible for valedictorian or salutatorian, students must attend eight semesters of high school in a four year period of time, and be enrolled in five graded (A-F) classes each term. Therefore, students who choose to graduate early, attending six or seven semesters would not be eligible.

## **Honor Roll**

To be designated to the honor roll for any given semester, the student must receive a 3.50 on their last semester report card.

## **Extra Credit**

Extra credit in any class should be used as an enrichment or curriculum enhancement and not as a way to supplement for required assignments. Teachers should be attentive that extra credit is never used as a way to raise a grade on a report card.

## **Grade Audit**

An audit of a grade can be requested when a student, parent or guardian feels there has been an error in grade computation. Grade audits are requested only through the principal's office. All requests for grade audits **must** be received within six (6) weeks of the date that the grade cards are mailed home. This time line applies to both semesters. A request for grade audit form is available in the counseling or main office of the school. No additional assignments may be turned in to raise the grade once an official grade has been given, nor any re-grading/re-assignment of points earned for portions of the course will be allowed.

## **Credit by Recovery**

Students who have failed a class by a few percentage points (between 55 and 60%) may request to make up the class by Credit by Recovery instead of repeating the entire class. When the work is completed satisfactorily, the student will receive a Pass grade. It will be stated on the transcript that the work was completed through Credit by Recovery. The original grade of "F" will remain on the transcript.

## **Repeating a class**

A student with a passing, but low grade, may repeat a required class with teacher consent. Both grades will be recorded on the transcript. If the class is required for graduation, the repeated class will count as an elective. Certain classes may be repeated for credit as students are either doing different activities or developing new skills. Such classes include PE, advanced foods, art and music.

## **Repeating a Failed Class**

If a student repeats a failed class, both grades will remain on the transcript and be factored into the cumulative GPA and graduation requirement. The "F" is not replaced by the passing grade.