

Grading and Course Change Practices

Grading Practices

It is a teacher's role to establish grading criteria and implement a clear and fair policy that is aligned with district policies and procedures. Grading practices need to be pre-determined before the course is offered, written in the course syllabus and clearly communicated to parents and students. The following grading practices are to be implemented by RHS teachers, counselors and administrators.

Grade Notations and Guidelines:

- A letter grade of **A, B, C** or **D** is **passing** and indicates the student's level of achievement.
- A letter grade of **D** may indicate that the student has not demonstrated adequate proficiency to move on to the next level. A letter grade of **D** in any core course **may prevent** students from being admitted to the Oregon University System.
- A grade of **F** or **WF (withdraw/fail)** indicates that performance in a class was not at a level deserving credit towards graduation. An **F/WF** grade is averaged into a student's cumulative GPA.
- While it is possible to repeat a course to improve skills, past grades may not be removed from a transcript.

Incomplete Grades:

- A notation of **Incomplete (I)** indicates one or both of the following: 1) The student is missing essential classwork so no fair assessment can be made, and/or 2) the student and teacher agree that more time is necessary for the student to accomplish demonstration of proficiency.
- An **"I"** notation must be **accompanied by a detailed written plan and timeline** describing the requirements needed to complete the course in a timely fashion, **generally within 2 weeks** or up to 6 weeks under special circumstances. The student's transcript will reflect completion or lack thereof once the teacher submits a grade change form to the registrar.
- An **"I"** grade requires building administrator approval.
- In the event of extenuating circumstances, if an **Incomplete** is given, the student may have the option to contact the teacher and complete the work to achieve a grade.
 - The student has a **maximum of 6 weeks from the date a grade is issued** to complete the work and obtain a grade; **otherwise the**

“I” will revert to the grade earned at the close of the grading period.

- If an **Incomplete** is given in June, at the end of the school year, the 6-week period to meet requirements to obtain a replacement grade begins in the fall, with the first week of school.
- **No credit is earned during an Incomplete status.**

Pass/No Pass Grades:

Note: Courses required for graduation are NOT subject to the Pass/No Pass option.

- Students may choose **within the first two weeks of each trimester** to take a course on a **Pass/No Pass** basis. The building administrator, teacher, student and parent need to sign off and approve choosing a **Pass/No Pass** grade option.
- After this time period (see above) and under extenuating circumstances, **only a building administrator can initiate** a **Pass/No Pass** option.
- To receive a **Pass**, a student must meet minimum course requirements at a letter grade of **C** level or higher.
- A letter grade **D** does not qualify as a **Pass**.
- A grade of **P (Pass)** is **NOT** calculated in the student’s **GPA. Nor is an NP (No Pass).**

Dropping a Class:

- If a student has truly been misplaced in a class it is appropriate to assist a student in changing to a more appropriate level of academic challenge.
- Through the **second week of each trimester** a student can withdraw from a class without any notation on the transcript. No record of the class or a grade will be made. Both parent and teacher must approve any course change and approval must be documented.
- At the **third week of each trimester** students shall **NOT** be allowed to drop a class without a transcript notation “**WF**” (**Withdraw Fail**) as the final grade unless the building administrator grants an exception based on **extreme** and/or extenuating, documented circumstances (i.e. medical condition, 504, IEP). A level change within the same subject (i.e. a change from Calculus into Advanced Calculus) would not be subject to this practice.

Guidelines for Using Notations WF/WN/WX:

After the **third week of the trimester**, if a student withdraws from a class he/she will receive one of the following notations on the transcript:

- **(WF) Withdraw Fail:** Student withdraws and is not passing the course at the time of withdrawal or the student withdraws from a course after the two-week deadline of the trimester.
A **WF is factored** into the student's **GPA** as an **F**.
- **(WN) Withdraw No Pass:** Student withdraws **in a Pass/No Pass system** and is **not passing** the course at the time of withdrawal.
A **WN is factored** into the student's **GPA** as an **F**.
- **(WX) Withdraw No Grade:** A **WX** notation is given only in rare and unusual circumstances, (i.e., those which are out of the control of the student such as extended illness, death of a family member, etc.) and must be approved by the building administrator. In each extenuating circumstance written documentation such as: grades, attendance, evidence of extenuating circumstances and record of a parent/teacher/student/counselor/administrator meeting will be kept on file.
A **WX is not factored** into the student's **GPA**.

During the two weeks prior to the end of the trimester: If a student withdraws, an “**F**” is recorded on the transcript, unless a **WX** is noted.

Weeks 1-2 of the trimester	Weeks 3-10 of the trimester	Weeks 11-12 of the trimester
<p>Student may choose Pass/No Pass option.</p> <p>Student may drop a class with no notation on the transcript.</p>	<p>Student cannot drop a class Without a notation of: WF, WN, or WX. (See previous guidelines)</p>	<p>If a student withdraws, a WF is recorded On the transcript (no exceptions).</p> <p>Student will have the option for an Incomplete or WX, ONLY with building administrator approval.</p>

Grade Changes:

- **Only the registrar** may enter a grade change onto a student transcript.
- For the protection of counselors and teachers, **no counselor or teacher will have access to Synergy to make transcript grade changes on their own.**
- There should always be a built-in check and balance system for grade changes to ensure that no one is accused of operating independently with regard to grade changes.