

**A. Responsibilities**

1. The principal/designee is responsible for:

- a) Ensuring that each student's grades have been verified and accurately reflect the record of the student, including grade changes, courses taken in summer school, evening high school, college courses, transfer courses, and certain courses successfully completed in middle school which meet the requirements for receiving retroactive high school credit.
- b) Maintaining student records.
- c) Furnishing the student record to colleges, universities, scholarship foundations, technical institutions, and current or prospective employers, provided that the release of this information is approved by the student's parents or by the student if the student has reached the age of majority.

2. The Information Technology Department is responsible for ensuring that the grade point average (GPA) appears on the secondary transcript.

**B. Reporting Student Progress**

1. At a minimum, teachers will record student grades every two weeks using the online grading program.
2. Formal grade reporting will accurately reflect what students know and are able to do in relation to grade level and/or course expectations outlined in the SC, CLG, ELO and/or MCCRS. Grades will be reported according to the following:

Grade LevelPerformance Key

K-2

- 4 – Thorough understanding
- 3 – Adequate understanding
- 2 – Partial understanding
- 1 – Minimal understanding

Learning Behaviors Key

- 4 – Independently exhibits behavior without teacher prompting
- 3 – Frequently exhibits behavior with minimal teacher prompting
- 2 – Inconsistently exhibits behavior and often requires teacher prompting
- 1 – Rarely exhibits behavior and frequently requires teacher prompting

\*Performance code should be consistent with the standards for their grade level.

Maryland College and Career Ready Standards (MCCRS) is a standard based framework; therefore the descriptors for letter grades have been changed to reflect the mastery level of students on grade level standards.

## CLASS RANKINGS/GRADE POINT AVERAGE

FILE: IKC-R2

Grades 3 - 12

A = Outstanding Mastery is evident (90 – 100%)  
B = Above Satisfactory Mastery is evident (80 – 89%)  
C = Satisfactory Mastery is evident (70 – 79%)  
D = Partial Mastery is evident (60 – 69%)  
F = Minimal or no evidence of Mastery (0-59%)  
I = Incomplete evidence of Mastery  
P= Pass

### C. Grade Point Average Computations

Grade point average (GPA) will be calculated for students as follows:

Weights for GPA Calculation (Effective 2018-2019)			
Grade	Academic	Honors	Early College/Dual Enrollment Advanced Placement
A	4	4.5	5
B	3	3.5	4
C	2	2.5	3
D	1	1	1

1. All credit-bearing courses for which the student is assigned a grade of A, B, C, D, or F will be used for GPA computations.
2. Students having unexcused absences in any course may receive loss of credit for that course, unless the outcome of a successful appeal determines otherwise. A loss of credit will be reflected as an F on the student's transcript and report card, and will be included in the computations for grade point average.
3. A student may elect to repeat a course if he/she has earned a grade of D or F in that course. A student earning an F in a required course will be required to repeat and pass that course in order to meet graduation requirements. In either case both grades will be used to calculate GPA.
4. AP Courses are weighted on a 5.0 GPA scale. The course requires a final classroom exam that will count 10% of the final grade. Students are strongly encouraged to take the Advanced Placement examination.
5. The calculation of each marking period GPA to meet the 2.0 GPA athletic eligibility requirement will be determined by adding the total number of quality points earned in the marking period immediately prior to a given sports season (e.g. fall, winter, and spring) and dividing that sum by the number of **courses** attempted by the student. See Policy JJIC – R.
6. Cumulative GPA is determined by assigning a numerical value to each end-of-course grade, adding the numerical value of all courses taken and dividing that sum by the number of **credits** attempted. The calculation for the final grade of a course is determined by averaging the four marking period grades. For semester courses, the final grade is calculated by averaging the two marking period grades.

7. Summer school, evening high school, out-of-state, home and hospital, and out of county courses are included in the computations.
8. Credits granted through approved MSDE online courses, approved on-site dual enrollment college courses, and transfer courses from other school systems, if used for graduation credit, are included in the computations.
9. High school level courses successfully completed while in middle school will be included in the GPA calculation. Credit will be awarded upon entering ninth grade. The grade for the course will be calculated in the student's GPA in the same manner as other high school courses.
10. Grade and credits for dropped subjects will remain on the transcript as a withdrawal but will not be used in the computation of the GPA provided the student follows all provisions of policy IIE Student Schedules and Course Load.
11. Transferred credits and grades from other school systems are subject to review by the principal/designee, prior to being converted into appropriate ACPS credits and are included in the computations.
  - a) Courses in subject areas not traditionally taught in ACPS, such as religion or driver education, are not included unless the course objectives meet the objectives of an approved ACPS course.
  - b) Advanced level courses not taught in ACPS, but in subject areas taught in ACPS, are included.
  - c) For transferred credits (non-ACPS courses) to which marks such as "O" (Outstanding), "S" (Satisfactory), and "U" (Unsatisfactory) or numeric grades or percentages have been assigned, the principal/designee translates such marks to a scale of A, B, C, D, and F. These courses must be entered into the student information system by the IT database administrator.
12. The official school transcript must include course level, cumulative GPA and the date the transcript was created.
13. When a student is enrolled in a course identified in the Program of Study, but is not to be assigned a grade, the student will be given a grade of X indicating the student is auditing the class. The course will be noted on their transcript, but no credit will be earned and the GPA will not be affected in any way.

**D. Class Rank**

- A. Cumulative GPA and class rank will be calculated separately for each comprehensive high school, the Center for Career and Technical Education and each alternative education program.
- B. Class rank will be determined by using only the Cumulative GPA. The Cumulative GPA will be calculated at the end of each semester by the student information management system and will be distributed to the respective schools. The Marking Period GPA will be calculated quarterly.

- C. For the purposes of completing the early college application process for students, counselors will use the Cumulative GPA and class rank listed at the end of the student's junior year. This will be recalculated as of October 15<sup>th</sup> to include movement of students into or out of the county.
- D. For the purposes of recognizing the academic accomplishments of seniors, the counselor(s) of each comprehensive high school will combine the Cumulative GPAs and class ranks of the students who completed their graduation requirements at the comprehensive high school, with that of those who completed their graduation requirements at the Center for Career and Technical Education and each alternative education program.

**E. Grade Change Procedures**

- A. Timeline: Final grade changes may not exceed 45 days following the last date of the grading period. For a change of grade for the fourth marking period, the timeline would begin on the first day of school in the new school year.
- B. The school principal or designee is authorized to request final grade changes to the Chief of Technology or designee.
- C. Documentation that authorized personnel are required to provide to support the final grade changes, include, at a minimum the:
  - i. Name of the teacher requesting the grade change
  - ii. Reason for the grade change
  - iii. Signature of person approving the grade change
  - iv. Reason for the approval
  - v. Date of the approval
  - vi. Signature of the principal
- D. The school system will audit the validity of the grade change each time a request is received.
- E. Appeal Procedure: A parent/student will have 10 days following the distribution of the report card to appeal a marking period grade or final grade. The request must be made in writing and provide a rationale for the request, along with a parent and student signature. The appeal should be sent to the school principal.

<b>Board Reviewed</b> 11/05/19	<b>Superintendent Approved</b> 11/05/19
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