



Responsible: Department of Student Accounting

PURPOSE

This administrative procedure shall describe and define the district's academic grading policy for high schools.

PROCEDURE

1. The District's uniform grading policy is as follows: A= 90-100, B= 80-89, C= 70-79, D= 60-69, F= 0-59.
 - a. All students in a class shall be subject to the same grading policy (with appropriate provisions for IEP accommodations).
 - b. Honors classes will be weighted by .025 and AP/IB/ADC* classes will receive a .050 weight.
2. The basic high school grading system will use letter grade designations A, B, C, D, and F. For the purpose of computing GPA, letter grades will be transposed to the following scale: A= 4.0; B= 3.0; C= 2.0; D= 1.0; and F = 0.
 - a. The grade issued at the end of each semester reflects the student's work for the entire semester and is not an average of two nine-week grades.
3. The responsibility for determining the grade rests with the classroom teacher.
 - a. No student will be given the grade of "F" without documented contact/notice to the parent/guardian from the teacher. Contact or notice may be in the form of a progress notice; a letter to parents/guardians; or a phone call or email which are documented.
 - b. Grade Appeals
 - i. Appeals for fall semester grade changes may be made up to three weeks after the grade report is issued.
 - ii. Appeals for spring semester grade changes may be made through the third week of the fall semester following the June in which report cards were issued.
 - iii. After the designated appeal period, no grade changes will be made.
4. Students in honors classes are expected to receive only the highest grades and must conference with the teacher if the grade falls below a B. Special Education student grades are reported using the same system as that for regular education

students. Students with disabilities should be graded in accordance with their academic/social participation relative to their Individualized Education Plan (IEP).

5. Each school may have its own policy regarding certain recognition programs (e.g. class rank or valedictorian and salutatorian); however, the "value added" formula will be used to determine eligibility for Millennium Scholarship, Advanced Diploma and the Honors Diploma.
6. While academic grades shall not be impacted by poor behavior, lack of academic engagement/work ethic may impact citizenship grades.
7. The weighted and un-weighted GPA will be noted on the WCSD transcript. Beginning in the school year 2010 - 2011, the class rank will be determined by the weighted GPA and noted on the transcript at **all schools**.
8. *ADC are Advanced Dual Credit courses or courses offered at the home high school for AP credit that are taken as approved dual credit courses. All other dual credit courses are honors courses with the exception of PE.

DESIRED OUTCOMES

1. This Administrative Procedure is designed to ensure consistency across the district with regard to assigning grades in high school.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

1. This Administrative Procedure reflects the goals of the District's Strategic Plan.
2. This Administrative Procedure aligns with Nevada Revised Statutes (NRS) Chapter 389, Examinations, Courses, Standards and Graduation, and specifically:
 - a. NRS 389.0195 Uniform grading scale for high schools
3. This Administrative Procedure aligns with Nevada Revised Statutes (NRS) Chapter 392, Pupils, and specifically:
 - a. NRS 392.025 Grade given to pupil by teacher: Restriction on change by board of trustees

REVIEW AND REPORTING

1. This procedure and any accompanying documents will be reviewed annually.

REVISION HISTORY

Date	Revision	Modification
		Established Accepted Practice
11/2012	1.0	Adopted as Accepted Practice
01/03/2014	2.0	Revised: converted to Administrative Procedure