

## Explanation of Letter Grades

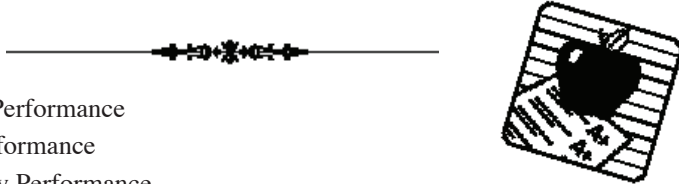
Teachers issue letter grades to report and document student achievement of course standards. Standards, which are established and communicated by teachers at the onset of each course, are the basis for evaluating student achievement. No plus (+) or minus (-) notations are used at semester grading.

One Semester = 18 weeks

BGHS, EGHS, FVAS, JHHS, NWCR, PHS, RMHS (modified block), VNGD

One Term = 9 weeks; Two Terms = One Semester/WHs (block schedule)

Credit Awarded Quarterly (9 weeks) / Young Adult Program (YAP)



- A = Excellent Performance
- B = Strong Performance
- C = Satisfactory Performance
- D = Minimally Acceptable/Students receiving a “D” are ineligible for honor roll status for that semester.
- F = Unacceptable Performance/Students receiving a “F” are ineligible for honor roll status for that semester.

### P/NC/AT (Pass/No Credit/Audit Grades)

Students may take the pass/no credit or audit in lieu of regular grading in elective courses and courses taken to meet the information processing graduation requirement. Students receiving a “P” grade will receive the appropriate course credit. No course credit is awarded for audit courses. Students are expected to discuss their reasons for taking the pass/no credit or audit option with their parents, counselor, and the teacher of the course. Colleges and universities may or may not accept pass/no credit courses to meet admission requirements. The required forms for pass/no credit or audit grading options are available in each school’s counseling office. Students receiving an “NC” grade are ineligible for honor roll.

#### Guidelines:

1. Students must declare their intent to take pass/no credit or audit option before the first day of the seventh week of the semester. (Wheeling High School students must declare their intent before the end of the first 3.5 weeks of the term.)
2. Students must be enrolled in at least six full-credit bearing courses, or an equivalent, under regular grading procedures to be eligible for the pass/no credit option (except during summer school).
3. The pass/no credit or audit option does not apply to specific courses required for graduation (e.g., U.S. History, Biology) with the exception of course 05510 Information Processing or 05521/05522 Keyboarding/Word Processing).
4. Students must meet all course prerequisites.
5. The grading standards of the class apply, and students must meet the same minimum standards to pass as other students in the class.
6. Either “P”, “NC”, or “AT” are recorded on the student’s report card and transcript.

### Pass/No Credit and Audit Grades (continued)

7. Grades “NC” and “AT” are not used in computing grade point averages and do not count toward earning academic achievement points. However, the “P” grade in a credit-bearing course does count toward earning academic credit and the academic achievement point.
8. Students must first receive the approval, by signature, of both their counselor and the teacher of the course and then obtain a signature of approval from their parent/guardian by the deadline defined above.
9. A copy of the completed request form must be submitted to the school Administration and the registrar.
10. Students who drop or are dropped from a course after the end of the 4th but before the end of the 12th week will have the course title and a grade of “W” (withdrawn) recorded on their transcript. (Note: “W” grades are not included in computing grade point average and do not affect honor roll eligibility; but does affect full-time status).

BOE Approved 11/06

### AU = Audit (Not the same as an “AT” Audit grade.)

This grade can be issued to students who have an insufficient amount of seat time to earn graded credit, for students who do not have the ability to complete a course, or for students assigned homebound or hospitalized instruction. The use of the “AU” grade in other circumstances must be approved by the associate principal for instruction and/or the assistant principal for student services. Students receiving an “AU” are ineligible for honor roll status for that semester. “AU” grades can be changed when course outcomes have been completed.

### E = Provisional Grade for Credit

This grade should only be issued when, no matter how much effort a student makes, he/she can’t earn a passing grade. A student who receives an “E” grade for the semester receives a grade point value of 1.0 regardless of the level of study. Students receiving an “E” are ineligible for honor roll status for that semester.

### I = Incomplete/In Progress Grade

This grade should be issued when a student is unable to meet the standards of a course by the end of a semester and needs additional time to complete the course. The teacher of record and student will discuss the work to be completed and the amount of time the student has to complete the work to earn a final grade. If the teacher feels that a student will need more than two weeks, a “completion contract” must be prepared listing work to be completed and a completion date. When this occurs, the teacher must inform the registrar of the additional time. It is the responsibility of the teacher to replace the “I” grade after a reasonable amount of time. No “I” grade will be left on a transcript for longer than one semester. If an “I” grade remains on a student’s transcript for longer than one semester, the registrar will request a grade from the department division head. If, within a reasonable amount of time, the division head does not respond, the registrar will seek assistance from the associate principal for instruction. Students receiving an “I” are ineligible for honor roll status for that semester.

**NOTE:** A student is ineligible for honor roll if he/she is not a full-time student (see definition in the *Academic Handbook*), if he/she has a final grade of “D,” “E,” “F,” “NC,” “WF,” “I,” “AU,” or is missing a grade in any credit-bearing course.

## RE = Repeat

This grade is issued when a student repeats a course for a higher grade. Only the registrar can change a final grade to an “RE.” This grade is a place holder, it receives no credit or grade point value, but will impact honor roll status if the student falls below six credit-bearing courses (or it’s equivalent), and an “RE” grade can effect the original awarding of the academic achievement point.

## LC = Level Change

Students are considered for a level change if they consistently perform above or below the standards of a given course. If a level change is indicated, the teacher will recommend the change to the division head who will authorize the counselor to make an appropriate schedule change and parents are notified.

1. If a student receives a level change before receiving a mid-term grade in the original course, the original course is removed from the student’s academic record and is replaced by the new course. The mid-term grade is given in the new course.
2. If a student receives a level change after receiving a mid-term grade in the original course, the original course remains on the student’s academic record and a grade of “LC” (Level Change) is recorded as the final grade. The second term, final exam, and final grade are given in the new course. The “LC” grade carries no credit, weight, points, nor stigma and does not affect honor roll eligibility.

ILC Approved 5/01

**W = Withdrawn** This final grade is issued when a student withdraws from a course after the end of the fourth week but before the end of the twelfth week (three weeks after the end of 1st or 3d quarter; check with WHS for dates for the block schedule). The course title and a grade of “W” is recorded on the student’s transcript “W” grades are not included in computing grade point average and does not affect honor roll status unless the student falls below six credit-bearing courses (or it’s equivalent).

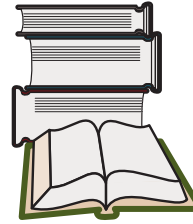
**WF = Withdraw Failing** This final grade is issued when a student is dropped from a course by the administration anytime after the end of the twelfth week (three weeks after the end of the 1st or 3d quarter; check with WHS for the block schedule). “WF” counts toward attempted credits but not toward credit-bearing periods nor does it receive earned credit. Students receiving a “WF” are ineligible for honor roll status for that semester.

**WI = Withdrawn Incomplete Grade** This grade is given to transfer students who enter District 214 with an “incomplete” grade on their official transcript from their previous school.

**Homebound/Hospitalized AU** is to be used if insufficient seat time after return from illness; can be replaced with a grade. **I** is to be used if student can complete class work in 2-3 weeks after return from illness; a contract will be issued for this case. **W** is to be used if student is unable to complete due to illness. Students receiving an “AU” or “I” are ineligible for honor roll status for that semester. Grades “AU” and “W” do not count toward full-time status.

ILC & SC Approved 4/07 - Retroactive to the 06-07 School Year

Pamphlet ILC Approved 4/4/00; changes as noted.



## Township High School District 214

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Arlington Heights, IL 60005

## Grading & Promotion

6:280

The Superintendent shall establish a system of grading and reporting academic achievement to students and their parents/guardians. The system shall also determine when promotion and graduation requirements are met. A student shall not be promoted based upon age or any other social reason not related to academic performance.

Teachers use letter grades to report and document student achievement of course standards. Standards, which are established and communicated by teachers at the outset of each course, are used to evaluate student achievement.

Grading should reflect a demonstrated understanding of content and skills and shall not be based on external factors such as discipline. Every teacher shall maintain an evaluation record for each student in the teacher’s classroom, and shall use the following **Standard Score Scale** to determine grades:

A = 90 - 100/ B = 80 - 89/ C = 70 - 79/ D = 60 - 69/ F = 0 - 59

Students are not graded in courses by comparison to other students (i.e. “on a curve”). There are no recommended or “normal” grade distributions. All letter grades are available to all students in all courses.

No grade change may be changed without notification to the teacher concerning the nature and reason for the change. The administrator making the change must sign the changed record.

## Homework

6:290

Homework is a necessary part of the District’s instructional program. Homework is assigned to further a student’s educational development and is an application or adaptation of a classroom experience. The Superintendent shall provide guidance to ensure that homework:

1. Is used to reinforce and apply previously covered concepts, principles, and skills;
2. Is not assigned for disciplinary purposes;
3. Serves as a communication link between the school and parents/guardians;
4. Encourages independent thought, self-direction, and self-discipline; and
5. Is of appropriate frequency and length, and does not become excessive, according to the best educational interests of the student.

BOE Approved 8/7/08

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