

# HIGH SCHOOL GRADING AND TRANSCRIPTS

*Policy Number: Superintendent File: IKF-R-4*

(Grade-Point Average and Rank-In-Class, Weighted Grade Points, Transfer Credits, Retaking Courses)

1. In determining rank-in-class, all students in any given class will be included.
2. Grades in all courses that are applicable toward graduation will be used in computing grade-point averages/rank-in-class.
3. In computing grade-point average/rank-in-class, all failing and passing grades will be included.
4. The method used to compute grade-point average and rank-in-class will be based on a 4.0 system for all courses except the designated weighted courses which will be based on a 5.0 system. Points derived from letter grades are determined by multiplying point value times the number of credits earned.

Non-weighted Courses Grade = Points	Weighted Courses Grade = Points
A=4	A=5
B=3	B=4
C=2	C=3
D=1	D=1
F=0	F=0

- All advanced placement (AP) courses are weighted. Only International Baccalaureate (IB) courses that culminate in an IB program standard exam are weighted, including Theory of Knowledge I and Theory of Knowledge II.
  - A student is not required, but is highly encouraged, to take the exam at the completion of either AP or IB coursework. If they do not take the exam, the grade is still weighted and listed as AP/IB on the transcript.
  - If a student drops an AP or IB class at semester, the AP or IB designation will remain on the transcript for that semester in which they sat in said course.
  - If a student drops an AP or IB class at semester, the weight will remain on the course.
  - Honors course work carries a 4-point grading scale.
5. If a student's record includes courses that are graded in a non-traditional fashion, for instance, on a pass/fail or credit/non-credit basis, the computation of grade-point average will be based on those courses with traditional grades only. College courses taken while a high school student (including post secondary options students) will not be weighted unless the course exceeds the highest-level course offering available with Douglas County School District and such courses qualifying or is an approved course of study within a district career and technical education pathway but will be translated into Carnegie units as follows:

.50 - high school credit for a 3 hour college course

1.00 - high school credit for a 4-6 hour course

6. Rank-in-class and grade-point average will be computed at the end of each credit earning period and will be recorded on the student transcript.
7. Transfer credits/grades from other accredited high schools must meet criteria of the Douglas County high school the student is attending. The GPA is based on letter grades for courses completed in the ninth, tenth, eleventh and twelfth grades (and selected middle school courses as defined in IKF-R-2 (Beginning with the Class of 2012). The GPA is calculated at the end of each semester and is cumulative for purposes of reporting to the student, employers and colleges. In cases where a student has received weighted grades from another school system that do not align with our recognized weighted courses, the student's GPA will be reconciled based upon Douglas County School District approved weighted courses.
8. If a student drops or adds a course within the first ten days of the class, there is no grade point average penalty. If a student drops a course after ten days of the class, the transcript will note an "F", unless there is an approved level change by the school administration or department chairperson.
9. For graduation ceremony and transcript purposes, the final rank-in-class will be determined as follows:
  - a. There will be three honor designations.
    - highest academic honors – 4.0 and above
    - academic honors – 3.75 – 3.99
    - honors – 3.5 – 3.74Students will not be ranked within these designations, nor will there be any limit on the number of designated students within each honor designation. Additional ceremonial honors and recognitions will be determined by individual building site-councils. Any change in present practice shall be initiated with the freshman class.
  - b. For transcript purposes, students will have a numerical rank based on their cumulative weighted grade-point average.
  - c. Rank-in-class will be based on the first eight semesters of high school, and selected middle school courses as defined in IKF-R-2 beginning with grade nine.
10. A student may retake any course with the permission of the department chairperson, counselor, and the school administration at any time during their High School career.
  - a. GPA Replacement: A record of both classes, along with grade received for both classes, will remain on the student's transcript. The first class will show "course repeated". No credit will be awarded, nor will the grade for the first class be factored into the GPA. The second class will bear credit and be factored into a student's GPA. Teacher lead courses, the course must be either the identical course as numbered in the DCSD approved course list or the equivalent eDCSD course. No substitutions or outside courses will be accepted for GPA Replacement purposes.
  - b. Credit Recovery: Record of both classes will remain on the student's transcript. Credit will be awarded for both classes, one will be an elective credit, and both grades will be calculated into the GPA.

Adopted: June 20, 1978

Revised: June 1984

Revised: August 17, 1993

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Repealed by the Board and re-enacted by the Superintendent: April 20, 2004

Revised: January 28, 2008

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