Guidelines for Drop/Add High School Courses

Year Long Courses

A course can be dropped in the first 5 days with nothing about the course appearing on the transcript. A course can be dropped from day 10 through day 19 with a "W" on the transcript. If a course is dropped after 19 sessions, the grade is a failure with a percentage grade no higher than 59. The grade will be based on the teacher’s grading policy document on the days that student was enrolled in class. If the score is lower than 59, then that score will be used. If the score is 59 or higher, then 59 will be used as a score for both semesters.

Semester Length Courses

A course can be dropped in the first 5 days with nothing on the transcript. A course can be dropped from day 6 through 10 with a W on the transcript. If a course is dropped after 10 sessions, the grade is a failure with a percentage grade no higher than 59. The grade will be based on the teacher’s grading policy document on the days that the student was enrolled in class. If the score is lower than 59, then that score will be used. If the score is 59 or higher, then 59 will be used as a score for both semesters.

HIGH SCHOOL GRADING POLICY

1. Semester courses have four (4) reporting periods, two (2) interim reports and two (2) quarter reports. For the first semester, the Quarter 1 Report is at the midpoint of the first semester and the Quarter 2 Report is at the end of the first semester and is cumulative for the semester. The second semester Quarter 3 Report is at the midpoint of the second semester and the Quarter 4 Report is at the end of the second semester and is cumulative for the semester. The quarter reports are used to determine eligibility for athletics, parking permits and extracurricular activities. Interim Progress Reports are distributed as a benchmark to communicate to parents/guardians their Student's progress prior to a quarter report.

2. Year-long Courses (excluding Advanced Placement Courses) have eight (8) reporting periods, four (4) interim reports and four (4) quarter reports. The final grade for the semester is cumulative.

3. Grades are the result of evaluating student progress in the following areas: Formative and Summative Assessments, Quizzes, Projects, Class work, Midterm and Final Exams, Homework, and performance assignments.

4. The grading system is: A=90-100%, B=80-89%, C=70-79%, D=60-69%, E=Below 60% (failing). Students will not receive course credit for a failing final grade for a course.

5. Final Exam Grades count as 15% of the final grade for the course.

6. Undocumented absences may affect a student’s final grade and credit may be withheld.

7. Students will be permitted to retake or revise summative assessments with the exception of midterm and final exams) within 10 school days from the time the test is returned if the score is 60% or less and may earn up to a 70%. Students retaking classes to improve academic standing may retake a class that is offered for the year if the following is true.

1. They have a valid grade in the class.
2. There is space available in the class that does not exceed the recommended class size. The student and parent/guardian understand that the grade earned during the make-up will always replace the current grade (i.e., if student gets lower grade on the retake, then that grade goes on the transcript).

**STUDENTS ATTENDING COLLEGE DURING HIGH SCHOOL** Students who attend either a community college or a four year college during their high school years must agree to sign a statement concerning notification of dropping or changing from an enrolled course. This notification to their high school must be made within one business day of the official drop or change. **Students who fail to comply with the notification shall have all rights of dual enrollment rescinded for the remainder of their high school year.**