Stranahan HS

Grade Books

* **Requirements – ALL TEACHERS MUST KEEP PINNACLE RECORDS UP TO DATE!** (Grades and attendance!)
* Attendance: Absences - Excused/Unexcused, Tardies, Cuts, Internal Suspension, External suspension, Field trips (marked in Pinnacle)

Entry Date of each student marked with an “E” indicating the first day of attendance in your class

Withdrawal or Transfer codes - for each student that exits your class during the semester

* All entries must be in blue or black ink (if keeping a hardcopy in your gradebook).
* Attendance must be accurately noted in Pinnacle daily (this is a legal document)
* Approximately one grade entry per week! (BTU contract states that 3 grades must be entered into Pinnacle by interims and 9 grades by the end of the marking period.)
* Grades must be posted within 48 hours after the assignment or assessment on Pinnacle. (parents/students/admin. can view your grades in real-time)
* Print hardcopies or save back up screens of grades periodically for recordkeeping. (always useful, especially in parent conferences!)
* Lesson Plans must be up to date and may be kept electronically using a template. The plans must be backed up and converted into a hardcopy or saved to a CD/jump drive to turn in to administration at the end of the school year.

Grade Changes

All grade changes must be submitted to the registrar within 30 days after the report card is posted. After 30 days, all grade grades must be authorized by the principal or the principal’s designee. Please bring student work to support all grade changes. Also, be sure that you fill in all information on the grade change form so the registrar can compute the final grade. Grade change forms can be obtained from the registrar.

Grading Scale for High Schools

According to School Board Policy, the grading system used in high schools and the interpretation of the letter grades, which represent the equivalent numerical grades and quality points, are as follows:

Grading Scale for High Schools

90 – 100 A

87 – 89 B+

80 – 86 B

77 – 79 C+

70 – 76 C

67 – 69 D+

60 – 66 D

59 or below F

An “I” is given as an opportunity for students to make up incomplete class work. Class work should be made up prior to the 40th day of the next marking period. If the work remains incomplete at the end of this period, the “I” will revert to an “F”. The principal may extend the dead-line.

Letter grades displaying plus signs shall be used in the calculation of the local (district) weighted grade point average for the purpose of determining class rank, and will not be used for determining athletic eligibility or in meeting the graduation requirements.

At the high school level, credit is granted on the semester basis. One-half credit is given for passing a semester’s work in a course. The semester grade for each course is determined by totaling the points earned in both nine week grading periods with the points earned on the semester examination. The point values assigned to the letter grades for each nine week grading period and the semester examination are as follows:

9 WEEKS EXAM

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| A |  | 12.0 points  |  | 8 points  |
| B+  | 10.5 points  |  | 7 points  |
| B  |  |  9.0 points  |  | 6 points  |
| C+ . |  7.5 points  |  | 5 points  |
| C  |  |  6.0 points  |  | 4 points  |
| D+ |  4.5 points  |  | 3 points  |
| D  |  |  3.0 points  |  | 2 points  |
| F  |  | .0 points  |   | 0 points  |
| I  |  | .0 points  |   | 0 points  |

Annual Grades and Promotion/Retention - High Schools Pending School Board

approval. The semester grade is assigned as follows: Approval of Point System

|  |  |
| --- | --- |
| 30 or above points A26 through 29.5 points B+22 through 25.5 points B18 through 21.5 points C+ | 14 through 17.5 points C10 through 13.5 points D+ 5 through 9.5 points D Below 5 points F |

To receive a passing mark for the semester grade in a subject, the student shall have previously earned at least a passing mark in

* both nine-week grading periods, or
* one nine-week grading period and the semester examination.
* the weight of the final examination shall equal one-fourth of the semester grade.

b. Any student with a GPA below 2.5 shall have their parent or guardian notified that good work is necessary to ensure that high school graduation requirements are met. Students will be assisted in meeting these requirements through a variety of options which may include, but are not limited to:

* forgiveness rule \*
* summer school attendance
* special counseling
* volunteer and /or peer tutors
* school-sponsored help sessions
* homework hotlines
* study skills classes
* online coursework

\* Forgiveness rule: Students may replace a grade of **D, F,** or **I** in a required course, if they earn a grade of **C** or better in the same or comparable course. For an **elective** course, students may replace a grade of **D, F,** or **I**, if they earn a grade of **C** or better in the same, a comparable course, or in another course. This can be done one time only.