

	<p>HIGH SCHOOL GRADE &amp; CREDIT MARKING POLICY</p>	<p>Policy No. 2420 November 15, 2017 Page 1 of 4</p>
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It is the policy of the Seattle School Board that its high school students receive grades and credits in a manner that is understandable, accurate, and consistent across the District.

1. Grades

The District shall employ a uniform eleven-point weighted grading system at the high school level, awarding the following marks:

A    A-    B+    B    B-    C+    C    C-    D+    D    E

A “D” mark is the lowest passing grade; an “E” mark indicates failure. The Superintendent or the Superintendent’s designee shall establish and post a Seattle School District Uniform Grading Scale, which details the corresponding percentage grade range for each of the eleven grade marks, with Honors courses receiving an additional .5 Quality Point and courses eligible to receive college credit from an accredited institution, such as Advanced Placement, International Baccalaureate, College in the High School and Running Start courses receiving an additional 1.0 Quality Point. The marks of “P”, “N”, “W”, and “I” may be used only under specific circumstances in the manner set forth in the *K-12 Counseling Services Manual*.

If a student retakes a course to attempt to earn a higher grade, the highest grade received will be counted towards the student's grade point average. However, a record of all classes taken, including the grades received, will remain on the student's transcript and the student will receive credit towards graduation for only one of the courses.

2. Credits

- A. Students will be awarded high school academic credit for successful completion of a specified unit of study. Successful completion of a specified unit of study means the following:

- a. Earning a passing grade in a district-approved course, according to the district's relevant grading policies or Counseling Services Manual provision; and/or
  - b. Demonstrating competency and proficiency; and/or
  - c. Successfully completing an established number of hours of any planned alternative instructional activities as determined by the district; and/or
  - d. Successfully meeting the credit-earning requirements specified in Superintendent Procedure 2024SP, Policy 2409, and/or Policy 2413.
- B. Students enrolled in middle school may earn high school credit for:
- a. Courses taken at a District high school if the academic level of the course exceeds the requirements for middle school, and the course is on the Seattle Public Schools approved course list.
  - b. Courses taken at a District middle school that meets or exceeds the requirements for the same high school course and which are on the Seattle Public Schools approved course list. For a middle school course to be eligible as a course equivalent to a high school course, it must be taught by a teacher qualified to teach the course at the high school level. Only students who demonstrate mastery of content standards by earning a passing grade in a middle school course deemed equivalent to a high school course will be eligible for high school credit.
  - c. Courses taken in another district or online during the middle school grades, if the courses are on the Seattle Public Schools approved course list. For courses from another district to count for high school credit in SPS they must already be on a student's transcript when they transfer to SPS or the transferring student/family must provide a transcript and verification of existing policy allowing this credit in their previous district. Students wishing to receive high school credit for online courses taken during middle school must gain approval through the completion of an Equivalency Course of Study Form prior to enrolling in the course.
- C. Students who meet standard on state exams required for graduation may recover credit for previously failed courses in the following ways:
- a. Math: Students may recover one-half (.5) Algebra credit for a previously failed Algebra course by meeting standard on the Algebra EOC Exam, Algebra Makeup exam or Algebra Collection of

Evidence. Students may recover one-half (.5) Geometry credit for a previously failed Geometry course by meeting standard on the Geometry EOC Exam, Geometry Makeup exam or Geometry Collection of Evidence.

- b. Science: Students may recover one-half (.5) science credit for a previously failed 9<sup>th</sup> or 10<sup>th</sup> grade science course by meeting standard on the Science HSPE or may recover one-half (.5) credit in a previously failed Biology class by meeting standard on the Biology EOC Exam or Biology Collection of Evidence.
- c. Language Arts: Students may recover one-half (.5) Language Arts credit for a previously failed 9<sup>th</sup> or 10<sup>th</sup> grade required Language Arts course by meeting standard on both the Reading and Writing HSPE or Reading and Writing Collection of Evidence.
- d. In all of the situations outlined above unique course codes will be created and will substitute for a course that was previously failed. Failed courses remain on transcript.

### 3. Grade and Credit Changes

A grade and/or credit change can only be made by the teacher of record for the specific course at issue or by the Principal of the school where the course was taken and the change is being requested due to either a math error or bias. If the student has left the school where the course at issue was taken, any grade and/or credit change by either the teacher of record or the Principal must be reviewed and approved with signature by the Regional Executive Director of Schools.

### 4. Promotion and Retention

High school grade level standing is determined by a combination of credit attainment and/or chronology and, in the case of Home Based Instruction students, age. After each semester, standing will be updated according to the following table:

<b><u>Grade Level</u></b>	<b><u>Promotion Criteria</u></b>
Grade 9	Successful Promotion from 8 <sup>th</sup> , 0.00-4.99 credits
Grade 10	5.0-9.99 credits or completion of one year of high school
Grade 11	9.99-14.99 credits or completion of two years of high school
Grade 12	15* credits or completion of three years of high school.

\*14 credit promotion applies for students in the classes of 2014-2015. For students in the class of 2016 and beyond, senior promotion will occur when 15 credits have been earned.

Being placed at a given grade level does not eliminate the need to complete all local and state graduation requirements if a student is attempting to earn a diploma through Seattle Public Schools.

5. High School Enrollment for Home Based Instruction Students

Students for whom a “Declaration of Intent to Home School” form is on file with Seattle Public School shall be enrolled in high school according to the following schedule:

- Freshman/9<sup>th</sup> grade if age 14 by August 31 of the year wishing to enroll
- Sophomore/10<sup>th</sup> grade if age 15 by August 31 of the year wishing to enroll
- Junior/11<sup>th</sup> grade if age 16 by August 31 of the year wishing to enroll
- Senior/12<sup>th</sup> grade if age 17 by August 31 of the year wishing to enroll

Students will be assigned the appropriate grade level during the enrollment process. Being placed at a given grade level does not eliminate the need to complete all graduation requirements if the student is attempting to earn a diploma through Seattle Public Schools.

A student must have attained at least Junior/11<sup>th</sup> grade status in order to enroll in Running Start, per the Running Start regulations. For the purposes of Running Start enrollment only, a student may be considered a Junior/11<sup>th</sup> grade either by reaching age 16 as described above *or* by taking the English and Mathematics Compass exams and placing into 100-level or credit-earning college classes. The Compass exam is given at the community colleges and students are responsible for paying the exam fee.

The Superintendent or the Superintendent’s designee(s) shall maintain the *K-12 Counseling Services Manual* as the administrative procedures that further implement this Policy.

Adopted: December 2011

Revised: November 2017; February 2012; June 2012; November 2012, July 2014

Cross Reference: Policy No. 2410; Policy No. 3114; K-12 Counseling Services Manual

Related Superintendent Procedure:

Previous Policies: D15.00

Legal References: RCW 28A.150.240(g) Basic Education Act of 1977

Management Resources: