

BEND-LA PINE SCHOOLS

Administrative School District No. 1

Deschutes County, Oregon

ADMINISTRATIVE REGULATION

Name: Grades and Credit

Section: Instruction

Code: IKA-AR

PROGRESS REPORTING

Grades will be used to report student progress on grade-level or content area learning standards and/or meeting course requirements and will be shared with parents at the end of each grading cycle, during the District's regularly scheduled parent-teacher conference days or throughout the year based on reasonable parent or teacher request.

Assessment of a student's progress will be by one or more of the following:

1. A letter grade, symbol, or number score following the district's existing report forms.
2. Yearly written narratives that reports the student's progress over the course of the school year.
3. A portfolio system that contains work samples collected and reviewed over time and used for ongoing assessment purposes.

Alternative reporting forms to the above must be pre-approved for school use by the Teaching and Learning Department.

At the beginning of the reporting period students and parents will be informed regarding the basis of the grades and the methods to be used in determining them.

CROSS-CREDIT COURSEWORK

Some career-technical or professional-technical coursework may serve as an alternative to core academic study and be applied to diploma requirements based on the equivalency of meeting academic content standards. Students may opt to cross credit District-approved courses for a core academic diploma requirement under the following conditions:

1. Up to 1.0 math and/or science diploma credit can be met with a district-approved cross-credit course. No district-approved math and science cross-credit course meets college admissions and NCAA core subject requirements.
2. A district-approved cross-credit course can only be assigned to one diploma subject category.

WEIGHTED GRADES

Some advanced coursework is weighted on a 5-point scale. Included are 300-/400-level college math, science, Language Arts, social studies and world language; Advanced Placement (AP); and International Baccalaureate (IB) course grades. A student/parent may appeal additional advanced coursework for consideration of weighed status to the Deputy Superintendent, overseeing high school programs.

AWARDING CREDIT FOR A COURSE TAKEN MORE THAN ONCE

A student may repeat any course in order to improve his/her knowledge when a grade of "D" or "F" has been earned. A "D" or "F" indicates course completion, will be recorded on the transcript, and used in the GPA calculation. In the event a course is retaken, the higher grade earned will count for required credit on the transcript and the lower grade will be counted as elective credit on the transcript.

PROCEDURES FOR TRANSCRIPTION OF GRADES WHEN A CLASS IS DROPPED

If a student is enrolled in a course and decides to drop that course within the first ten (10) class sessions, there will be no record of enrollment in that class on the transcript. This is considered a withdrawal.

If a student withdraws from a course after the first ten (10) class sessions, the student will receive an “F.” This grade will remain on the transcript and will be factored in the student’s GPA.

If a student drops a course to transfer to a corresponding course in the district’s virtual instruction program within the first six (6) weeks of a term, the dropped course will be listed on the student’s transcript with a “W,” no credit, and no grade penalty. The virtual instruction course, grade, and credit will also be recorded on the student’s transcript. Failure to enroll in the corresponding virtual instruction course within 10 days of dropping a course will result in an “F” in the dropped course.

The principal has the authority to approve on a case-by-case basis appeals to an “F” resulting from a course drop and to assign a “W” with no grade penalty based on extenuating circumstances. Extenuating circumstances include death in the student’s family; a documented medical condition resulting in the student’s inability to attend class or do the required work; change in the student’s educational placement pursuant to IDEA, ELL, and/or 504; substance abuse treatment; and significant family disruption/hardship, such as homelessness, abuse or violence in the home, and incarceration. The principal will review the appeal with the teacher and counselor before making a decision.

PROCEDURES FOR AWARDING AN INCOMPLETE GRADE

A student can be given an Incomplete grade (I) at the end of a semester/trimester when a teacher feels the student needs additional time to complete required coursework and principal approval is granted. The amount of time needed will be arranged between the student and teacher not to exceed the following semester/trimester. If an Incomplete grade is awarded at the end of the school year, the student will need to complete required coursework and the grade recorded by the end of the first semester/trimester of the new school year.

If the required coursework is not completed within the agreed upon time, the I grade will revert to an F.

The principal has the authority to approve on a case-by-case basis appeals to the “F” and extend the deadline based on extenuating circumstances. The principal will review an appeal with the teacher and counselor before making a decision.

PE CREDIT FOR CHALLENGE TESTS AND OSAA ATHLETIC PARTICIPATION

Students have the opportunity to challenge required credit in PE. Challenge tests will be scheduled once a semester/trimester at home schools. Students will be given one chance to take a challenge test and must achieve 80% or above to have successfully challenged the course. “P” grades and required diploma credit will be awarded and recorded on transcripts for successful challenges.

Students who participate in OSAA sports and complete an entire season may be eligible to receive one-quarter PE credit (0.25) per sport as defined in IKAA-AR.

CREDIT FOR DRIVER’S EDUCATION

Any time after enrolling in high school, a student can submit to the high school principal an Application for Driver’s Education Credit.

HIGH SCHOOL COURSE CREDIT FOR MIDDLE SCHOOL STUDENTS

Any time after enrolling in high school, a student can submit to the high school principal an Application for High School Transcript Credit. This Application requests a high school-designated course taken while in middle school be approved with credit and grade earned for inclusion on the high school transcript. If approved, the course title, credit and grade will be added permanently to a student’s transcript and cannot be changed or deleted at a later date. All courses included on a student’s high school transcript count for diploma credit. Eligible classes include high school-designated courses taken on either the middle or high school campus or online.

HIGH SCHOOL TRANSFER CREDIT

STANDARD SCHOOL

A designation given by the Oregon State Board of Education to Chapter 581, Division 22. This term also applies to similar designations given by other states to schools under their jurisdiction.

ACCREDITED SCHOOL

A school that has received accreditation from and/or recognized by international or national accrediting agencies.

TRANSFER CREDIT(S)

When transferring into a District high school from an accredited high school or from a high school which has been declared "standard" by its respective state department of education, accreditation agency, or Department of Defense Education Activity School, whether public, private, religious or alternative high school, students will receive credit for previously completed classes

Students transferring from a high school which is neither accredited nor "standard" will not be granted credit for classes completed at that school, except for credits earned through an accredited correspondence or online school as allowed for other Bend-La Pine high school students.

Transfer students will not receive Bend-La Pine high school credit for classes taken via home school except for credits earned through an accredited correspondence or online school as allowed for other Bend-La Pine high school students. Students may receive credit for home school programs sponsored by the Bend-La Pine School District.

Students may apply credit by proficiency, independent study, correspondence, online, and college coursework from accredited agencies and institutions toward graduation. Coursework must be approved by the principal or his/her designee.

College quarter- and semester-hour credits will be converted to the following high school units of credit:

Quarter-Hour Conversion		Semester-Hour Conversion	
College	High School	College	High School
5	1.00	5	1.50
3-4	0.50	3-4	0.75
1-2	0.25	1-2	0.40

ALTERNATIVE LEARNING EXPERIENCES FOR CREDIT

Students may develop and propose learning experiences independent of the regular school curriculum. This proposal for alternative crediting shall be developed under the guidance and approval of a counselor or a supervising teacher endorsed and actively teaching in the subject area for which credit will be awarded. At the beginning of a term, the student shall present his/her proposal to a review committee consisting of the vice-principal in charge of alternative credit options, the supervising teacher, the student's counselor, and other personnel as designated by the principal. This committee shall approve the proposal and award final credit and grade based on the student's submission of required documentation of performance.

CONDITIONS FOR ALTERNATIVE CREDIT LEARNING EXPERIENCES

Students in atypical situations (i.e., homelessness, foster care, hospitalization, care of the state, migrant education, Title III recent arriver, homebound, previous dropout, etc.) will be offered educational opportunities with the goal of increasing credit flexibility. The details of the alternative credit learning experience must be documented and pre-approved by a supervising teacher, school counselor and school administrator. The proposal must include the means by which the student will demonstrate performance standards in the subject area requested. Performance standards include state academic content standards and essential skills, recognized by industry standards, or other national or international standards of knowledge and skills. Students are encouraged to enroll in a full schedule of classes. An approved alternative learning experience may be designated as independent study and scheduled as a class period. Credits earned through this alternative means will be reflected on students' transcripts in the same way as traditional credits.

Credit options may include, but are not limited to:

1. Partial credit based on seat time using the formula 7 clock hours = .1 credits
2. Documentation of proficiency in or mastery of standards may include one or any combination of the following as defined in OAR 581-022-1131:
 - Successful completion of classroom or equivalent coursework (i.e., career-related learning experiences, project-based learning) in or out of class.
 - Passing score on an exam designed to measure proficiency or mastery of identified standards. As an example, a passing score on the GED exam will serve as the equivalent of 9 core subject credits (3 Language Arts, 2 math, 2 science and 2 social studies).
 - Collection of work or other assessment evidence.
 - Documentation of prior learning activities or experiences.

MIDDLE & HIGH SCHOOL GRADING

Traditional letter grades A, B, C, D and F will be issued to middle and high school students. Bend-La Pine Schools follows a "no zeros" policy as a grading practice at the middle and high school levels. A 50% represents an F, or half the points possible on a traditional 100 point scale, and will be the lowest possible grade reflected on any assignment or assessment. Therefore, students will earn an F (50%) for not completing the work or completing it at a less than passing mark, yet are not severely penalized below a failing mark (50% rather than 0%). Note, the "no zeros" policy does not apply to 1-4 or 1-6 point grading scales or the MYP / IB grading scale.

Legal References:

ORS 332.107
ORS 336.635
OAR 581-022-0102
OAR 581-022-1130
OAR 581-022-1131

Reviewed: 4/3/06, 5/19/08, 11/30/09, 7/18/11, 3/5/12,
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