

3. REPORTING TO STUDENTS AND PARENTS/SPONSORS

Additional Resources:

- DoDEA Regulation 2000.06, "Systemwide Assessment Program," March 26, 2010
- DoDEA Regulation 2000.10, "Department of Defense Dependents Schools Progress Reports," August 1, 1995

a. Report Cards. Report cards are issued every 9 weeks. Parents/sponsors should be notified of unsatisfactory student achievement at the end of the fourth week in each marking period. Parents/sponsors and students should receive notification in sufficient time to allow students to correct the cause of the unsatisfactory achievement.

(1) Distribution of grades (K-12). Grades on report cards will be determined by the degree to which students are achieving established program objectives. Distribution of a student's grades for a specific class may be requested and reviewed by the principal before the reports to parents/sponsors are distributed. Principals are responsible for enforcing the grading policies within the school and are the final school authority on grades issued.

(2) Pre-Kindergarten and elementary school. When parent conferences are held to discuss kindergarten and elementary students' achievement following the first reporting period, the words "parent conference held" should be written on the card either in place of, or in addition to, the regular notation.

(3) Secondary school. Secondary schools will use approved report cards and the following approved systemwide marking system: A=Excellent, B=Good, C=Average, D=Poor, F=Failing, I=Incomplete, P=Passing, N=No Grade (used in pass/fail courses in lieu of "F").

(a) Use of the Incomplete or "I" grade. An "I" may be given in a subject, at the discretion of the teacher, when the student is not able to complete the required assignments due to late entry, prolonged illness, or an excessive approved absence from school. Guidance counselors and teachers should determine the length of time needed to complete the work. If the work is not completed in the allotted time, the "I" grade should be changed to a grade representing the value of the work accomplished as a portion of the total course requirement. The time allotted for completion should not normally extend beyond 2 weeks after the end of the 9-week grading period or more than 4 weeks after the final grading period. The grade "I" will not be recorded on the permanent record card (transcript). In preliminary computations of the student's GPA, the grade of "I" is equivalent to zero grade points.

(b) Passing or "P". A "P" grade is only applicable for non-credit courses such as staff assistant, and credit by examination. Credits earned in this type of course are applicable to graduation requirements but are not used in computing the GPA. A "P" grade is an unacceptable course grade for students with disabilities except for non-credit courses. Exception to this policy is for students receiving home schooling.

(c) No Grade or "N". The "N" grade is used to show that a student did not achieve passing mastery in a pass/fail course. The "N" grade will result in the course appearing on the student's transcript, but no credit will be awarded and the course will not be included in the computation of the student's GPA. "N" may be used whenever, in the opinion of the principal, the assignment of a grade is not appropriate.

(d) Withdrawn Passing (WP) / Withdrawn Failing (WF). DoDEA does not use WP/WF grades. Students may only drop/add courses in the first 10 days of the student's enrollment in a DoDEA school. This change went into effect at the beginning of School Year 2008-09.

(e) Use of "+" or "-". The use of "+" or "-" with grade marks is authorized for use on report cards and permanent record cards. However, the "+" or "-" does not have any value in computing a student's GPA.

(f) Grade Point Average (GPA). A student's GPA will be determined in accordance with the preceding guidelines. Each course will have equal value and may not be weighted on any criteria other than for the credits involved. All courses having grade point value must be used in computing GPA. The formula used is the sum of the products of the total credit earned for each mark and the grade point value of the mark, divided by the number of credits attempted. In this computation the approved marks have the following values:

<u>Grade</u>	<u>Grade Point Value</u>
A = 90–100%	4.0
B = 80–89%	3.0
C = 70–79%	2.0
D = 60–69%	1.0
F = 59% and below	0.0
I	Not used in computation
P	Not used in computation
N	Not used in computation
+ and –	Not used in computation

(g) Class ranking for graduation. Class rankings for graduation will be determined following the 8th semester (second semester of the senior year) for students enrolled at the end of the fourth quarter. All letter grades with a high school course code will be averaged to determine class rankings for graduation honor. Grades 7 and 8 students who enroll in high school foreign language courses and/or Algebra I or higher level mathematics courses should be aware that the credits earned in these courses will count towards high school graduation, but the letter grades will not be used in calculating GPA or high school class rank.

(h) Eligibility for academic honors. The determination of GPA for class valedictorian/salutatorian will be based on student grades attained at the end of the second semester of the graduating year. Students who are graduating early, after completing 6 semesters of high school, are also eligible to compete for this honor. Students who successfully complete

four Advanced Placement courses and who earn a 3.8 GPA will be eligible for a DoDEA Honors Diploma upon graduation.

b. Achievement Test Results (K-12)

(1) The individual student results of achievement testing will be reported to the parent/sponsor as well as the student and the classroom teacher(s). Opportunities will be provided to discuss and review these reports.

(2) Test results will become part of the student's permanent academic record.

c. Transcripts (Secondary)

(1) Incoming students. Principals will ensure that all requests for student data on newly enrolled students are sent to the previous school within 1 week after registration. A log or register of requests will be maintained to indicate the dates that requests were sent and the dates that records were received.

(2) Withdrawing students. Principals will ensure that all requests for transcripts of credits are fulfilled within 2 working days after receipt. A log or register will be maintained, indicating the action taken. One copy of the permanent record card will be prepared and given to the student. An official transcript of high school credits will be sent to any school upon the signed request of a student or parent/sponsor; a copy will be sent to the next receiving school or authorized organization if the parent/sponsor has authorized this release on the registration card. Parents/sponsors can also request an official copy of the transcript to take with them when they withdraw their child(ren) from school.

d. Parent Conferences. With the approval of the district superintendent or his or her designee, classes may be dismissed early or students released for 2 ½ days in order to conduct parent-teacher conferences.