Teachers and administrators will be calculating fourth quarter grades and final grades for the 2019-2020 school year based on the following information.

FOURTH QUARTER GRADES
Fourth quarter grades for secondary students will be determined using one of these three identifiers:

<table>
<thead>
<tr>
<th>PASS</th>
<th>FAIL</th>
<th>INCOMPLETE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students should be assigned a <strong>Pass</strong> grade if there is “evidence” of work completed from either the online activities guided by the classroom teacher or from the packets distributed to those who cannot access online activities.</td>
<td>Students should be assigned a <strong>Fail</strong> grade if teachers have been successful in getting through to the student/parents and there is no evidence of work and no extraordinary circumstances communicated on behalf of the family.</td>
<td>Students should be assigned an <strong>Incomplete</strong> grade if we have not been able to communicate with the student/parent or if they communicate extraordinary circumstances that would preclude them from completing work.</td>
</tr>
</tbody>
</table>

Final grades will be determined based on the following guidelines:

- Work completed for fourth quarter and the Pass/Fail/Incomplete mark for 4th Quarter will only help students and not hurt students.
- For students who earn a “P” in the 4th Quarter, an additional quality point will be averaged with the grades from the Quarters 1, 2, and 3. This will ensure work during the 4th Quarter will only improve students’ grades rather than harm them.

**Quality Points for Year Long Classes**
- **A** = 4 Quality Points
- **B** = 3 Quality Points
- **C** = 2 Quality Points
- **D** = 1 Quality Points
- **E** = 0 Quality Points
- Quarter 4 Pass = 1 Quality Point

**Quality Point Range for Final Grades**
- **A** = 11 – 13 Quality Points
- **B** = 8 – 10 Quality Points
- **C** = 5 – 7 Quality Points
- **D** = 2 – 4 Quality Points
- **E** = 0 – 1 Quality Points

**Click here** to calculate your own projected grade.

FINAL GRADES FOR SEMESTER COURSES
The final grade for a semester course will be based on the third quarter mark, with a pass for 4th Quarter increasing the letter grade by one (unless already at an A) and a Fail/Incomplete leaving the final grade the same as the third quarter.

*Any questions or concerns relating to the Secondary Grading should be sent to Mike.OBrien@hcps.org.*