

POLICY TITLE: <b>Final Examinations, Report Cards, and Calculation of Final Grades</b>		
ADOPTION/EFFECTIVE DATE: <b>07/14/1986</b>	MOST RECENTLY AMENDED: <b>08/22/2022</b>	MOST RECENTLY REAFFIRMED: <b>04/22/2002</b>
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: Instruction		

### I. Purpose

**The purpose of this policy is to provide a uniform system for reporting student progress in Harford County Public Schools.**

### II. Definitions

- A. Elementary school student means all students in grades prekindergarten through grade five.**
- B. Middle school student means all students in grades six through eight.**
- C. High school student means all students in grades nine through twelve.**
- D. Weighted courses include Advanced Placement, Honors, International Baccalaureate, select Dual Enrollment, and other courses to be of such rigor and content as to warrant weighted grades as deemed by the Superintendent or his/her designee.**

### III. Policy Statement

- A. Student progress shall be reported on a quarterly basis for elementary, middle, and high school students.**
- B. Quarterly progress for students in prekindergarten through grade two shall be presented through a non-graded checklist of competency marks. Students in grades three through five enrolled in unified arts classes such as art, band, media, vocal music, orchestra, and physical education will also receive the competency marks. The competency marks may be used for supplemental instructional competency marks are as follows:**

**CE – Consistently Evident**

**EV – Evident**

DV – Developing  
NE – Not Evident  
NA – Not Assessed

- C. In grades three through five, student progress shall be reported using letter grades for mathematics, reading, science, social studies, and writing. In grades six through twelve, students receive a grade in all courses except for non-graded courses. The grading scale is listed below.

A = 89.5%- 100%  
B = 79.5% - 89.49%  
C = 69.5% - 79.49%  
D = 59.5% – 69.49%  
E = Below 59.5%

- D. Attendance may only factor into a student’s final grade in the event of excessive unexcused absences. These extended absences may result in a loss of credit for a high school course. For further information, please refer to the HCPS Student Attendance Policy 02-0001-000.
- E. In rare circumstances approved by the appropriate Executive Director, valid grades may be P (“pass”), F (“fail”), or I (“incomplete”) in addition to the grading scale listed above. Incomplete grades may be assigned as a temporary grade and the grade change must occur within the allotted time as outlined in Section L.
- F. Students in grades six through eight will receive high school credit in the appropriate content area for courses they pass in middle school. However, these courses will not be calculated into the student’s cumulative grade point average at the high school level.

## Final Examinations

- G. In grades nine through twelve, and in any course taken in grades six through eight for which high school credit is awarded, a final examination, performance assessment, comprehensive portfolio, or similar product is required and reported in all courses of study.

## Final Course Grades for Elementary School Students

- H. Elementary school students do not take final examinations and do not have a final course grade.

## Calculation of Final Course Grades for Middle School Students

- I. In grades six through eight, the final grade will be calculated by determining the letter grade for each quarter using the following quality points scale:

A=4

B=3

C=2

D=1

E=0

For courses taught during the entire school year, multiply the quality points for each quarter by 2. Determine the sum of the points. Divide the sum by 8.

For reporting purposes, the quotient will be converted to a letter grade using the following scale:

A = 3.5-4.0

B = 2.5-3.49

C = 1.5-2.49

D = 0.5-1.49

E = Below 0.5

An example of a middle school student's final grade calculation is provided below:

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Final Grade
B	A	C	C	B

Calculation:  $3(2) + 4(2) + 2(2) + 2(2) = 22/8 = 2.75$

In this example, 2.75 corresponds to a final grade of "B."

## Calculation of Final Course Grades for High School Courses

- J. For high school courses, the final grade will be calculated by determining the letter grade for each quarter using the quality point scale listed in Section I. This calculation will also be used for middle school students enrolled in high school courses.

- K. For unweighted courses taught during the entire school year, multiply the quality points for each quarter by 2. The final exam grade will be multiplied by 1. Determine the sum of the points and divide by 9. The quotient will be converted to a letter grade according to the quality point scale listed in Section I.**

**An example of a high school student’s final grade calculation is provided below for a year-long, unweighted course:**

<b>Quarter 1</b>	<b>Quarter 2</b>	<b>Quarter 3</b>	<b>Quarter 4</b>	<b>Final Examination</b>	<b>Final Grade</b>
<b>C</b>	<b>B</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>B</b>

**Calculation:  $2(2) + 3(2) + 4(2) + 3(2) + 2(1) = 26/9 = 2.89$**

**In this example, 2.89 corresponds to a final grade of “B.”**

### **Calculation of Cumulative Grade Point Average for High School Courses**

- L. In grades nine through twelve, the student’s cumulative grade point average is calculated using the following weighted and non-weighted grades.**

<b>Grade</b>	<b>Quality Points for Weighted Courses</b>	<b>Quality Points for Other Courses</b>
<b>A</b>	<b>5.00</b>	<b>4.00</b>
<b>B</b>	<b>4.00</b>	<b>3.00</b>
<b>C</b>	<b>3.00</b>	<b>2.00</b>
<b>D</b>	<b>1.00</b>	<b>1.00</b>
<b>E</b>	<b>0.00</b>	<b>0.00</b>
<b>I - Incomplete</b>	<b>0.00</b>	<b>0.00</b>

### **Grade Changes**

- M. A change of a report grade will only be made for an appropriate reason due to extenuating circumstances.**
- N. A grade change will not occur by the teacher until final approval has been granted by the principal.**
- O. A principal may change a student’s grade after conferring with the teacher who assigned the grade.**

- P. Grade changes may not occur 45 days after the last day of the marking period. In the event a grade change is needed for a fourth quarter grade, the timeline will begin on the first day of the following school year.**
- Q. All grade changes must be documented on the appropriate form and signed by the teacher, an administrative assistant and/or school counselor, and the principal. The reason for the grade change must be included along with the date of approval.**
- R. Parent and/or guardians will be notified of the grade change by the appropriate teacher or the principal.**
- S. Appeals of grade changes may be made to the appropriate Executive Director.**
- T. Any grading policies or requirements for specific courses determined by the Maryland State Department of Education will supersede this policy for those specified courses.**
- U. The Superintendent or his/her designee shall issue such procedures that may be required to implement this policy.**

**Board Approval Acknowledged By:**

**Sean W. Bulson, Ed.D.**

**Superintendent**

Policy Action Dates					
ACTION		DATE	ACTION		DATE
Adopted	07/14/1986	Amended	08-22-22		
Amended	04/14/1997				
Reaffirmed	04/22/2002				
Amended	07/21/2014				

Responsibility for Policy Maintenance & References	
LAST EDITOR/DRAFTER NAME: <b>Mr. Phil Snyder</b>	JOB POSITION OF LAST EDITOR/DRAFTER: <b>Supervisor of Accountability</b>
PERSON RESPONSIBLE:	JOB POSITION OF PERSON RESPONSIBLE:
DESIGNEE NAME:	JOB POSITION OF DESIGNEE:
POLICY NUMBER PRIOR TO NOVEMBER 1, 2005:	

### **LEGAL REFERENCES<sup>1</sup>**

References are set forth in the Procedure.

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<sup>1</sup> All references are to specific federal or Maryland statutes or regulations. References are provided for convenience and informational purposes only and are not to be considered as exhaustive or as precluding Harford County Public Schools from relying upon any other statutes or regulations in support of a policy.