REPORTING/GRADING PROCEDURES

Assignment of Incomplete Grades – Grades Six-12

The following applies to the assignment of an “incomplete” grade for a grading period:

I. If a student fails to complete the required activities, a teacher may assign a grade of “incomplete” for the marking period. These activities must be completed within three weeks after the conclusion of the marking period in order to remove the prerogative to extend the three-week period.

II. Teachers shall use appropriate professional judgement to extend the opportunity to complete coursework or modify assignments to meet the individual needs of the student when necessary. When a teacher modifies deadlines they shall clearly communicate the new deadline to the student. Care shall be taken to balance the need to note academic progress with the student’s wellbeing.

If the incomplete work has not been submitted to the teacher within the designated time period, this work should be assigned a grade of “F” and considered with the remaining evidence of student learning in the marking period.

III. In exceptional cases where students persist in not making progress toward completing assigned work for an extended period of time, the teacher may refer the students to school administration to determine whether the student will be permitted to pursue a non-traditional educational option.

IV. Schools may use a mark of “incomplete” to show progress in a course that the student is continuing study into another school year.

V. An incomplete should not be recorded for graduating seniors during the last grading period. Seniors should be required, except in extenuating cases, to complete work prior to graduation.

VI. The grade point average (GPA) and rank of any student receiving a grade of “incomplete” for a final course grade, will be calculated once the appropriate course work has been completed and the final earned grade is entered into the student record. It is the principal’s responsibility to ensure a grade change from “incomplete” to some other appropriate grade has been completed. If a student is assigned an incomplete grade for the year, the student information system is to exclude this student in computing the cumulative GPA. The school will update the individual’s GPA in the student information system.
The Associate Superintendent for Student Learning and Accountability (or designee) is responsible for implementing and monitoring this regulation.

This regulation and related policy shall be reviewed at least every five years and revised as needed.