

ACADEMIC ACHIEVEMENT
CLASS RANKING

EIC
(LOCAL)

**Consistent
Application for
Graduating Class**

The District shall apply the same class rank calculation method and rules for local graduation honors for all students in a graduating class, regardless of the school year in which a student first earned high school credit.

Calculation

Note: The following provisions shall apply to all students, regardless of their graduating class starting in 2025.

The District shall include in the calculation of class rank semester grades earned in high school credit courses taken at any grade level, unless excluded below.

The District shall include in the calculation of class rank semester grades earned in high school credit courses taken in the following subject areas only: English/language arts, mathematics, science, social studies, and languages other than English (LOTE).

The calculation shall include failing grades.

Exclusions

The calculation of class rank shall exclude grades earned in any repeated course in which credit has already been awarded.

~~**Note:** The following provisions shall apply to students beginning with the graduating class of 2023.~~

~~**Calculation**~~

~~The calculation shall include failing grades.~~

For the purpose of applications to institutions of higher education, the District shall also calculate class rank, as required by state law.

The District's eligibility criteria for local graduation honors shall apply only for local recognitions and shall not restrict class rank for the purpose of automatic admission under state law. [See EIC(LEGAL)]

**Local Graduation
Honors**

For the purpose of determining honors to be conferred during graduation activities, the District shall calculate class rank in accordance with this policy and administrative regulations by using grades available at the end time of calculation at the end fall semester of the fifth six-week grading period of the senior year for the valedictorian, salutatorian, top 20 students (or ten), summa cum laude students, magna cum laude students, and cum laude students.

~~**Note:** For the graduating class of 2019, the District shall calculate class rank in accordance with this policy and administrative regulations by using grades available at the time~~

ACADEMIC ACHIEVEMENT
CLASS RANKING

EIC
(LOCAL)

~~of calculation at the end of the semester grading period
of the senior year.~~

Valedictorian and
Salutatorian

The valedictorian and salutatorian shall be the eligible students with the highest and second-highest rank, respectively. To be eligible for this local graduation honor, a student must:

1. Have been continuously enrolled in the same District high school for the two full school years immediately preceding graduation;
2. Have an enrollment date no later than on or before September 1 of the student's junior year;
3. Have completed the foundation program with the distinguished level of achievement (beginning with the graduating class of 2021); and
4. Be graduating in no more than four years of high school.

Two Continuous
Year Exception

Upon high school attendance rezoning by the District, the students who have been rezoned and the students taking a new school option shall be eligible for local graduation honors until the student body has been enrolled long enough at the new school to meet the requirements that the students be continuously enrolled in the same District high school for two full school years.

Breaking Ties

In case of a tie in weighted numerical grade averages after calculation to the fourth decimal place, the District shall apply the following methods, in this order, to determine recognition as valedictorian or salutatorian:

1. Count the number of Advanced Placement (AP) courses taken and passed per 0.5 credit by each student involved in the tie.
2. Count the number of ~~Pre-AP~~ Honors courses taken and passed per 0.5 by each student involved in the tie.
3. Calculate a weighted numerical average using only eligible grades earned in the junior year and grades earned through the end of the fifth week of the six-week grading period of the senior year for each student involved in the tie.

The District shall recognize all students involved in the tie as sharing the honor and title. All students involved in the tie shall receive the same rank, and the next position(s) shall be skipped, e.g., 5 of 450, 5 of 450, then 7 of 450. If students tie for place 10 or 20, each student shall be bestowed as 10 or 20.

ACADEMIC ACHIEVEMENT
CLASS RANKING

EIC
(LOCAL)

*Top 20 (or Ten)
Graduates*

The top 20 or ten graduates shall be the 20 (or ten) eligible students with the highest rank.

Honor Graduates

An honor graduate is any student who has a 95.00 cumulative average or higher: summa cum laude (100.00 +), magna cum laude (97.00–99.99) and cum laude (95.00–96.99).

*Three-Year
Graduates*

In order to be considered a three-year graduate, a student must have met all the requirements and must:

- Have been continuously enrolled in the same District high school for the two full school years preceding earning the honor of valedictorian or salutatorian;
- Have an enrollment date no later than on or before September 1 of the student's sophomore year; and
- Be graduating in no more than three years of high school.

A three-year graduate shall not be allowed to claim any local graduation honor if the student is requesting to walk with his or her four-year cohort. A three-year graduate may walk at graduation only once.

Grading System

Grade Point
Average

The following guidelines govern the calculation of grade point averages (GPA):

1. All numerical grades, including failing grades, earned in high school credit courses, including high school credit courses taken in middle school, shall be used to compute a student's GPA and class rank.
2. A student may be awarded credit for a course only once when taken at the level the student chooses to take the course. Students may not repeat a course for which they have earned credit. If retaking a course due to failure, each average shall be used in the computation of the student's GPA.
3. Grades earned through credit by examination, with or without prior instruction; virtual school and distance learning; correspondence courses; dual credit or concurrent enrollment courses; summer school courses; and night school courses shall be used in the computation of a student's GPA.
4. Any course, program, or alternative time frames for courses, other than those the District offers and controls, shall be pre-approved for any consideration for credit. If pre-approval is not given by the principal or designee, then credit shall not be awarded.

ACADEMIC ACHIEVEMENT
CLASS RANKING

EIC
(LOCAL)

5. A 4.0 GPA is available upon request but shall not be used to calculate class rank.

Note: Regardless of a student's class rank, the GPA and transcript shall accurately reflect all high school courses taken.

Weighted Grade System

Categories

Advanced

The District shall categorize and weight eligible courses as Advanced and Regular in accordance with provisions of this policy and as designated in appropriate District publications.

Eligible AP, **Pre-AP** **Honors**, Academic Decathlon, and dual credit courses shall be categorized and weighted as Advanced courses.

Regular

All other eligible courses shall be categorized and weighted as Regular courses.

Weighted Numerical Grade Average

The District shall assign weights to semester grades earned in eligible courses and calculate a weighted numerical grade average, in accordance with the following:

Category	Weight
Advanced	plus 10
Regular	plus 0

No points shall be added to failing grades.

The District shall record unweighted numerical grades on student transcripts.

A weighted 4.0 GPA is calculated as follows:

Grade	Weight
100+	5 points
90–99	4 points
80–89	3 points
70–79	2 points
60–69	1 point
0–59	0 points

ACADEMIC ACHIEVEMENT
CLASS RANKING

EIC
(LOCAL)

If a District-approved college-level dual credit course awards credit for a 60–69 (a letter grade of D), it shall be recorded on the student's report card and transcript. In this case, the student shall receive credit for the course, but no weighted credit shall be awarded.

Course grades higher than 100 earned through credit by examination, with or without prior instruction; virtual school and distance learning; correspondence courses; dual credit or concurrent enrollment courses; summer school courses; and night school courses shall be rounded down to a grade of 100.

Transferred Grades

The following is a conversion chart for students entering the District for the first time in grades 9–12; this chart shall be used if the previous school attended does not have a conversion chart of its own:

Letter Grade	Numerical Grade
A+	98
A	95
A-	92
B+	88
B	85
B-	82
C+	78
C	75
C-	72
D+	68
D	65
D-	62
F	55

When a student transfers semester grades for courses that would be eligible under the Regular category and the District has accepted the credit, the District shall include the grades in the calculation of class rank, unless it is an excluded course.

ACADEMIC ACHIEVEMENT
CLASS RANKING

EIC
(LOCAL)

When a student transfers semester grades for courses that would be eligible to receive additional weight under the District's weighted grade system, the District shall assign additional weight to the grades based on the categories and grade weight system used by the District only if the same course is offered to the same class of students in the District.

Transcripts

A student's transcript is a working document and is not considered a final document until all courses have been factored upon graduation. Any official or unofficial transcript requested, prior to the fulfillment of the student's senior year and passing all appropriate courses for graduation, is an incomplete transcript and only reflects the information credited to that point and time. The official transcript, after graduation, is usually available about three weeks from the senior's last day of exams.