



# Grade Reporting

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In the DVHS, grades are reported according to DoDEA policy. The following procedures have been developed within the program to ensure compliance. A copy of the teacher's grading policy is posted within the Course Information in each class.

Grades are posted weekly within the course (student view) and in the Facilitator Forum (facilitator and admin view).

When a student's grade is in jeopardy, the first step is to contact the student and the facilitator to develop plans for grade improvement.

If a student's grade continues to be in jeopardy, the teacher will contact the student and his/her sponsor. This may necessitate gaining access to sponsor contact information through the facilitator.

Quarter/Semester Grades are reported according to the local school calendar for each student. Grades include assignments with deadlines that fall within the grade reporting period.

Because content knowledge builds within the course, students are encouraged to complete missing or late assignments in order to improve their overall learning. A teacher may use his/her discretion to count late assignment grades to improve a semester grade.

If there are extenuating circumstances that prohibit a student from meeting assignment deadlines, an "Incomplete" grade can be reported. Situations such as students enrolling late, extended illnesses, etc. constitute justification for reporting an "Incomplete" grade.

When reporting an "Incomplete" grade, a schedule should be set- up between the teacher, student and facilitator with notification to the DVHS Principal. Generally, students are encouraged to rectify incomplete grades within two weeks. However if extended time is needed, the teacher should consult with the DVHS Principal to assist in making administrative arrangements.

If a teacher detects an error or if there is need to change a grade, the teacher will consult with the DVHS Principal prior to making a recommendation. The grade change will also be verified with the student's school administration to ensure that it is in accordance with DoDEA and local school policy.