# Administrative Guideline

# Incomplete Grade Practice for Required Course Assessments

Students must complete required course assessments to demonstrate their level of achievement toward state and district learning standards. The required assessments for each course are identified and published by the Office of Curriculum and Instruction prior to the start of each school year. Teachers will communicate the course assessment requirements in writing (e.g. course syllabus) to students and parents/guardians at the beginning of the school year.

When a student does not complete a required assessment within a given timeframe as deemed by the teacher, the following three-tiered process will be followed:

Tier 1:

An incomplete will immediately be placed in the grade book (electronic) by the teacher. The teacher will have a conversation with the student and provide a written plan (see reverse side). The plan will include a due date for when and where (e.g. in class, afterschool, homeroom, study hall/study block, etc.) the assessment is to be completed. The teacher must communicate with parents/guardians the plan that has been outlined with the student even if the assessment was already completed at the first available opportunity. Upon completion of the required assessment, the teacher will replace the incomplete with a numerical grade in the grade book (electronic) based upon the quality of the student’s work without penalty.

Tier 2:

When a student fails to comply with the Tier 1 intervention, the teacher will refer the student to the appropriate grade level administrator for insubordination. A copy of the plan developed with the student in Tier 1 will accompany the referral. Upon receipt of the referral, the administrator will immediately place the student’s name on the ineligible list for all extracurricular activities until the student completes the required assessment. Additionally, other appropriate disciplinary action will be taken. This will include, but is not limited to: ISS, lunch detention, removal of early release and parking privileges, etc. The administrator will notify the student’s parents/guardians of the disciplinary action taken and why.

Tier 3:

When a student fails to comply with the Tier 2, the student will be referred to the school-based behavior management team. The team will work closely with the student to determine whether the lack of compliance is due to social/emotional and/or learning difficulties. The team will determine the next steps for the student based on his/her need. The team will communicate with the parents/guardians of additional interventions that may be required outside of the school setting.

It is important to emphasize that, as a result of having any incomplete grade(s) at the end of a marking period, the following will occur:

* Student will be ineligible for early release, participation in sports, clubs, and other extra-curricular activities.
* A student will not be considered for honor roll or honor societies.
* Overall averages will not be calculated for the marking period.
* Academic points will not be awarded.
* Class rank will not be calculated.

When the required course assessments have been satisfied:

* Students will again be eligible for early release, and/or participation in sports, clubs, and other extra-curricular activities.
* A student will again be eligible for consideration for honor roll or honor societies.
* For seniors and college admission, transcripts will be updated as requested.
* Rank will be calculated at the next regular ranking period.
* Average calculations, honor roll status, and academic points will not be awarded in arrears.

 **If a student has not completed the required course assessment(s) by the end of the semester (if ½ year course), or by the last day of classes in June (if a full year course), the Incomplete will be changed to an F on the student’s report card and transcript. Summer school may not be used for completing the required course assessment(s) to avoid receiving an F. The F will signify that a student failed to complete the required course assessment(s) and therefore, does not meet the course standards. The class will need to be retaken in order for credit to be earned.**

Only the principal can determine if an exception to this process may be granted due to medical or other extreme circumstances.

 No modification to this administrative guideline can be made without the direction and approval of the Assistant Superintendent for Curriculum and Instruction.