

**POWAY UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURE**

Originator: Area Superintendent

Issue No: 1

Date: 7/29/91

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Reference:

ARTICLE: 3.0 EDUCATIONAL PROGRAM

3.3 SCHOOL PROGRAMS

SECTION 3.3.6 Middle School Grading

Middle school grade point averages will be compiled quarterly and will include all courses taken by a student.

Pass/Fail

Under special circumstances, pass/fail grades may be given to meet unique needs of individual students.

Incompletes

A student will be required to make up an incomplete grade within two (2) weeks after receipt of the incomplete grade. If this incomplete is not removed within the time limit, the student will receive a grade as indicated by the teacher.

Grades to Leaving

When students transfer out of the school, teachers will assign "grades to leaving" which will be entered on the transcript as such.

Progress Notices

Parents of any student who is in danger of failing shall be notified either in writing or through a documented conference whenever it becomes evident to the teacher that the pupil is in danger of failing a course. Such notification must be made to the parent long enough before the end of the semester so that the student has adequate time to achieve a passing grade in the course. A "D" grade on a progress notice serves as notification to parents that a student is in danger of failing.