

**Virgin Islands'**  
**Department of Education**

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**THE VIRGIN ISLANDS DEPARTMENT OF**  
**EDUCATION**

<b>POLICY NAME</b>	Graduation, Valedictorian and Salutatorian Selection and Class Ranking Policy			<b>POLICY NO.</b>	V1-03.19.2025
<b>EFFECTIVE DATE</b>	March 19, 2025	<b>DATE OF LAST REVISION</b>	April 24, 2025	<b>VERSION NO.</b>	2
<b>ADMINISTRATOR RESPONSIBLE</b>	Office of Legal Counsel/Office of the Insular Superintendent STTJ & STX		<b>CONTACT INFORMATION</b>	340-774-0100	
<b>APPLIES TO</b> Apply group names to define applicable areas of staff. (I.e: stx employees, HR department, IT, entire stt-sttj personnel)					
<b>GROUP 1</b>	VIDE Students Grades 9 through 12	<b>GROUP 2</b>	VIDE Administrators Grades 9 through 12	<b>GROUP 3</b>	VIDE Faculty Grades 9 through 12
<b>GROUP 4</b>	VIDE Staff Grades 9 through 12	<b>GROUP 5</b>		<b>GROUP 6</b>	

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
2	Dr. Sharlene Belton-Gonzalez; Dr. Stefan Jurgen	April 24, 2025	Year of Implementation	Chilesa Ready Legal Counsel

**SCOPE**

This policy applies to all Virgin Islands Department of Education (VIDE) students, administrators, faculty, and staff for grades nine (9) through twelve (12).

**POLICY STATEMENT**

VIDE seeks to keep students and parents adequately informed so they are armed with the necessary tools to make appropriate course selections and achieve academic success. In furtherance of that goal, VIDE has prepared a policy that clearly details the Valedictorian and Salutatorian Selection process, the grading scale for advanced classes to include Honors, Dual Enrollment, AP and Early Admission courses, class ranking system and the graduation exit plan. With this information readily accessible, VIDE students can be empowered to make informed decisions regarding their education.

**TERMS AND DEFINITIONS**

TERM	DEFINITION
GVI	Government of the Virgin Islands
VIDE	Virgin Islands Department of Education
V.I.C	Virgin Islands Code
VIBoE	Virgin Islands Board of Education
UVI	University of the Virgin Islands
AP	Advanced Placement

## EXCEPTIONS

· No exceptions.

## RELATED POLICIES, LOCAL/FEDERAL STATUTES, AND OTHER REFERENCES

This procedure is guided by provisions included in the following:

- 17 V.I.C. § § 21, 23, 41d
- Board of Education § 17-4-1 et.al.

## ROLES AND RESPONSIBILITIES

ROLE	RESPONSIBILITY
VIDE Insular Superintendents	Creation of the policy
Office of Legal Counsel	Input for legal sufficiency
VIDE Assistant Commissioner	Pre-Approval of the policy
VIDE Commissioner	Approval of the Policy

## POLICY SECTIONS

### PURPOSE

The purpose of this policy is to notify students, parents and the public of VIDE's Valedictorian and Salutatorian Selection Policy and all grading and ranking policies for Honors, Dually Enrolled, AP and Early Admissions students. In addition, this policy seeks to ensure parity among all students taking advanced classes (Honors, AP, Dual Enrollment and Early Admissions courses) with guidelines for taking Distance Learning courses.

### NOTIFICATIONS

All students will receive a copy of this policy annually. This policy supersedes all previously written memorandums and policies. The Department reserves the right to rescind and/or amend this and all Department policies at any time, with or without notice.

### PROCEDURES

## **I. VALEDICTORIAN AND SALUTATORIAN SELECTION**

The Department adheres to the Valedictorian and Salutatorian Selection policy adopted by the Virgin Islands Board of Education, and included below:

All students enrolled in the public school system of the Virgin Islands in the twelfth grade, which includes general and vocational educational students, are eligible to be selected as valedictorian or salutatorian subject to the following criteria:

1. Eligible students must have attended and completed four (4) years in a Virgin Islands public high school; with the last two years being consecutive and at the same school; and
2. Eligible students must have completed all major credits as required by promotion policies of the Virgin Islands Board of Education and Department of Education; and
3. Eligible students must be in good standing and must not have been determined guilty of any level four infraction(s) during high school (Grades 9-12) unless such determination was reversed by an appellate process; and
4. Eligible students must have successfully completed at least two (2) Advanced Placement courses (to include Early Admissions or Dual Credit courses) or at least (4) Honors courses during high school where applicable; and
5. Based on all of the above: The student with the highest-grade point average will be awarded the Valedictorian honor. The student with the second highest grade point average will be awarded the Salutatorian honor. In the event of tied grade point average for valedictorian and/or salutatorian, the school administrator shall award Co-Valedictorian and/or Co-Salutatorian positions.

## **II. GRADUATION EXIT PLAN**

- a. Each student entering ninth grade, at the beginning of the school year, must complete a Graduation Exit Plan. Each year at the end of the first semester, the school administration or guidance counselor shall review the student's plan with the student's parent/guardian and obtain their signatures.
- b. Each ninth grader shall meet with a guidance counselor to establish career objectives leading to the high school graduation exit plan.
- c. The plan should provide options, to include but not be limited to career pathways, dual credits, early admissions, credit recovery and approved online opportunities. This requirement will also apply to each grade level.
- d. Information about the graduation exit plan shall be placed in the student handbook and the student's cumulative folder.

## **III. ADVANCED CLASSES**

Advanced classes shall include Honors, Advanced Placement, Dual Enrollment and Early Admissions courses.

## **IV. ADVANCED PLACEMENT**

Advanced Placement (AP) courses offer students an opportunity to engage with college-level content while still in high school, challenging them to think critically and develop advanced skills. These courses provide a rigorous and enriching learning experience that can serve as a bridge between secondary education and the demands of postsecondary academics. In addition, students are able to earn college credits through AP examinations. AP courses are an investment in the future of our students and society. They prepare students to excel in a competitive global landscape, providing the foundation for both academic achievement and lifelong success. The STTJ/STX school districts offer a variety of AP courses to students. Students are encouraged to check with their school or district for the most current list of AP courses offered each year.

### **A. Grading**

Advanced Placement (AP) courses are graded on a 5.0 weighted scale. A 5.0 is an A, 4.0 a B, 3.0 is C and so on. Unlike the 4.0 scale, the weighted scale considers class difficulty. The chart below provides guidance as to how the 5.0 scale works.

Since the weighted scale considers class difficulty, the student's weighted GPA would be higher than their unweighted GPA due to the increased level of difficulty. This allows for a fair and accurate rank in the overall class ranking. To calculate, students' letter grades for each AP class would be converted to the appropriate grade point on the weighted grading scale. For example, a B+ in AP English results in a 4.5. In addition, the grade points for regular, non-AP classes are converted to the appropriate grade point on the unweighted grading scale.

<b>Numerical Value</b>	<b>Letter Grade</b>	<b>Unweighted (4.0)</b>	<b>Weighted (5.0)</b>
95-100	A	4.000	5.000
90-94	A-	3.750	4.750
87-89	B+	3.500	4.500
83-86	B	3.000	4.000
80-82	B-	2.500	3.750
77-79	C+	2.000	3.500
73-76	C	1.500	3.000
70-72	C-	1.000	2.750

## **V. DUAL ENROLLMENT**

Dual Enrollment provides students with the chance to engage in college-level coursework challenging them to develop advanced skills in critical thinking, time management, and self-discipline. By taking classes at local colleges or universities, students are exposed to the rigor and expectations of higher education, better preparing them for the challenges they will face in their academic futures. This experience allows them to explore potential career paths, build a strong academic foundation, and foster a sense of independence that is vital in post-secondary education and the workforce.

### **A. Grading**

The University of the Virgin Islands (UVI) has a Dual Enrollment Program with the Department of Education whereby students may be dually enrolled in both high school and UVI with the opportunity to earn both high school and college credit for select courses. At the high school, dual enrollment courses are graded on a 5.0 scale. Students are encouraged to request information on the Dual Enrollment Program from their school counselor. In addition, interested students should request the course offerings for a given semester and the registration information/application packet from their school counselor. Qualifying students who enroll in the program will receive both high school and college credit for the selected courses. Note: registration deadlines for the dual enrollment program courses occur the semester prior to the start of the course i.e. registration deadline for Fall semester classes is in the Spring.

The grade for the high school credit will utilize the VIDE grading scale while the grade for the college credit will adhere to the college/university's grading scale. Additionally, dual enrollment courses will follow the college/university departmental policies concerning late work, reassessment, and academic integrity as outlined in the course syllabus.

Students may request permission from the District Superintendent's Office to receive credit for college courses offered by colleges/universities other than the University of the Virgin Islands. A Course Credit Request Form is available in the high school counseling office as well as the Superintendent's Office and, to the extent possible, should be submitted at least two weeks prior to the course start for approval. Only college courses in the following core subject areas will be given high school credit and reflected on a student's high school transcript: Mathematics, Science, English Language Arts, Social Science, and Foreign Language.

Approval of a course sought at a college/university other than the University of the Virgin Islands is subject to the following additional minimum requirements: 1) the college/university is a fully accredited institution, 2) a copy of the course description taken from the college/university's Course Catalog is attached to the Course Credit Request Form for review, and 3) a copy of the student's transcript demonstrating proof of enrollment and grade earned at the subject college/university is forwarded to the District Superintendent's Office upon completion of the course.

\*The student/parent/guardian is responsible for the cost associated with courses taken at other colleges/universities. The STTJ/STX Districts will not underwrite the cost of these courses.

## **VI. UNIVERSITY OF THE VIRGIN ISLANDS EARLY ADMISSIONS PROGRAM**

The University of the Virgin Islands has established an Early Admissions Program wherein eligible VIDE high school students are provided the opportunity to complete their twelfth (12<sup>th</sup>) grade year at the university on either a full-time or part-time basis upon completion of their eleventh (11<sup>th</sup>) grade year, subject to certain eligibility criteria. As part of the selection process, UVI requires applicants to be nominated and recommended by the student's high school. Upon enrollment, the student is

classified as an Early Admissions student who has not yet fully matriculated. The cost of participating in the Early Admissions program (i.e., tuition, room, board, fees, etc.) is borne by the student.

A. Grading

Similar to the Dual Enrollment Program, qualifying students who enroll in the early admissions program will receive both high school and college credit for the selected courses. At the high school, early admissions college courses are graded on a 5.0 scale. The grade for the high school credit will utilize the VIDE grading scale while the grade for the college credit will adhere to the college/university's grading scale. Additionally, early admissions courses will follow the college/university departmental policies concerning late work, reassessment, and academic integrity as outlined in the course syllabus. Only college courses in the following core subject areas will be given high school credit and reflected on a student's high school transcript: Mathematics, Science, English Language Arts, Social Science, and Foreign Language.

## **VII. HONORS COURSES**

Honors courses provide students with an enriching academic experience that encourages them to go beyond the standard curriculum. They offer a deeper, more challenging exploration of subjects, pushing students to develop higher-level thinking, problem-solving skills, and intellectual curiosity by introducing more complex concepts and fostering a greater degree of independence.

A. Grading

Honors courses are graded on a 5.0 weighted scale. A 5.0 is an A, 4.0 a B, 3.0 is C and so on. Unlike the 4.0 scale, the weighted scale considers class difficulty.

## **VIII. DISTANCE LEARNING**

Distance Learning offers the opportunity for students to take courses in core subject areas that are not offered at their local high school. A student should request approval for distance learning courses by completing a Course Credit Request Form. The Request Form is available in the school counselor's office or the district Superintendent's office and should be submitted to the extent possible, at least two weeks prior to the start of the course.

\*Note: The student/parent/guardian is responsible for the cost of distance learning classes that are taken from schools/institutions outside of the STTJ/STX school districts. Only courses in the following core subject areas (mathematics, science, English language arts, social science, and foreign language) will be given high school credit and reflected on a student's high school transcript.

## **IX. GRADE IMPROVEMENT**

Students who want to improve their grades in English language arts, mathematics, science, social studies, or world language courses may repeat the same course by taking an approved VIDE course. The school counselor must complete a Duplicate Course/GPA Acknowledgment Form prior to the student repeating a course for grade improvement.

Grade improvement applies to students receiving a grade of C or below for the original course taken. The original grade will remain on the transcript. The higher grade will become the grade of record and the higher of the two factored into the GPA. Credit will be given for one course, not both. Course titles and course grades will not be removed from transcripts.

## **X. CREDIT RECOVERY**

Students who fail a core class must retake the class to receive credit. When the course is retaken, the transcript will reflect the original and repeated course grades. Course titles and course grades will not be removed from transcripts. The improved grade will be the only grade factored into the GPA. Prior approval by the school counselor is required before taking credit recovery courses. In addition to students who fail a core class, students who do not meet the attendance requirement must recoup missing hours/days to receive credit.

## **XI. GRADE ENTRY CHANGES**

Once grades are stored and archived in PowerSchool, teachers have 10 days to make changes to the grades by contacting the school registrar. Teachers must ensure that the gradebook is updated. After 10 days, grades may be changed for the following reasons only:

1. Calculation Error
2. Course Extension
3. Grade Enhancement

## **XII. GRADE POINT AVERAGE**

A student's Grade Point Average (GPA) is determined by totaling the number of points associated with each grade earned in a course and dividing it by the number of courses taken.

The weighted GPA takes into consideration course difficulty and is calculated on a 0-5 scale. Courses graded on the weighted scale are Honors, Dual Enrollment, AP, and UVI Early Admissions Courses. Regular courses are calculated on the unweighted GPA scale (0-4).

It should be noted that most universities recalculate individual GPAs according to the core academic subjects including foreign languages, to determine admissions and merit-based scholarships. Courses such as Student Aide, Peer Facilitator, etc., are given Pass/Fail grades. Pass grades will not be calculated in the GPA, where failed courses will negatively impact the GPA.

### **IMPLEMENTATION PLAN**

Detailed information regarding AP and honors courses and the dual enrollment and early admissions programs shall be disseminated to students and parents twice each academic year (during the Fall and Spring orientations). There will also be a link to the policy via VIDE's website. Administrators may opt to disseminate additional information regarding this policy at other times throughout the school year.

This policy shall take effect immediately and shall apply first to students graduating in the 2025-2026 school year.

### **APPROVAL AND REVIEW**

**Legal Counsel**



**Date:** April 24, 2025

**Assistant Commissioner**



**Date:** May 7, 2025

**Commissioner**



**Date:** May 7, 2025

# COURSE CREDIT REQUEST FORM

Student Name \_\_\_\_\_  
Student Number \_\_\_\_\_  
Course Name\* \_\_\_\_\_  
Course Dates \_\_\_\_\_  
Name of Institution \_\_\_\_\_

I, \_\_\_\_\_ (student name), am seeking to take the above listed course because (state reason): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

_____ Student Signature	_____ Date
_____ Parent/Guardian Signature	_____ Date
_____ School Counselor	_____ Date

## FOR OFFICE USE ONLY

COURSE REQUEST:

**Approved { }**

**Not Approved { }**

_____ Administrator Signature	_____ Date
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\*Course description from course catalog must be attached for request to be considered. Courses taken are at the student/parent/guardian expense. Course credit is subject to the approval of the Insular Superintendent and not guaranteed.