

The following exhibits are used regarding attendance and grading:

[Exhibit A:](#) Letter to Parent for CTE and Health Middle School Courses for High School Credit

[Exhibit B:](#) Letter to Parent for Middle School Math

[Exhibit C:](#) Letter to Parent for Middle School LOTE (Languages Other Than English) One-Year Courses

[Exhibit D:](#) Letter to Parent for Middle School LOTE (Languages Other Than English) Two-Year Courses

Exhibit A:

CTE and Health Middle School Courses for High School Credit

Dear Parent: As you are aware, grade 7 and 8 students have the opportunity to take several courses for high school credit. Your student is currently enrolled in one or more of the following courses: Fundamentals of Computer Science, Health, Principles of Applied Engineering, Principles of Arts, AV Technology, and Communications, Principles of Business, Marketing and Finance and/or Principles of Human Services.

- A student must earn a grade of 70 or higher in order for credit to be awarded. If a student earns a grade lower than 70 for the semester, no credit will be awarded, but the failing grade will be recorded on the student's permanent high school transcript.
- If a student earns a grade of 70 or higher, the grade and credit earned will be applied to the high school transcript.
- Once this grade and credit are awarded, students cannot repeat this course for credit or to replace the original grade.
- A student must be in attendance for at least 90 percent of the days the class is offered in order for credit to be awarded.

If a student requests to drop the course and make a schedule change, this must be done prior to the end of the first six weeks of the semester. After that time, continuation in the course will result in the grade being recorded on the permanent high school transcript.

I encourage you to be in communication with your student's teacher or counselor should you have any questions.

Sincerely,

Please sign and return this letter to your child's teacher indicating receipt of this information.

Student: _____

Parent Signature: _____ Date: _____

Exhibit B:

Middle School Math

Dear Parent: As you are aware, middle school students have the opportunity to take mathematics courses for high school credit. Your student is currently enrolled in one or more of the following two semester mathematics courses: Algebra 1, Geometry, Algebra 2, Pre-Calculus

- A student will be awarded credit for the full year course by either earning a grade of 70 or above in both semesters or by earning a grade of 70 or above when both semester grades are averaged together. The credit earned will be applied to the high school transcript.
- First Semester Failures:
 - Option 1: If a student does not earn a grade of at least 70 for the first semester, the student may exit the course at the conclusion of the first semester, in which case the first semester score will be recorded on the student's high school transcript but will not be counted in the student's GPA. The student would then begin the second semester in an elective course.
 - The first semester of Algebra I is foundational for the second semester content, as well as for all high school math courses. For students who earn a grade below 70 for the first semester of Algebra I, it may be in the best interest of the student to be removed from the course before the second semester begins. The student will be moved to Math 8 in order to build a stronger foundation of algebraic reasoning before retaking Algebra I the following year.
 - Option 2: If a student does not earn a grade of at least 70 for the first semester, the student may remain in the course and attempt to receive credit for the course by earning a grade of 70 or above when the two semesters are averaged together. If the student does not earn a grade of 70 or above when both semester grades are averaged together, no credit will be awarded for the first semester of the course. The failing grade will be recorded on the student's permanent high school transcript, and be counted in the student's GPA, and the first semester will need to be repeated in order to obtain credit.
- Second Semester Failures:
 - If a student earns a grade lower than 70 for the second semester, and does not earn a grade of 70 or above when both semester grades are averaged together, no credit will be awarded for the second semester of the course. The failing grade will be recorded on the student's permanent high school transcript, and be counted in the student's GPA, and the second semester will need to be repeated in order to obtain credit.
- If a student earns a grade of 70 or higher in either semester, the grade and credit earned will be applied to the high school transcript. Once this grade and credit are awarded, the student cannot repeat a semester or the course for credit or to replace the original grade.
- A student must be in attendance for at least 90 percent of the days the class is offered in order for credit to be awarded.

I encourage you to be in communication with your student's mathematics teacher or counselor should you have any questions.

Sincerely,

Please sign and return this letter to your child's teacher indicating receipt of this information.

Student: _____

Parent Signature: _____ Date: _____

DATE ISSUED: 8/19/2025

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Exhibit C:

**Middle School LOTE (Languages Other Than English)
One-Year Courses**

Dear Parent: As you are aware, middle school students have the opportunity to take LOTE courses for high school credit beginning in the 7th grade. Your student is currently enrolled in one or more of the following two semester LOTE (Languages Other Than English) courses: French 1, French 2, Spanish 1, Spanish 2, Spanish 2 for Spanish Speakers, Spanish 3 Honors, Spanish 4 Honors.

- A student will be awarded credit for the full year course by either earning a grade of 70 or above in both semesters or by earning a grade of 70 or above when both semester grades are averaged together. The credit earned will be applied to the high school transcript.
 - Spanish 3H Course Only:
 - If a student earns a grade of 70 or higher for the first semester, the process of credentialing will apply for Spanish 1 for Spanish Speakers and Spanish 2 for Spanish Speakers.
- If a student does not earn a grade of at least 70 for the first semester:
 - Option 1: The student may exit the course at the conclusion of the first semester, and the first semester score will be recorded on the student's high school transcript but will not be counted in the student's GPA. The student would then begin the second semester in an elective course.
 - Option 2: If a student does not earn a grade of at least 70 for the first semester, the student may remain in the course and attempt to receive credit for the course by earning a grade of 70 or above when the two semesters are averaged together.
- If a student does not earn a grade of at least 70 for the second semester:
 - If a student earns a grade lower than 70 for the second semester and the grade does not average with the first semester grade to be higher than the 70, no credit will be awarded for the second semester, and the failing grade will be recorded on the student's permanent high school transcript.
 - The second semester will need to be repeated in order to obtain credit.
- If a student earns a grade of 70 or higher in either semester, the grade and credit earned will be applied to the high school transcript.
- A student must be in attendance for at least 90 percent of the days the class is offered in order for credit to be awarded.

I encourage you to be in communication with your student's LOTE teacher or counselor should you have any questions.

Sincerely,

Please sign and return this letter to your child's teacher indicating receipt of this information.

Student: _____

Parent Signature: _____ Date: _____

Exhibit D:

**Middle School LOTE (Languages Other Than English)
Two-Year Courses**

Dear Parent: As you are aware, middle school students have the opportunity to take LOTE courses for high school credit beginning in the 7th grade. Your student is currently enrolled in one or more of the following two-year LOTE (Languages Other Than English) courses: Level 1 Part A or Part B (Spanish, Chinese)

- A student will be awarded credit for the full Level 1 course by either earning a grade of 70 or above in both years or by earning a grade of 70 or above when both year-end grades are averaged together. The credit earned will be applied to the high school transcript.
- If a student does not earn a year-end grade of at least 70 in Level 1 Part B in grade 8:
 - If a student earns a grade lower than 70 for the year-end grade in Level 1 Part B in grade 8 and the grade does not average with the year-end Level 1 Part A grade to be higher than the 70, no credit will be awarded for the Level 1 Part B part of the course, and the failing grade will be recorded on the student's permanent high school transcript.
 - The Part B of the course will need to be repeated in order to obtain credit.
- If a student earns a grade of 70 or higher in either Level 1 Part A or Level 1 Part B, the grade and credit earned will be applied to the high school transcript.
- A student must be in attendance for at least 90 percent of the days the class is offered in order for credit to be awarded.

I encourage you to be in communication with your student's LOTE teacher or counselor should you have any questions.

Sincerely,

Please sign and return this letter to your child's teacher indicating receipt of this information.

Student: _____

Parent Signature: _____ Date: _____