HANCOCK CENTRAL SCHOOL 4741

**RANK IN CLASS/HS TRANSCRIPT POLICY**

A. Central High School will compute rank in class for all Juniors and Seniors at the end of the 6th semester, the 7th semester and upon graduation.

B. Only for the purpose of determining graduation awards, a rank in class will be conducted

at the end of the third quarter of the senior year.

C. Rank in class will be determined by the following averaging system:

i. All courses, except for physical education are counted;

ii. Grade point averaging will be used, i.e. A grade from a one (1) credit course

counts twice as much as a grade from a ½ credit course;

iii. Weighted grades will be used for advanced placement classes and college/

University courses that receive prior approval of the principal;

iv. Numerical grades will be used to calculate rank in class.

D. If a student fully repeats a course (40 weeks for a full course, 20 weeks for a ½

course, etc. During the regular school year, the course with the higher grade will be

recorded on the student’s transcript and counted on the student’s GPA. The other

course and grade will be removed.

E. If a student repeats a course in summer school, both courses will be recorded on the

student’s transcript and counted on the student’s GPA.

F. If a student retakes a Regents Examination during the regular school year or during

summer school, the highest Regents examination grade will be recorded on the

transcript and the final grade for which that Regents counted as 20% of the average

will be recalculated.

G. Transfer grades, regular school year and summer school, will be recorded on the

student’s transcript and counted in the student’s GPA. Such grades and/or courses must

be accepted and approved by the building principal in accordance with the regulations

of the Commissioner of Education.

H. In determining rank in class, each grade level will be determined separately. An

additional rank in class will be reported for Regents students (ie John Doe is ranked

9th in his total class ranking; 6th among Regents students).

I. The High School Principal is responsible for developing a procedure that will inform

students, parents, and any authorized transcript recipient of the method used to

computer rank in class.

J. To recognize high academic performance and award achievement, the following

graduation awards will be given:

i. Honor Graduate - for all students who are graduating with an 88% or higher

overall GPA.

ii. Cum laude - for those students received a 90.0 - 92.9 overall GPA

iii. Magna cum laude - for those students receiving a 93-94 overall GPA

iv. Summa cum laude - for those students receiving 95.0 or higher overall GPA

K. Determining the Valedictorian and Salutatorian of the graduating class:

i. The valedictorian is designated as the student or students with highest in rank/GPA

of those students graduating with the same “class of \_\_\_\_\_” designation - those students

starting 10th grade together.

ii. The salutatorian is designated as the student or students with second highest in rank/

GPA of those students graduating with the same “class of \_\_\_\_\_” designation - those

students starting 10th grade together.

iii. To be eligible for Valedictorian or Salutatorian honors, a student must be in good

standing and must fulfill 6.5 unit requirements in his/her final year at Hancock Central

School.

iv. Any student studying abroad in an international exchange program, approved by the

High School Principal, will have the opportunity to compete within the district for

Valedictorian/Salutatorian honors. Grades earned may be applied toward graduation

Requirements.

v. Any graduating student not of the “class of \_\_\_\_\_” designation who qualifies for the

distinction of Valedictorian or Salutatorian will share the distinction of Co - Valedic-

torians or So-Salutatorians providing they have earned 14 units of credit in the Hancock

Central School District.

vi. The deadline for determining Valedictorian/Salutatorian honors will be the end of

the 3rd quarter of their senior year.

Adopted: