

CHERRY HILL PUBLIC SCHOOLS
Cherry Hill, New Jersey

C-14

ADMINISTRATIVE PROCEDURE
HIGH SCHOOL RANK-IN-CLASS

- I. Purpose: To establish a procedure for determining high school rank-in-class.
- II. The practice of computing Rank-in-Class is a common one throughout the State and Nation and yet has no apparent useful purpose except to satisfy the needs of college admission personnel as one means of predicting academic success (Final Report of the Committee to Study Curriculum, New Jersey School Boards Association, May 1975.)

A modification of National Association of Secondary School Principals (NASSP) system is used in determining class rank. This system is based on the research findings and recommendations of a faculty committee.

III. Guidelines:

A. Chart of Weighting Equivalents

Grade	AP/Honors	A	R
A (90-100)	7	6	5
B (80-89)	6	5	4
C (70-79)	5	4	3
D (60-69)	4	3	2
E (Below 60)	0	0	0

- B. The curriculum offerings provide for a maximum of three groupings. The number of groupings in a department is flexible according to the needs of students selecting courses in that department.
1. Advanced Placement/Honors - Advanced Placement courses use the College Board syllabus and prepare the student to take the advanced placement examination. Honors courses are similar to Advanced Placement courses and are of equal difficulty. These courses require great intensity of work and assignment, the highest expectation in quality performance, and considerable independent work.

2. Accelerated (A) - courses requiring a good command of the basic skills and ability to perform in a rigorous program at a rapid pace.
3. Regular (R) - courses that are moderately paced and designed to meet the needs of students who have command of the basic skills. These courses are designed for the majority of the student body.

IV. Marking System

- A. The following letter grades are used to indicate student progress:

Mark	Numerical Equivalent
A	90-100
B	80-89
C	70-79
D	60-69 (Lowest passing grade)
E	Below 60
I	Incomplete
G	No grade given

- B. An incomplete grade is given when a student has work which is to be completed prior to receiving a final grade for that particular marking period.
- C. In certain situations a "G" grade is given when a student is not required to complete any additional work for a given marking period.
- D. A student who is carrying more than the minimum required number of credits may withdraw from the additional course(s). If the withdrawal is made during the first six weeks of a semester course and November 30th for a full year course, no record of the withdrawal is made on the student's record. After the six week period or the November 30th deadline for full year courses, WP (withdrew passing) or WF (withdrew failing) will be entered on the records.

V. General Procedures

- A. Weighted rank-in-class will be calculated using all weighted courses taken. Weighted GPA/Rank will be determined at the end of the 11th grade (6th semester), at the end of the first semester 12th grade (7th semester) and at the end of 12th grade (8th semester.) Valedictorian is determined by the weighted rank at the end of the 8th semester. To compute the weighted average using the weighting equivalents chart, identify the level at which the course is offered (AP, H, A, or R) and multiply the difficulty factor by the number of credits a course is worth. The sum of all quality points is then divided by the number of credits attempted. Because grades are weighted for each ability group, the weighted grade point average recognizes the level of difficulty of the courses selected.
- B. Rank-in-class is accumulative over the four year high school program. Beginning with the class of 2010, students will have the option to report rank on their transcripts. Once rank is officially generated, students will be given the option to report rank to the schools to which they are applying. **Students can only exercise this option once.** In doing so, they are deciding to send transcripts with their rank on it to all schools or no schools. If a student chooses to withhold their rank and a college or university to which they have applied requires it, the student can bring that request to the guidance office and a transcript with a rank will be sent. The request to include rank must be in writing from the college or university. The district will continue to report class rank to National Merit, Bloustein Scholarships, the STARS program and any scholarship program that may require rank for consideration.
- C. Students new to the district will receive "A" level value for subjects taken in their previous school.
- D. Subjects taken in summer school for review and/or enrichment purposes are not to be ranked.
- E. Subjects which are repeated the following year and/or succeeding years are to be ranked, as are the subject that was initially failed.

VI. Rank-In-Class Computation

- A. The technology center will compute class rank for the high schools using Chancery as per the preceding established procedures.
- B. High school personnel will be responsible to verify rank-in-class information generated by the computer center and to make any changes which are necessary.

Related Policies:

Policy 5125: Student Records

Policy 5126: Valedictorian Recognition, Graduation Participation

Policy 5126.1: Student Scholarships and Awards

Policy 6146: Graduation Requirements

Adopted: 8/7/85

Revised: 9/10/86, 7/28/09