

**GRADES/EVALUATION OF STUDENT ACHIEVEMENT****A. Purpose and Scope**

Teachers shall evaluate a student's work in relation to standards which apply to all students at his/her grade level. The Superintendent or designee shall establish and regularly evaluate a uniform grading system, and principals shall ensure that student grades conform to this system. Teachers shall inform students and parents/guardians how student achievement will be evaluated in the classroom.

**B. General**Grades

Whenever it becomes evident to a teacher that a student is in danger of failing a course, the teacher shall arrange a conference with the student's parent/guardian or send the parent/guardian a written report. (Education Code 49067)

An incomplete is given only when a student's work is not finished because of illness or other excused absence. If not made up within prescribed time limits, the incomplete will become an F.

Plus and minus signs may be used at the option of the teacher.

No grade of a student participating in a physical education class may be adversely affected due to the fact that the student, because of circumstances beyond his/her control, does not wear standardized physical education apparel. (Education Code 49066)

Students in grades 6 through 12 must earn at least a 2.0 or C grade point average and no F's in order to participate in extra/cocurricular activities.

Grades for Citizenship

## Citizenship Grading Practice

It is one of the school duties to assist parents in helping students develop responsible attitudes and behavior. This means preparing students for adult citizenship as well as preparing them for jobs and higher education.

For this reason, it is as important for school to teach and evaluate citizenship as it is to teach and evaluate academic work.

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The Citizenship Grade (K-5)

1. Students may receive a citizenship grade from each of their teachers each grading period.
2. The grade will be based solely on the citizenship displayed in each teacher's classroom.
3. The Citizenship mark for each class will be shown on the student's report card. Citizenship marks will not be shown on the student's transcript or other permanent records.
4. If a student receives "unsatisfactory" marks in two or more classes, certain privileges may be withdrawn until the next regular reporting period.
5. The effective period for withdrawal or restoration of privileges shall be determined by the principal or his designee or by improved. Citizenship grades on the next report card. The loss of privileges shall be limited to the following:
  - a. School clubs
  - b. Student government
  - c. School performances of music, dance, drama and speech
  - d. Special field trips not a part of regular classroom work.
  - e. School dances and assemblies

A student may regain these privileges by improved citizenship grades or by teacher verification of improved citizenship to the principal or his designee. This verification should be made as close to the event as possible but with sufficient time for necessary arrangement.

Teachers are required to discuss these standards with their students and explain their expectations.

Repeated Classes

With the approval of the principal or designee, a student may repeat a course in order to raise his/her grade. The student shall receive credit only for taking the course once.

The highest grade received will be the permanent grade on the student's transcript.

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**C. Forms and Additional References**

Progress Reports  
Grades

**D. Procedures**

As prescribed in school handbooks

**E. Reports Required**

None

**F. Record Retention**

Permanent transcript

**G. Responsible Administrative Unit**

Site Principals  
Student Services  
Educational Resources

**H. Approved by the Administrator of the Unit**

Assistant Superintendent of Educational Services