

EVALUATION OF STUDENT ACHIEVEMENT

The Superintendent or designee shall inform teachers of the district's policy regarding grading, expectations that grades shall be based on factors that directly measure students' knowledge and skills in the content area, including State and English Language Development Standards as they apply and shall not include nonacademic factors.

Report cards displaying students' grades in each subject or course shall be distributed to parents/guardians at the end of each grading period. Parents/guardians can request to meet with their student's teacher(s) to discuss the grades and strategies to improve their student's performance. Adult students may request that records be sent directly to them through a form obtained from the school's main office. (cf. 6020 - Parent Involvement) When 15 percent or more of students enrolled in a public school speak a single primary language other than English, (Language 15% rule) as determined by language census data from the preceding year, all notices, reports, statements, and records sent to the parent or guardian of such students shall be written in English and the primary language. (EC Section 48985)

When the student is in danger of failing a course, certificated personnel shall provide written notice or hold a conference with the student's parent/ guardian. Without the written notice or documented contact, the student shall not be given a failure grade. (BP 5124)

The refusal of the parent to attend the conference, or to respond to the written report, shall not preclude failing the pupil at the end of the grading period.

For each student in grades 9-12, the Superintendent or designee shall maintain a transcript recording the courses taken, the term that each course was taken, credits earned, final grades, and date of graduation. (cf. 6146.1 - High School Graduation Requirements) (cf. 5125 - Student Records)

Grading for Mastery of Content Standards

Grades will be based upon impartial, consistent observation of the quality of the student's work and the student's progress toward mastery of course content, standards, and/or objectives, as demonstrated through such performance indicators as the following:

- Preparation of assignments.
- Application of skills and knowledge to real world situations.
- Organization, presentation, and content of written and oral reports.
- Demonstration of originality and reasoning ability when working through problems.
- Accomplishment in class presentations and project-based learning.
- Achievement on performance tasks, quizzes, tests and final examinations.

Teacher's Toolkit: Strategies for Supporting Students in reaching mastery

- Provide opportunities to revise, resubmit, and retest
- Provide opportunity to review content
- Remove penalties for late work
- Consider use of Rubrics
- Reconsider the Role of Zero and its effect on grades

Grades for Academic Performance

- A *Exceptional* with respect to mastery of the content standards for the course
- B *Meeting Standards* with respect to mastery of the content standards for the course
- C *Meeting Standards with support* in respect to mastery of the content standards for the course
- D *Beginning* with respect to mastery of the content standards for the course
- F *Not Demonstrating Mastery* with respect to mastery of the content standards for the course
- CR For non academic classes (Peer resource, Tutorial, Aca Enrichment, must see course description)
- I Incomplete

Incomplete Grades (form requesting INC)

An Incomplete shall be given when a student's work is not finished by the end of the grading period because of illness or demonstrable extenuating circumstances. Following the assignment of an incomplete grade, a plan must be established by the student's counselor for the student to retake the course in a subsequent term or with the teacher of record to complete the course through identified course assignments and exams. Students working with a teacher on clearing an incomplete must do so at the teacher's discretion or within the next term. Unless completed, Incomplete grades remain permanently incomplete on the student's transcript.

Late Work

Students may turn in late homework assignments without penalty to their grade as long as work is submitted within 5 school days for quarters, 7 school days for trimesters, and 10 school days for semesters after the assignment was due. No late work will be accepted the week of final exams. Requirements from IEPs and 504s take precedence.

Late Work due to Absences

Whenever a student misses an assignment or assessment due to either an excused or unexcused absence. Students shall be evaluated on mastery of standards without penalty to their grade due to absence upon subsequent satisfactory completion of the assignment or assessment within 5 school days for quarters, 7 school days for trimesters, and 10 school days for semesters, after return. Requirements from IEPs and 504s take precedence.

Grades for Physical Education

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)

(cf. 6142.7 - Physical Education and Activity)

Students must wear appropriate footwear for safety.

Student performance in high school physical education courses shall be based upon evaluation of the student's individual progress, attainment of goals in each instructional area, tests designed to determine skill and knowledge, and physical performance tests. (5 CCR 10060)

Temporary Exemptions: The Superintendent or designee may grant a student a temporary exemption from physical education under the following conditions: (Education Code 51241) The student is ill or injured and a modified program to meet his/her needs cannot be provided. (BP-6142.7)

High school students using interscholastic athletic participation to fulfill physical education requirements, as authorized by Education Code 51242, may be graded on this participation provided a teacher credentialed to teach physical education supervises this participation, assures the student is meeting the state physical performance test requirements and assigns the grade. (cf. 6145.2 - Athletic Competition)

Physical Education grades are included in GPA calculations that determine the class Valedictorian and/or Salutatorian.

Scholastic Eligibility

All incoming freshmen are scholastically eligible upon initial enrollment.

Students must earn at least a 2.0 or "C" grade point average in order to participate in extracurricular activities or interscholastic athletic programs. (*Refer to Board Policy 6145.2: Scholastic Eligibility for Extracurricular Activities and Interscholastic Athletics*)

During a student's four years of interscholastic athletic eligibility, they may request an academic probation term of scholastic eligibility.

To qualify for academic probation the student must have been academically eligible, regardless of their participation in interscholastic athletics, in the previous grading period

To qualify for academic probation the student must have passed a minimum number of credits in the previous grading period: 20/Semesters; 15/Trimesters; 10/Quarters.

To qualify for academic probation, the student must submit a letter of request to the Principal or designee outlining their hardship and a plan to remedy their academic eligibility prior to the next grading period date. A site based panel, to include the principal, will evaluate the request and determine if the academic probation will be granted.

During a student's four years of interscholastic athletic eligibility, they may request a second academic probation based on a hardship that is unforeseeable and unavoidable. This second request may not be submitted in the same school year as an initial request. The student must submit a letter of request to the Principal or designee outlining their hardship and a plan to remedy their academic eligibility prior to the next grading period date. A site based panel, to include the principal, will evaluate the request and determine if the academic probation will be granted.

Incomplete Grades: A grade(s) of Incomplete shall not be considered a passing grade under this Bylaw unless, by operation of a school grading policy, Incomplete grade shall become a passing letter or (numeric) grade without further achievement or accomplishment by a student, at a certain time. (CIF Section 205, Scholastic Eligibility).

Once grades have been issued and no teacher error is discovered, a student cannot ask the teacher for "extra work" to raise a grade and to gain athletic eligibility (CIF Section 205, Scholastic Eligibility). (Ed.Code 49066)

Citizenship and Work Habits

Citizenship or work habits, such as participation, effort, or study skills shall not be considered as part of the student's academic grade. Comments regarding the student's classroom citizenship may be reported by teachers at each grading period.

A school district or school shall not offer course credit or privileges [i.e., extra credit, or participation points] related to educational activities in exchange for money or donations of goods or services from a pupil or a pupil's parents or guardians, and a school district or school shall not remove course credit or privileges related to educational activities, or otherwise discriminate against a pupil, because the pupil or the pupil's parents or guardians did not or will

not provide money or donations of goods or services to the school district or school. (Ed. Code 49011)

Pass/No Pass Grading

The Superintendent or designee may identify courses or programs for which students may, with parent/guardian permission, elect to earn a Pass or No Pass grade instead of a letter grade.

Students who earn a Pass grade shall acquire the appropriate units of credit for the course. The grade shall not be counted in GPA calculation, determining class rank, honors list, or membership in the California Scholarship Federation. Students who earn a No Pass grade shall not receive credit for taking the course. Descriptors for pass/no pass marks are as follows:

P	Pass - Student has met mastery of course content, standards, and/or objectives for the course which is equivalent to a letter grade of C or better.
NP	No Pass - Student has not demonstrated mastery of course content, standards, and/or objectives for the course (which is equivalent to a letter grade of D or less).

The deadline to submit a request to change is the tenth day of the course term. Students and their parents/guardian may obtain a Request for Pass/No Pass form from their assigned counselor. Completed forms, which include approval from the principal, must be submitted to the assigned counselor by the end of the tenth day of the course term or tenth day after enrollment. If the request is granted, the decision is final and can not be returned to a letter grade.

Repeating Classes

With the approval of the principal or designee, a student may repeat a course in order to raise their grade. Repeated courses must be the same course or an equivalent recommended by the respective Department and approved by the principal or designee. Both grades received shall be entered on the student's transcript. The student shall receive credit for the highest grade earned when taking the course which shall be used in determining the student's overall grade point average (GPA). Subject and unit credit shall be earned once, and only when a course is passed, unless otherwise noted in the Board approved course description. When courses are repeated, a suitable code shall accompany the original and successive grades to indicate the repeat.

Withdrawal from Classes

A student who withdraws from a course without transferring to another course during the first six weeks of the grading period may do so without any entry on his/her permanent transcript. A

student who withdraws from a course after the first six weeks of the grading period without transferring to another course shall receive an Incomplete grade on their transcript, unless otherwise decided by the principal or designee due to extenuating circumstances.

A student withdrawing from a course to transfer to an equivalent course will receive a transfer grade reported by the original teacher and reported to the new teacher.

Effect of Absences on Grades

Teachers who choose to withhold class credit because of excessive unexcused absences shall inform students and parents/guardians of such a possibility at the beginning of the school year and during subsequent terms within the school year. Notification should be done in multiple modes including verbal and in written form, preferably included class syllabus and or class expectations.

The Board desires to emphasize the importance of good school attendance. A teacher may report a failing grade to a student who has 20%+ or more unexcused absences during the grading period (cf. 5113 - Absences and Excuses) (Education Code 49067) and have failed to demonstrate mastery. (BP 5121)

If a student receives a failing grade because of excessive unexcused absences, the student's record shall specify that the grade was assigned because of excessive unexcused absences. (Education Code 49067)

Grades for a student in foster care shall not be lowered if the student is absent for any reason as specified in *Education Code 49069.5*. (cf. 6173.1 - Education for Foster Youth)

Grade Changes

Accurate evaluation of student progress and the assignment of academic grades is the professional responsibility of the classroom teacher. When an error is discovered and it becomes necessary for the teacher to change a students' grade, the following procedures are to be followed:

- The district grade change form may be obtained from the school office either in person or electronically.
- The form is completed by the teacher who originally gave the grade in question.
- The completed form is submitted to the principal for review and approval.
- The completed form, signed by the teacher and principal, is then sent to the school's data entry clerk for correction on the student's transcript.
- The grade change form is to be kept as part of the student's cumulative file.

In cases when a resolution cannot be made with the teacher, grade appeal can be made using the Uniform Complaint Process. The form and process can be found on the district web page or by asking the site administrator.

Summer school grade changes must be initiated by the summer school teacher and approved by the school principal.