

Liberty Union High School District

Administrative Regulation

Classification: Students

Policy No. **AR 5121**

Subject: Grades/Evaluation of Student Achievement

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Effective 3/9/94

Revised 11/13/19

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 shall be offered an opportunity to meet with their child's teacher(s) to discuss the grades and strategies to improve their child's performance.

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.

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.

Grades for Achievement

A = Outstanding Achievement / 4.0 grade points

B = Above Average Achievement / 3.0 grade points

C = Average Achievement / 2.0 grade points

D = Below Average Achievement / 1.0 grade points

F = Little or No Achievement / 0 grade points

Incomplete..... I

No Mark..... NM

Withdrawal/Fail..... WF

An Incomplete shall be given only when a student's work is not finished because of illness or other excused absence. If not made up within six weeks, the Incomplete shall become an F.

A no mark is given only when a teacher determines a student was enrolled in the class without a transfer grade and too late in the grading period to have completed adequate work to be assigned a letter grade. In special circumstances outside the control of the student, a no mark may be assigned with site administrator's approval.

Unexcused Truancies

Teachers who withhold class credit because of excessive unexcused absences (7 per semester grading period) shall so inform students and parents/guardians at the beginning of the school year or semester. This action is to be taken only if appropriate interventions have been implemented as approved by administration

When a student reaches the number of unexcused absences defined as excessive in Board policy, the student and parent/guardian shall again be notified of the district's policy regarding excessive unexcused absences.

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The student and parent/guardian shall have a reasonable opportunity to explain the absences.

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.

Foster Youth

Grades for a student in foster care shall not be lowered if the student is absent from school due to either of the following circumstances:

1. A decision by a court or placement agency to change the student's placement, in which case the student's grades and credits shall be calculated as of the date the student left school
2. A verified court appearance or related court-ordered activity

Advanced Placement Courses

Because of the more rigorous nature of Advanced Placement, students receiving a grade of A, B, or C in those courses shall receive extra grade weighting as follows:

A = Outstanding Achievement / 5.0 grade points

B = Above Average Achievement / 4.0 grade points

C = Average Achievement / 3.0 grade points

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.

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.

Student Grades

The criteria for the award of the student's grade in a course shall be consistent with the adopted criteria in the district's course of study. The criteria in the course of study shall reflect the expected performance of students on state/district content standards. Students who have not met expected grade level performance on content standards should not receive a passing grade in a class.

Teachers are encouraged to allow for trends in the quality of student work. When a student finishes a grading period doing high quality work which requires skills acquired throughout the grading period, low grades at the beginning of the grading period need not diminish the appropriate evaluation of the student's achievement. Similarly, high grades at the beginning need not compensate for a downward trend in achievement.

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Dropping a Course

A student/parent who drops a course not required for graduation during the first three weeks of the grading period may do so without any entry on his/her permanent record card. A student who drops a course after the first three weeks of the grading period shall receive a W/F grade on his/her permanent record, unless otherwise decided by the principal or designee because of extenuating circumstances.

Advanced Placement and other course level changes may be done up until the first nine weeks of the semester.

Extracurricular Activities

Students in grades nine through twelve must earn at least a 2.0 or C grade point average in order to participate in extracurricular activities. (Ed. Code 35160.5)

Honor Roll

Each school shall post an Honor Roll. All courses except Pass/Fail shall be counted in computing eligibility for the Honor Roll. To qualify for the Honor Roll, a student must receive no current grade below a C and have a grade point average of 3.25 or better.

Repeated Classes

With the approval of the principal or designee, a student may repeat a core A-G course in order to meet UC/CSU minimum requirements. The student shall receive elective credit for the repeated course and both grades received shall be entered on the student's transcript.

Grade Changes

The grade assigned by the teacher of the course shall be final in the absence of clerical or mechanical errors, fraud, bad faith, or incompetency.

No grade shall be changed by the Governing Board, the superintendent, or his designee unless the teacher who determined the grade is, to the extent practicable, given the opportunity to participate in all discussions relating to the grade and an opportunity to state orally, in writing, or both the reasons for which the grade was given. All grade changes must be made prior to the next quarter unless approved by the Principal due to extenuating circumstances.

Transfer Students

When students who transfer midterm from other schools/districts are placed in equivalent courses in the Liberty Union High School District, they will be given credit for grades and units awarded by the sending school. The total units received for the course may not exceed the number of units approved for that particular course in the Liberty Union High School District.

When students who transfer midterm from other schools/districts are placed in unlike courses due to the lack of availability of the previously enrolled course, the site administration shall review the students' transcript on an individual basis to determine the credits to be accepted from the sending school.

Students transferring to our district from districts who assign weighted scores for honors classes will not transfer the weighted grade point average. Exceptions will be given only if that class is offered within the Liberty Union High School District. Weighted Grade Point Average for Advanced Placement classes will be transferred.

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Credit Adjustment

New students transferring into a comprehensive site within the Liberty Union High School District will receive a credit adjustment by multiplying the number of credits on their transcript by 1.17. This applies to students whose former high school had a graduation requirement of 240 credits or less.

(7/02 11/03) 7/09