

RANCHO SANTA FE SCHOOL DISTRICT

Board Policy No. 6008: EVALUATION OF PUPIL ACHIEVEMENT

- A. Each pupil's achievement shall be evaluated for each grading period. Whenever it becomes evident to the teacher that the pupil is in danger of failing a course or class, the teacher shall have a conference with or send a written report to the parent of such pupil. The refusal of the parent to attend the conference or to respond to the written report shall not preclude the failing of the pupil at the end of the grading period.
- B. At the beginning of each school year, commencing with the 2003-2004 school year, each teacher shall provide to the Principal in writing the specific conditions and criteria to be utilized by the teacher to assign grades to pupils.
- C. In the assignment of grades, each teacher shall give pupils ample opportunity to demonstrate proficiency in the course or class including, but not limited to, tests, quizzes, projects, oral presentations, homework and written assignments. Each teacher also shall give ample opportunity for pupils to submit necessary make-up work because of absences except that a teacher may give a failing grade to any pupil who has ten (10) or more unexcused absences in any semester.
- D. In the assignment of grades each teacher shall utilize a minimum of one recorded grade per week per pupil, excluding homework.
- E. Each teacher shall maintain any and all notes, spreadsheets or any other documents utilized to assign grades for a period of one (1) year.
- F. For every pupil who receives a failing grade the teacher, upon the request of the principal, shall submit documentation to the Principal supporting the failing grade, and also documentation showing efforts to improve the pupil's performance. Those efforts should include, but not be limited to, SST referrals, contacts with parents, observations by a resource specialist, and individualized instruction. Those efforts with regard to pupils with exceptional needs and English Learner pupils shall include weekly progress reports and appropriate instructional modifications designed to improve pupil performance.

Legal Reference:

Education Code section 49067(a)

Dates Policy Adopted By The Board: September 6, 1990

Date Policy Revised By The Board: January 13, 2005, June 5, 2008