

**GRADES/EVALUATION OF STUDENT ACHIEVEMENT**

The Superintendent or designee shall inform teachers of the district's policy regarding grading, including expectations that grades shall be based on factors that directly measure students' knowledge and skills in the content area 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 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.

*(cf. 6020 - Parent Involvement)*

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. 5125 - Student Records)*

*(cf. 6146.1 - High School Graduation Requirements)*

**GPA Courses**

1. Academic GPA courses will include all courses except Physical Education, Marching PE, School Services, and Work Experience. Courses in the Career Technical Program will be included in GPA
2. Eligibility GPA includes all courses.
3. Unweighted Academic GPA is calculated on a 4.0 scale for all courses except Physical Education, Marching PE, School Services, and Work Experience. Unweighted Academic GPA includes Honors and Advanced Placement courses.

**Grades for Academic Performance**

For grades K-5, students' level of progress for each grading period shall be reported as follows:

- |   |                      |   |                             |
|---|----------------------|---|-----------------------------|
| E | Exceeds Expectations | 4 | Working Beyond Standards    |
| M | Meets Expectations   | 3 | Achieving Standards         |
| I | Improvement Needed   | 2 | Progressing Toward Standard |
|   |                      | 1 | Working Below Standards     |

**GRADES/EVALUATION OF STUDENT ACHIEVEMENT** (continued)

For grades 6-12, grades for academic performance shall be reported for each grading period as described in the syllabi by the classroom teacher.

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

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

- A 5.0 grade points
- B 4.0 grade points
- C 3.0 grade points

*(cf. 6141.4 - International Baccalaureate Program)*

*(cf. 6141.5 - Advanced Placement)*

*(cf. 6172 - Gifted and Talented Student Program)*

*(cf. 6172.1 - Concurrent Enrollment in College Classes)*

**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)*

**Grades for College Courses**

When the district has approved a student to receive district credit for coursework completed at a community college or four-year college, he/she shall receive the same letter grade as is granted by the college.

**Grades for Citizenship and Work Habits**

Any grades assigned for citizenship or work habits, such as effort or study skills, shall be reported as follows:

- O Outstanding
- S Satisfactory
- N Needs Improvement
- U Unsatisfactory

**GRADES/EVALUATION OF STUDENT ACHIEVEMENT** (continued)**Pass/Fail Grading**

In order to allow students to take courses to enrich their high school experience without endangering their GPA, individual students may elect to take courses on a pass/fail basis. Each student may opt for only one pass/fail academic class per semester. Students must complete all pass/fail requests during the first five school days of the semester. Students cannot apply for pass/fail for any courses on the a-g list of approved courses for the CSU/University of California. In summer session, requests must be completed during the first three (3) days of the session. A Pass grade will not be calculated in the student's GPA; however, an F will be calculated.

**Repeat Courses**

Students may repeat the identical course to improve knowledge or grade; however, credit may only be earned for a course once, with the exception of those noted as repeatable. The effect of the lower grade will be removed from the cumulative GPA. The higher grade will be calculated for GPA. All grades will remain on the transcript.

**Withdrawal from Classes**

Withdrawal from a course made during the first twenty (20) school days of a semester, or the first ten (10) days of a term on a 4x4 or 3X5 schedule, will not appear on the report card or course history. Any withdrawal from a course initiated after the first twenty (20) school days of a semester will be designated by a WF. Exception to this procedure may occur only after review by the principal. If the principal concurs that a waiver should be granted, a grade of WP will be issued without unit credit. The principal's or designee's waiver shall only be exercised in cases where extreme circumstances appear to have been beyond the control of the student. A WF will be computed in the student's GPA.

Withdrawal from classes meeting two days per week must be made by the same twenty (20) school day date, not after 20/10 class meetings. Withdrawal from summer classes will not appear on the transcript.

**Effect of Absences on Grades**

The student and parent/guardian shall have a reasonable opportunity to explain the absences. (Education Code 49067)

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/EVALUATION OF STUDENT ACHIEVEMENT** (continued)

Grades for a student in foster care shall not be lowered if the student is absent for any reason specified in Education Code 49069.5.

*(cf. 6173.1 - Education for Foster Youth)*

### **Grade Changes**

In accordance with the Education Code 49066(b), the grade given for any course shall be determined by the teacher and that grade, in the absence of clerical and mechanical mistake, fraud, bad faith, or incompetency, shall be final.

The principal or designee shall not order a student's grade to be changed unless the teacher who determined the grade is, to the extent practicable, given an opportunity to state orally, or in writing, or both, the reasons for which the grade was given and is included, to the extent practicable, in all discussions relating to the changing of the grade.

### **Level Changes**

In sequential courses, such as mathematics and foreign language, it is sometimes necessary for a student to be transferred to the next higher course or to the preceding course. These level changes should be made during the first twenty (20) school days of the semester, or the first ten (10) school days of a term at a 4x4 school. It is the responsibility of the teacher to diagnose students' capabilities and recommend changes when appropriate.

### **Grades to Leaving**

When students transfer out of the school, teachers will assign "grades to leaving" which will be entered on the transcript as such.

### **Progress Notices**

Because a "C" grade or better is needed for credit in terms of admission to college level work upon graduation, high schools will send progress reports to all students with a grade of C or lower at progress reporting times (generally after the first and second thirds of a semester). In addition, high schools will include the following statement to all students when sending progress reports and semester grades:

"A student must have a grade of C or better in academic courses at the quarter/semester/trimester to meet college entrance requirements."

**GRADES/EVALUATION OF STUDENT ACHIEVEMENT** (continued)

Parents of any student who is in danger of receiving an F grade shall be notified either in writing or through a documented conference whenever it becomes evident to the teacher that the pupil is in danger of failing a course. Such notification must be made to the parent long enough before the end of the quarter/semester/trimester so that the student has adequate time to achieve a passing grade in the course. A "D" grade or "in danger of failing" comment on the six-week and/or twelve-week report card serves as notification to parents that a student is in danger of receiving an F grade.