

Students

Examination/Grading/Rating

1. Purpose and Scope
  - A. The rules governing determination, assignment, changing, and appeal of grades.
  - B. Framework within which assignment of failing grades may be given to a student.
  - C. Procedure for credit/no credit class enrollment.
  - D. Procedure for early withdrawal from class enrollment.
  - E. The rules governing make-up courses and student retention.
2. Regulation
  - A. Definition of Grade

That mark which represents the achievement of the individual student in each class attempted and which is entered on the student's official transcript as the final record for that class.
  - B. District-Level Responsibility
    - (1) Grading Criteria
      - (a) Criteria upon which any grading system is based may include such items as test and quiz scores, homework completion, oral and written reports, research papers, participation in class activities, or any similar evidence of the quality of the student's mastery of the subject material.
      - (b) Attendance, per se, may not be used as a basis for determination of a grade. A grade may be affected by assignments or work missed because of absence and not made up.
  - C. Grading system standards shall be monitored for compliance with this regulation and the Education Code.

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D. School-Level Administrative Responsibility

- (1) Schoolwide standards for grading systems will be established and communicated to teachers.
- (2) Procedures for dissemination to students and parents of the school's grading policy as well as the individual teachers' system will be established.
- (3) A procedure for transcript correction will be established and monitored.

E. Teacher Responsibility

- (1) A grading system based upon objective criteria will be established and then communicated to students at the beginning of each new term.
- (2) A system for informing students of their progress relative to the grading standards will be established.
- (3) Timely notification to parents of potential failing grades will be made consistent with the provisions of the Education Code and AR 5124.

F. Make Up of Work Missed for Grading Purposes

- (1) When assignments or tests which are included in the grade determination are missed due to illness, suspension, or other circumstances where make up is authorized, a reasonable time for make up of the same or an equivalent assignment(s) will be provided.
- (2) If the student makes no attempt to make up work missed due to absences or does not submit such work within the specified time limit, zero or partial credit for grading purposes may be assigned.

G. Transcript Correction

- (1) The grade given at the completion of a course shall be final, except where clear evidence exists for clerical or mechanical error, fraud, bad faith or incompetence. In the unusual case of extended illness where a grade has been issued prior to the expiration of the allowable makeup period, a grade may be appropriate to reflect timely submission of makeup assignments.

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- (2) In the event a grade change is necessary, the teacher assigning the grade shall make the change using the standards originally applied.
- (3) A grade change may not be made as the result of coercion by any person(s).
- (4) Any change of grade shall be accomplished within one semester following the date of notification of the original grade. Any request for change shall be personally approved by the Assistant Principal of Guidance or other administrator.
- (5) Documentation for all grade changes shall be maintained as part of the school's legal records.

H. Appeal of Grade Assignment

- (1) If a student or parent feels a grade has been unfairly or inappropriately assigned, first appeal should be made to the teacher of the respective course, and should be referenced to the teacher's own grading criteria.
- (2) If the issue cannot be resolved by a conference with the teacher, the parent may request a meeting with an administrator, at which the teacher shall also be present.
- (3) If the issue is still unresolved, the parent may appeal to the principal. Any resulting meeting shall include the teacher.
- (4) If the issue is still unresolved, an appeal in writing shall be made to the Superintendent or his/her designate. The appeal shall allege specifically how the teacher's established grading system has not been consistently applied.

I. The principal shall ensure that the following guidelines for student progress reports are adhered to by school staff:

- (1) At 4 ½ weeks a notice of Insufficient Progress shall be sent to all students making less than appropriate progress.
- (2) The 4 ½ week notice shall be the notice of possible failure to those students not achieving in quarter classes. A teacher conference may be held 5 days prior to the final failing grade if this notice of Insufficient Progress was not sent to notify the parent of possible failure in the quarter class.

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- (3) At the ninth week a notice of progress shall be sent to all students by all teaching staff indicating current student performance.
- (4) At the 12<sup>th</sup> week a Failure Notice shall be sent to all students in danger of failing by the end of the semester.
- (5) All teaching staff shall be notified that a student may not be given a final grade of "F" on the transcript if a parent was not given timely notice consistent with California Education Code.
- (6) Since a final grade of "D" impacts college admission eligibility, various Grade Point Averages (Financial Aid, NCAA, CIF, etc.) and the Academic Recognition Program candidacy, all teaching staff shall be encouraged to communicate unsatisfactory progress to the parent.

J. Credit/No Credit Enrollment

- (1) Where a student wishes to participate in a course without receiving a grade, enrollment on a credit/no credit basis is provided. This option may be exercised only for courses that are not part of specific graduation (or college admission) requirements, and the following conditions apply:
  - (a) A Grading Contract must be completed at the beginning of each semester for the specific course involving credit/no credit grading. Approval of both the teacher and the designated school administrator is required.
  - (b) The student is responsible to complete all class activities and assignments required of graded students.
  - (c) If the student's work quality is judged by the teacher to be at the minimum passing level or above, a notation of "credit" will appear on the transcript. If the work quality is less than that required for passing the course, a notation of "no credit" will be assigned.

K. Schedule Changes and Grades

- (1) Schedule changes should be kept to a minimum because of the individualized registration process prior to the beginning of a grading period.

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- (a) Any student withdrawing from all courses and leaving the school shall have withdrawal (in progress) grades from each teacher. A grade of “W” will be automatically entered onto the exiting student’s transcript for all classes. Teacher generated withdrawal grades will be forwarded to the receiving school without credit.
  - (b) All schedule changes based upon student/parent and/or teacher requests must be completed by the 15<sup>th</sup> day of instruction (end of the third week, each semester).
  - (c) All Grade Contracts must be completed by the end of the third week of the grading period (CR/NC or audit).
  - (d) At no time shall a student be dropped to less than a minimum day.
  - (e) Transcript Correction forms shall be available from the high school registrar for the correction of the previous semester record. All transcript corrections shall be accomplished within one semester following the date of notification of the original grade. Any request for a change of grade, title of course and/or credits issued shall be personally approved by the Assistant Principal of Guidance or other administrator.
- (2) Schedule Changes after the Third Week of the Semester
- (a) After the third week of the semester students should be appropriately placed and expected to remain in all courses until earning a final grade for the transcript.
  - (b) After the third week of the semester parents, students and teachers may not initiate dropping a student due to a low grade in the class.
  - (c) After the third week a notation of “W” or “WF” shall be entered onto the withdrawing student’s permanent transcript. Any program change after the third week will be limited to exceptional student behavior problems, not poor performance or poor attendance by the student.

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- (d) After the third week a teacher having an exceptional circumstance in student behavior, and with Assistant Principal of Guidance approval and prior notification of possible failure (4 ½ week report, 9 week report, 12 week report and/or documented parent conference/s), may assign a grade of “WF” (withdrawal/failure) for the permanent record (transcript). A grade of “W/F” is permanent and shall be computed as an “F” grade in all Grade Point Averages.

L. Course Makeup and Student Retention

- (1) Any student repeating a class because of failure to pass should do so through alternative education or summer school.
- (2) No student shall be allowed to register for repeat courses at the comprehensive high school during the normal registration timelines.
  - (a) A waiting list of students requesting enrollment in repeat courses at the comprehensive high school may be developed by the first two weeks of the semester.
  - (b) By the end of the second week of the semester when new student enrollment is completed, the master schedule shall be analyzed to identify any courses with available spaces.
  - (c) After the second week of the semester, repeat course placement may be offered to the appropriate students to fill any classes with available seats.

Legal Reference:

- (cf. 5112 - Attendance and Exceptions)
- (cf. 5124 - Reporting to Parents)

Regulation approved: 1-13-87

Revised: 2-14-89

Revised: 6-21-94

Revised: 1-15-02