

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)

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. (Education Code 49067)

(cf. 5123 - Promotion/Acceleration/Retention)

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)

It is the responsibility of the site principal to ensure that the following procedures, responsibilities, and criteria are followed. Grades for achievement shall be reported each grading period as follows:

Transitional Kindergarten Through Grade 6**Performance Level Marks**

- 4 Excelling – Students at the Excelling level of performance are consistently performing at grade level, can demonstrate independence, and can extend the grade level standards, when applicable, expected at this point of the school year.

- 3 Achieving – Students at the Achieving level of performance demonstrate an adequate understanding of and ability to apply skills needed to meet grade level standards expected at this point of the school year.

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- 2 Progressing – Students at the Progressing level of performance are partially meeting the grade level standards expected at this point in the school year.
- 1 Beginning/Standard Not Met – Students at the Beginning/Standard Not Met are not yet meeting the grade level standards expected at this point of the school year.

Performance level marks describe students' progress toward year-end standards.

Grades 7 Through 12

Course Content		Work Habits/Effort/Behavior	
A	90-100%	O	Outstanding
B	80-89%	S	Satisfactory
C	70-79%	N	Needs Improvement
D	60-69%	U	Unsatisfactory
F	0-59%		

Plus and minus signs may be used at the discretion of the teacher, but do not affect grade point average. The use of plus or minus signs for a grade of "F" serves no purpose and shall not be used. (Plus and minus signs only apply toward academic grades for students in grades 7 through 12.)

Marks for Citizenship and Effort**Grades Kindergarten Through 6**

The Performance Level Marks of 1 – 4 for Kindergarten through six (6) grades will be used by teachers to document a student's growth within the essential areas of 21st Century Learning on the section of the report card labeled 'habits for success'.

Grades 7 Through 12

Grades for citizenship and effort shall be reported each marking period as follows:

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

GRADES/EVALUATION OF STUDENT ACHIEVEMENT (cont.)**Incomplete (I)**

An "I" refers to incomplete work as a result of extended illness or some circumstance which the teacher feels warrants an extension of time. Incomplete work must be made up within four (4) weeks unless an extension of time is recommended by the teacher.

Receiving an incomplete grade shall have no effect on a student's academic eligibility. If the resolution of an incomplete grade lowers the student's grade point average to below 2.0, the student shall be considered ineligible.

No Grade (NG)

A No Grade (NG) signifies that a student has not been enrolled long enough for a grade to be determined. A student who has been enrolled for at least one-half (1/2) of the grading period shall receive a grade.

Early Withdrawal

A student who withdraws from a class during the first three (3) weeks of the semester/trimester may do so without any entry on his/her permanent record. After the first three (3) weeks of the semester/trimester, withdrawal from a class may result in a withdrawal/failure (W/F) being entered on the student's transcript, unless otherwise decided by the principal or designee that extenuating circumstances exist, at which point a withdrawal/pass (W/P) may be given.

Grade Points**Grades 7 Through 12**

The Superintendent or designee shall determine the methodology to be used in calculating students' grade point average (GPA), including the courses to be included within the GPA and to which classes extra grade weighting shall be applied.

Grades received in non-weighted courses will be computed on the following scale:

A - 4 grade points
B - 3 grade points
C - 2 grade points

D - 1 grade point
F - 0 grade point

Some courses at the high school level shall be weighted to reflect the more rigorous nature of those courses. Grades received in weighted courses will be computed on the following scale:

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A - 5 grade points
B - 4 grade points
C - 3 grade points

D - 1 grade point
F - 0 grade point

All other courses will be computed on a 4-point scale.

Grade Criteria

Grades are based upon objective criteria. Teachers shall communicate their grading criteria to the site principal, parents/guardians and students at the beginning of the school year and/or beginning of each semester.

Students shall not receive any credit for a grade of "F".

The evaluation of each student's progress and achievement in each course will be the responsibility of the teacher for that course. When grades are given for any course of instruction, the grade given to each student shall be the grade determined by the teacher based on student achievement in meeting the requirements specified in California curriculum frameworks, content standards, curriculum embedded and/or District assessments, and other relevant curriculum and instruction. This evaluation will be based on the following criteria for grades 7 through 12:

Standards Aligned Assessments 60-75% of the final grade

Other Assignments 25-40% of the final grade

A grade may be affected because of cheating.

Makeup of Work Missed Because of Absence

Teachers who withhold class credit because of excessive unexcused absences shall so inform the class and parents/guardians in the written course syllabus at the beginning of the trimester/semester.

When an unexcused absence occurs, the student and parent/guardian shall again be notified of the District's policy regarding excessive unexcused absences.

(cf. 5113 - Absences and Excuses)

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

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If a student receives a failing grade because of not submitting make-up work for unexcused absences, a comment to that effect will accompany the failing grade on the report card and will become part of the student's permanent record. (Education Code 49067)

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: (Education Code 49069.5)

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

Grade Notification

Keeping parents duly informed of their student's progress is the responsibility of each teacher. Whenever it becomes evident to a teacher that a student is in danger of failing a course and/or at any time a student's grade falls below 65% a teacher will notify parents by phone, mail, email, or conference. Teachers shall document this notification.

Teachers are encouraged to use a web-based grade book program to ensure that parents are kept abreast of their student's grades. Teachers are expected to update their grades at least weekly, which will enable parents to know when their student begins to fail a course.

The refusal of the parent/guardian to attend the conference or to respond to the written or weekly updates shall not preclude failing the pupil at the end of the grading period.

(cf. 5123 - Promotion/Acceleration/Retention)
(cf. 6020 - Parent Involvement)

In an effort to increase student achievement, it is important for students and parents/guardians to know what skills the student has mastered and those that the student has not yet mastered. To this end, the teacher shall provide for a review of all exams/tests/quizzes with the students during class and/or with parents/guardians during a scheduled parent conference. All recorded student work, including but not limited to homework, written reports, and projects, will be appropriately graded, and returned to the student in a timely manner. Exams, tests, and quizzes, except for District or state mandated tests are, to be returned to the student.

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Teachers shall provide parent(s) or guardian(s) the opportunity to have a conference to discuss the student's achievement regarding progress made in the courses of study, work habits/effort, citizenship/behavior and achievement in passing minimum proficiency standards as per Education Code 51216.

Grades for Physical Education and Activity

No grade of a student participating in a physical education class may be adversely affected due to the fact that the student, due to circumstances beyond his/her control, does not wear standardized physical education apparel. (Education Code 49066)

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)

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 and assigns the grade.

(cf. 6145.2 - Athletic Competition)

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.

Grade Changes

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 incompetency as per Education Code 49066.

In the unusual case of extended illness, family bereavement, or other excusable reasons (as per Board Policy 5113) where a grade has been issued prior to the expiration of the allowable makeup period, a grade change may be appropriate to reflect timely submission of makeup assignments.

In the event a grade change is necessary, the teacher assigning the original grade shall make the change using the same grading standards originally established and communicated.

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A grade change may not be made as the result of coercion by any person(s) or to make a student eligible for extra/co-curricular activities, class ranking, or award.

Any change of grade shall be accomplished within one semester following the date of notification of the original grade. Any request by a teacher for a grade change shall be personally approved by the principal or his/her designee.

Documentation for all grade changes shall be maintained on the appropriate form as part of the school's records.

Appeal of Grade Assignment

If a student or parent/guardian feels a grade has been unfairly or inappropriately assigned, the first appeal should be made to the teacher who issued the grade and should focus on the teacher's established and communicated grading criteria.

If the issue cannot be resolved by a conference with the teacher, the parent may request a meeting with the principal. At such meeting, the teacher shall also be present.

If the issue is still unresolved, an appeal in writing shall be made to the Superintendent or his/her designee.

Any challenge to a grade awarded by a teacher shall be made within one semester following the date of notification of the original grade. Progress report grades shall not be subject to appeal.

The appeal shall specifically describe how the teacher's established grading system was unfairly or inappropriately applied to the student.

To assist in making a determination, the Superintendent or Board of Education may convene a hearing panel. (Education Code 49071) The panel will be comprised of a principal of a school other than the school at which the student's record is on file, a certificated employee appointed by the bargaining unit, and a parent appointed by the Superintendent or Board of Education. (Education Code 49071)

In a closed session, the panel will hear the testimony of both the parent and the teacher. These presentations will be heard separately. (Education Code 49071)

When a student grade is challenged, the teacher who gave the grade shall be given an opportunity to state orally, in writing, or both, the reasons for which the grade was given. Insofar as practicable, he/she shall be included in all discussions relating to any grade change. In the absence of clerical or mechanical error, fraud, bad faith or incompetency,

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the student's grade as determined by the teacher shall be final. (Education Code 49066)

(cf. 5125.3 - Challenging Student Records)

Written findings will be forwarded to the Superintendent. (Education Code 49071)

Grade Records

The student's progress report form shall be used to provide a record of the student's progress. The permanent record card (report card) shall be filed in the student's cum folder.

Teachers shall provide parent(s) or guardian(s) the opportunity to have a conference to discuss the student's achievement regarding progress made in the courses of study, work habits/effort, citizenship/behavior and achievement in making progress towards meeting standards as per Education Code 51216.

Repeating Classes

A student may repeat a course and receive (either elective or core credit depending on the original grade) credit towards graduation for the following reasons:

1. Meet college entrance requirements
2. Recommended by a teacher or counselor
3. Required to repeat a semester for intervention/remediation purposes
4. Meet CVUSD GPA graduation requirements

Supplemental Instruction Grading

Students who earned a "D" or "F" in a course may repeat the course in which the "D" or "F" was earned via supplemental instruction. Students who receive a failing (F) grade in via supplemental instruction will have No Grade (NG) entered on their transcript.

Alternative School Grading

A student who enters an alternative program as a senior will be expected to remain in the alternative program through graduation. Any senior student who achieves a 2.0 GPA and is on track to graduate, and who believes that special circumstances warrant a return to his/her comprehensive high school at the end of the first semester of the senior year, may appeal in writing to the Superintendent or designee at least four weeks prior to the end of the first semester.

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The appeal shall state the special circumstances that warrant consideration. If the student is not yet eighteen (18) years of age, the parents/guardians may appeal on behalf of the student.

The Superintendent or designee shall, within fifteen (15) working days of receipt of the appeal, convene a hearing panel to consider the appeal. The panel shall consist of the Superintendent or designee, the Director of Alternative Education, the principal or designee of Buena Vista High School, principal of a high school other than the receiving high school, and the principal or designee of the receiving comprehensive high school.

The student and his/her parent or guardian may be required to attend the meeting. The decision of that panel is final. Within five (5) days of the hearing, the Superintendent or designee shall inform the student and/or the appealing parent/guardian of the panel's decision.

Grading for Students with Disabilities

No student in any school shall be excluded from participation in or otherwise treated differently in the selection process for the honor roll or other award program solely because the student has a disability or participates in a program or service for students with disabilities.

Grading of English Learner Students

Each English Learner shall receive a grade in course content in the same manner consistent with general education students. Title VI of the Civil Rights Act of 1964 prohibits "discrimination on the basis of race, color or national origin" and prohibits schools from "providing services or other benefits that are different or in a different manner.

English Learners who have been in a U.S. public school for less than 12 months may be eligible for a grade of no mark (NM).

No student in any school shall be excluded from participation in or otherwise be treated differently in the selection process solely because of the student's English Learner status or participation in a program or service for English Learners.

Chino Valley Unified School District

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