

GRADES / EVALUATION OF STUDENT ACHIEVEMENT

In implementing the Board policy on grades, the following guidelines shall be observed:

I. PRINCIPLES OF GRADING

- A. The teacher shall have full responsibility for the assignment of grades. Once the grade is given it shall stand as the official grade for the student. Any changes shall be made in accordance with Section 49066 of the California Education code which provides:
 - 1. When grades are given for any course of instruction taught in a school district, the grade given to each pupil shall be the grade determined by the teacher of the course and the determination of the pupil's grade by the teacher, in the absence of clerical or mechanical mistake, fraud, bad faith, or incompetency, shall be final.
 - 2. The Governing Board of the School District and the Superintendent of such District shall not order a pupil's grade to be changed unless the teacher who determined such grade is, to the extent practicable, given an opportunity to state orally, in writing, or both, the reasons for which such grade was given and is, to the extent practicable, included in all discussions relating to the changing of such grade.
- B. The teacher is responsible for explaining to the students what formula and factors are used to determine subject grades.
- C. Daily classroom activities are customarily the most vital and significant aspect of the instructional program and, therefore, significant absences and tardies may result in a reduction of learning and, correspondingly, a lowering of the grade assigned. However, attendance, work habits and citizenship may not be used as a part of any rigid formula for assigning grades, i.e., a set number of tardies or absences may not result in the automatic lowering of a grade or loss of credit.
- D. Students who miss schoolwork because of excused absences shall be given reasonable opportunities to make-up the work missed. However, it must be recognized that in certain classes it may not be possible to replicate the work done in the classroom.
- E. Students who miss schoolwork because of unexcused absences, tardies or suspension will not be allowed to make-up the work unless they are required to do so by their teacher(s).

EXCUSED ABSENCE

Students may be excused for the following reasons:

- 1. Personal illness
- 2. Medical or dental appointments
- 3. Quarantine by health officers
- 4. Participation in religious instruction or exercises in accordance with District Policy 5113.
- 5. Attendance at funeral services for an immediate member of the family.
- 6. Appearance in court.

7. Attendance at school activities when approved by the principal
8. Special requests by a parent/guardian approved in advance by the principal

UNEXCUSED ABSENCE

Any absence for reasons other than those listed above shall be considered unexcused.

- F. Each department shall be responsible for establishing grading standards for all its courses. Standards for similar courses with identical objectives should be as uniform as possible.
- G. Principals shall be responsible to set forth the grading policy of the District and grading procedures of their school in faculty and student handbooks.

II. REPORTING OF GRADES

- A. Semester (permanent) grades shall be reported to parents/guardians as soon as possible after the close of each semester. Semester grades shall be posted on students' permanent records.
- B. Progress reports shall be issued each quarter during the school year. Additionally, in accordance with Section 49067 of the California Education code, teachers must provide a written report or hold a conference with the parent/guardian of each student who is in danger of failing a course. Such deficiency notices must be made to a parent/guardian long enough before the end of the grading period so that the student could have adequate time to achieve a passing grade in the course.
- C. The following letter grades shall be utilized to report student achievement on both the semester and progress report cards:
 - A = Superior Work
 - B = Above Average Work
 - C = Average Work
 - D = Below Average Work
 - F = Inferior Work; No Credit
 - P = Passing Work; Credit Earned
 - I = Incomplete
- D. Withdrawal Grades
 1. A student may drop classes any time during the first four weeks of a semester (two weeks of a quarter for the 4 X 4 schedule) without a mark on the student transcript, if approved by the parent/guardian/adult student and school counselor.
 2. After the fourth week of a semester (second week for the 4 X 4 schedule), a student who drops a class will receive a Withdraw (W) mark/no credit on the transcript.
 3. No class may be dropped within 30 school days (15 days for the 4 X 4 schedule) of the final marking period, nor may any class be added for transfer units within 30 school days (15 days for the 4 X 4 schedule) of the final marking period.

III. CRITERIA FOR LETTER GRADES

- A. Subject Achievement Grades
 - 1. A student merits a grade of "A" if he/she:
 - a. Produces work which is superior in every respect and consistently scores an "A" on tests.
 - b. Does all assigned work.
 - c. Learns facts and principles and applies them to new and unfamiliar situations.
 - d. Shows creativity, high ability, initiative and originality.
 - e. Works accurately.
 - f. Participates in class activities in such a way as to help and encourage his/her classmates.
 - g. Consistently comes prepared to work.
- B. A student merits a grade of "B" if he/she:
 - a. Masters fundamentals easily, usually exceeds class standards on daily work, tests, and other assignments.
 - b. Does all assigned work and always does make-up work.
 - c. Shows above average ability to retain and apply facts and principles.
 - d. Does some independent work of more than usual challenge, showing initiative and originality.
 - e. Understands most objectives and works accurately with few errors.
 - f. Follows well and shows some leadership, asking appropriate questions and adding to class activities.
- C. A student merits a grade of "C" if he/she:
 - a. Meets class standards; shows satisfactory grasp of fundamental skills, with average grades on class tests.
 - b. Turns in assigned work when due. Usually makes up work on time.
 - c. Shows average ability to retain and apply facts and principles.
 - d. Accepts assignments and works at a satisfactory level of accuracy. Usually completes work on time.
 - e. Shows interest in and ability to follow class discussions and makes contributions to these and to other class activities.
- D. A student merits the grade of "D" if he/she:

- a. Has below average performance in class work and on tests and below average growth in understanding of subject.
 - b. Does substantially less than average amount of work. Usually does not make up work missed.
 - c. Shows less than average ability to retain facts and principles.
 - d. Does only enough work to make repetition of course unprofitable.
 - e. Seldom takes part in class activities; may lack interest; often is inattentive.
5. A student merits the grade of "F" if he/she:
- a. Has consistent "Fail" record on class work and tests. Makes little progress toward learning basic subject skills.
 - b. Does not complete minimum requirements; seldom or never does assigned work or class tests.
 - c. Shows little respect for time, tools, materials, or others' rights.
 - d. Shows little or no progress toward applying facts and principles.
 - e. Shows no interest in and rarely participates in class activities.
6. A student may receive a "Pass" grade if he/she elects to utilize the optional grading opportunity provided by Board Policy 5121.1. The "Pass" grade signifies that the student completed the course and earned credit, but is not computed in the student's grade point average.
7. A student may receive an "Incomplete" in place of a grade only when circumstances beyond the control of the student prevents the student from completing a course. Such circumstances include:
- a. Hospitalization
 - b. Prolonged illness
 - c. Other reasons approved by the principal

An incomplete grade form must be filled out for each student who receives an "Incomplete".
(See Attachment A)

B. Citizenship Standards

It is the responsibility of the principal to set forth the standards of student citizenship required on each school campus. Every effort should be made to distinguish between scholarship and citizenship when grading students.

IV. GRADE POINT AVERAGE/HONOR ROLL

A. Grade Point Average

Each semester course earns five (5) credits. The grades given at the end of each semester are used to compute the grade point average. The following points are assigned to letter grades:

- A = 4 Grade Points
- B = 3 Grade Points
- C = 2 Grade Points
- D = 1 Grade Point
- F = 0 Grade Points

B. Grading of Advanced Placement and Honors Courses

The District wishes to encourage students to take challenging, advanced academic courses. A five (5) point grading scale will be used for those courses specifically approved as "honors/weighted" by the University of California and California State University systems:

- A = 5
- B = 4
- C = 3

A "D" grade will remain 1 and an "F" grade will be 0. All other courses will be graded on the 4-point scale.

C. Honor Roll

Each school shall post an Honor Roll. All courses, except Pass/Fail shall be counted in computing eligibility for the Honor Roll. In order to qualify for the Honor roll, a student must receive no current grade below a C and have a grade point average of 3.5 or better. The 5-point scale will be used to compute grades in advanced placement and honors classes as per the guidelines outlined in "B" above.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
INCOMPLETE GRADE FORM

An incomplete grade at the end of the semester may be given only when there are extenuating circumstances such as:

- 1. The student was hospitalized due to an injury or illness.
2. The student suffered a prolonged illness.
3. Other reasons over which the student had no control.

An incomplete grade may not be used to avoid giving a student a failing or other undesirable grade.

PROCEDURE FOR GIVING AN INCOMPLETE GRADE

When the teacher feels justified in giving a semester grade of incomplete, the following procedure must be followed carefully.

NOTE: This form must be filled out completely and copies filed with the Registrar. Please type or print. One copy must be mailed to the Parent/Guardian/Adult Student and the final copy is to be kept in the teacher's grade book.

Name of Student: _____ Grade Level: _____
Name of Course: _____ Period: _____
Name of Teacher: _____ School: _____ Date: _____

REASON FOR GIVING AN INCOMPLETE GRADE:

IMPORTANT: If the student has been unable (due to reasons beyond his/her control) to complete all the work, but has completed enough work to receive a passing grade, the teacher should circle a letter grade and the INC. (Example: A B C D F INC) If the student does not make up the work by the end of the next quarter, the grade will become a "C".

If a student has not completed enough work to earn a passing grade, the teacher should circle the "F" grade and the INC. (Example: A B C D F INC). If the student does not complete the necessary work by the end of the next quarter, the grade becomes an "F".

Please indicate the above by circling the following: A B C D F INC

In order to make up the incomplete grade, the student must complete the following:

_____ (Teacher's Signature) _____ (Date)