

# San Dieguito Union High School District

## Grades/Evaluation Of Student Achievement

AR 5121  
**Students**

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.

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.

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.

### Grades for Academic Performance

For grades 7-12, grades for academic performance shall be reported for each grading period as follows:

A	(90-100%)	Outstanding Achievement	4.0 grade points
B	(80-89%)	Above Average Achievement	3.0 grade points
C	(70-79%)	Average Achievement	2.0 grade points
D	(60-69%)	Below Average Achievement	1.0 grade points
F	(0-59%)	Little or No Achievement	0 grade points
I		Incomplete	0 grade points

A student may receive an "Incomplete" in place of a grade only when circumstances beyond the control of the student prevent 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)

The District aligns its courses with the University of California "a-g" subject course lists.

Because of the more rigorous nature of district courses specifically approved for the “weighted” designation by the University of California, including all Advanced Placement, and select level International Baccalaureate and honors courses, students receiving a grade of A, B, or C in those courses shall receive an extra grade point as follows:

A	(90-100%)	Outstanding Achievement	5.0 grade points
B	(80-89%)	Above Average Achievement	4.0 grade points
C	(70-79%)	Average Achievement	3.0 grade points

### 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.

### Pass/Fail Grading

The Superintendent or designee may identify courses or programs for which students will earn a Pass or Fail grade instead of a letter grade with parent/guardian permission, as indicated by the student enrolling in the course. Pass or Fail grades will be issued instead of a letter grade for the following designated courses: Conservatory, Having a Voice, Independent Study Physical Education, PE Credit for Athletics, Teacher Aide, and in certain cases when a student has applied for Home/Hospital Instruction through SDUHSD. A student must receive a 60% or higher to earn a Pass (P) grade.

Students who receive a Pass grade shall acquire the appropriate semester units of credit for the course. The P grade shall not be calculated into the GPA or counted in determining athletic eligibility, honors list, or membership in the California Scholarship Federation. Students who receive a Fail grade shall not receive credit for taking the course.

### Peer Grading

At their discretion, teachers may use peer grading of student tests, papers, and assignments as appropriate to reinforce lessons.

### Repeating Classes

With the approval of the principal or designee, students may repeat the same course in order to improve the prior grade. Both grades received shall be recorded on the student's transcript, but the student shall receive credit only once for taking the same course. The highest grade received shall be used in determining the student's overall grade point average (GPA).

### Withdrawal from Classes

A student who drops a course during the first four weeks of a semester/first two weeks of a quarter for the 4x4 schedule may do so without a mark on his or her permanent record/transcript,

if approved by the parent/guardian/adult student and school counselor. After the fourth week of a semester/after the second week of the quarter for the 4x4 schedule, a student who drops a class will receive a Withdraw (W) mark/no credit on transcript.

No district class may be dropped within 30 school days for a semester schedule/ 15 days for a 4x4 schedule of a final marking period, nor may any class be added for credit within 30 days of a semester/ 15 days for a 4x4 schedule of a final marking period.

#### Grade Point Average

The Superintendent or designee shall calculate each student's GPA using the grade point assigned to each letter grade in accordance with the scale described in the above section "Grades for Academic Performance" above. The grade points for all applicable coursework completed shall be totaled and divided by the number of courses completed. Pass/Fail grades shall not be included in the determination of a student's GPA.

When plus and minus designations are added to letter grades, they shall not be considered in determining GPA.

Each academic year, the Superintendent or designee shall provide to the Student Aid Commission the GPA of all district students in grade 12, except for students who have opted out or are permitted by the rules of the Student Aid Commission to provide test scores in lieu of the GPA.

(7/09 7/15) 7/16

**Board Adopted: August 22, 2019**

**Board Revised: September 17, 2020**

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT  
**INCOMPLETE GRADE FORM**

Per Board Policy, 5121/A-R 1, a student may receive an "Incomplete" in place of a grade only when extenuating circumstances beyond the control of the student prevents the student from completing a course. Such circumstances include:

1. Hospitalization.
2. 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. The teacher must fill out this form completely by the teacher and submit to the registrar. **This form must be on file with the registrar prior to the end of the grading period.** Please type or print.

\_\_\_\_\_  
Name of Student

\_\_\_\_\_  
Grade Level School Site

\_\_\_\_\_  
Name of Course

\_\_\_\_\_  
Period

\_\_\_\_\_  
Name of Teacher

\_\_\_\_\_  
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 course work, but has completed enough work to receive a passing grade, the teacher should circle a letter grade and INC. (Ex.- A B C D F INC ) In this example, if the student does not make up the work by the end of the next quarter, the grade will be posted as 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 student grade based on 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 Signature

\_\_\_\_\_  
Date

**IF THE STUDENT COMPLETES THE NECESSARY WORK TO CLEAR THE INCOMPLETE GRADE, THE TEACHER MUST FILL OUT A CHANGE OF GRADE.**