

**GRADES/EVALUATION OF STUDENT ACHIEVEMENT**

The Board of Trustees believes that grades serve a valuable instructional purpose by helping students and parents/guardians understand performance expectations and identifying the student's areas of strength and those areas needing improvement. Parents/guardians and students have the right to receive course grades that represent an accurate evaluation of the student's achievement.

*(cf. 5020 - Parent Rights and Responsibilities)*  
*(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)*

Teachers shall inform students and parents/guardians how student achievement will be evaluated in the classroom. A teacher shall base a student's grades on impartial, consistent observation of the quality of the student's work and ~~their~~~~his~~~~her~~ mastery of course content and district standards. Students shall have the opportunity to demonstrate this mastery through a variety of methods such as classroom participation, homework, tests, and portfolios.

*(cf. 6011 - Academic Standards)*  
*(cf. 6162.5 - Student Assessment)*

The teacher of each course shall determine the student's grade. The grade assigned by the teacher shall not be changed by the Board or the Superintendent except as provided by law, Board policy, or administrative regulation. (Education Code 49066)

*(cf. 5125.3 - Challenging Student Records)*

*Legal Reference: -(see next page)*

**GRADES/EVALUATION OF STUDENT ACHIEVEMENT** (continued)*Legal Reference:*EDUCATION CODE*41505-41508 Pupil Retention Block Grant**48070 Promotion and retention**48205 Excused absences**48800-48802 Enrollment of gifted students in community college**48904-48904.3 Withholding grades, diplomas, or transcripts**49066 Grades; finalization; physical education class**49067 Mandated regulations regarding student's achievement**49069.5 Students in foster care, grades and credits**51242 Exemption from physical education based on participation in interscholastic athletics**76000-76002 Enrollment in community college*CODE OF REGULATIONS, TITLE 5*10060 Criteria for reporting physical education achievement, high schools**30008 Definition of high school grade point average for student aid eligibility*UNITED STATES CODE, TITLE 20*1232g Family Education Rights and Privacy Act (FERPA)**6101-6251 School-to-Work Opportunities Act of 1994*CODE OF FEDERAL REGULATIONS, TITLE 34*99.1-99.67 Family Educational Rights and Privacy Act*COURT DECISIONS*Owasso Independent School District v. Falvo, (2002) 534 U.S. 426**Las Virgenes Educators Association v. Las Virgenes Unified School District, (2001) 86 Cal.App.4th 1**Swany v. San Ramon Valley Unified School District, (1989) 720 F.Supp. 764**Johnson v. Santa Monica-Malibu Unified School District Board of Education, (1986) 179 Cal.App.3d 593**Management Resources:*CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS*Aiming High: High Schools for the 21st Century, 2002**Taking Center Stage: A Commitment to Standards-Based Education for California's Middle Grades Students, 2001**Elementary Makes the Grade!, 2000*U.S. DEPARTMENT OF EDUCATION OFFICE FOR CIVIL RIGHTS CORRESPONDENCE*Report Cards and Transcripts for Students with Disabilities, October 17, 2008*WEB SITES*California Department of Education: <http://www.cde.ca.gov>**California Student Aid Commission: <http://www.csac.ca.gov>**U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>*

Policy  
adopted: July 15, 2010  
**Students**

**SAN MATEO UNION HIGH SCHOOL DISTRICT**  
San Mateo, California  
AR 5121(a)

**GRADES/EVALUATION OF STUDENT ACHIEVEMENT**

Written 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 may request 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 and/or indicate to the parent/guardian on a progress report or through other written communication that the student is in danger of failing. (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)*

**Grades for Achievement**

For grades 9-12, grades for achievement shall be reported for each grading period as follows:

A	Outstanding Achievement	4.0 grade points
B	Above Average Achievement	3.0 grade points
C	Average Achievement	2.0 grade points
D	Below Average Achievement	1.0 grade points
F	Little or No Achievement	0 grade points
I	Incomplete	0 grade points
P	Pass	0 grade points

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

**Grades for IB/AP/honors courses**

The district wishes to encourage students to take advanced placement, international baccalaureate and honors courses in academic subjects. Grades received in courses will be counted on the following scale:

A	Outstanding Achievement
	5.0 grade points
B	Above Average Achievement
	4.0 grade points
C	Average Achievement
	3.0 grade points
D	Below Average Achievement
	1.0 grade points
F	Little or No Achievement
	0 grade points

(cf. 6141.1- Honors/Advanced Placement)

AR 5121(b)

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

#### **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/they~~ shall receive the same letter grade as is granted by the college. For select community college courses, students will receive an additional grade point (in the same manner as described above for IB/AP/honors courses). Students who wish for their grades from the community college courses to qualify for this additional grade point must follow the guidelines in Alternative Credits Towards Graduation BP/AR 6146.11.

AR 5121(b)

#### ~~GRADES/EVALUATION OF STUDENT ACHIEVEMENT (continued)~~

#### **Pass/Fail Grading**

The Superintendent or designee may identify courses or programs for which students may, with parent/guardian permission, elect to earn a Pass or Fail grade instead of a letter grade.

**Teacher Aide and Office Aide will receive a Pass/Fail grade.**

Students who receive a Pass grade shall acquire the appropriate semester units of credit for the course. The grade shall not be counted in determining class rank, honors list, or membership in the California Scholarship Federation. Students who receive a Fail grade shall not receive credit for taking the course. For athletic eligibility purposes, a Pass grade will equal a "C" grade or 2 grade points.

### **Repeating Classes**

With the approval of the principal or designee, a student may repeat a course in order to raise ~~the~~his/her grade. Both grades received shall be entered on the student's transcript, but the student shall receive credit only once for taking the 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 six weeks of the grading period may do so without any entry on ~~their~~his/her permanent record card. A student who drops a course after the first six weeks of the grading period shall receive an F grade on ~~their~~his/her permanent record, unless otherwise decided by the principal or designee because of extenuating circumstances.

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

AR 5121(c)

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

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 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

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AR 5121(e)

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

2. A verified court appearance or related court-ordered activity

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

### **Grade Point Average**

The Superintendent or designee shall calculate each student's GPA using the grade points assigned to each letter grade in accordance with the scale described in the section "Grades for Achievement" above. The grade points for all applicable coursework shall be totaled and divided by the number of courses completed.

~~*(cf. 5126 - Awards for Achievement)*~~

~~*(cf. 6145 - Extracurricular and Cocurricular Activities)*~~

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

~~*(cf. 5126 - Awards for Achievement)*~~

~~*(cf. 6145 - Extracurricular and Cocurricular Activities)*~~

Regulation  
approved: July 15, 2010

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San Mateo, California