

## EVALUATION OF STUDENT ACHIEVEMENT

The Governing Board recognizes that a system of evaluating student achievement can help the student, teacher and parent assess progress toward educational goals and assist in the improvement of that progress. Grading shall be that system of measuring and recording student progress and achievement which enables the student, parents, teachers, and school administrators to assess strengths and weaknesses, plan an educational program in the areas of the greatest potential for success, and identify where remedial work is required.

### I. COURSEWORK GRADES

The Governing Board believes that students and parents/guardians have the right to receive course grades which represent an accurate evaluation of the student's academic achievement.

- A. The Governing Board directs that the instructional program include a system of grading which is consistent with the educational goals of the district and reflects student competence as related to the content and performance standards for each course of study.
- B. Teachers shall inform students about the course grading system at the beginning of each term. Teachers will provide grade updates by request and keep grades available on the school campus.
- C. Grades given in any course shall be determined by the teacher and, in the absence of mistake, fraud, bad faith or incompetence, shall be final. (Education Code §49066)
- D. Grades shall be based upon impartial, consistent observation of the quality of the student's work and the student's progress toward mastery of course content, standards, and objectives, as demonstrated through such performance indicators as the following:
  1. Preparation of assignments, including completeness, accuracy, legibility and promptness.
  2. Contribution to classroom discussions.
  3. Demonstrated understanding of concepts.
  4. Application of skills and knowledge to new situations.
  5. Organization, presentation, and content of written and oral reports.
  6. Originality and reasoning ability when working through problems.
  7. Accomplishment in class presentations and projects.
  8. Performance on tests, quizzes and final examinations.

## EVALUATION OF STUDENT ACHIEVEMENT - BP 5121 (CONT.)

### Page 2

#### E. INTERPRETATION OF LETTER GRADES

1. Grades for achievement shall be reported each marking period as follows:

A+ or A or A-	<i>Advanced Performance</i> with respect to the content standards adopted for this course
B+ or B or B-	<i>Proficient Performance</i> with respect to the content standards for this course
C+ or C or C-	<i>Basic Performance</i> with respect to the content standards for this course
D+ or D or D-	<i>Below Basic Performance</i> with respect to the content standards for this course
F	<i>Far Below Basic Performance</i> with respect to the content standards for this course

#### II. GRADE POINT AVERAGES

- A. Courses other than honors or advanced placement are graded on a four-point scale (A+ or A or A- = 4, B+ or B or B- = 3, C+ or C or C- = 2, D+ or D or D- = 1, F = 0).
- B. The district wishes to encourage students to take advanced placement and honors coursework in academic subjects, as available. Because of the academic rigor of the coursework, the evaluation system for honors and advanced placement courses shall be weighted to reflect the increased academic challenges within these courses. Courses designated as “honors” or “advanced placement” are to be graded on a five-point scale (A+ or A or A- = 5, B+ or B or B- = 4, C+ or C or C- = 3, D+ or D or D- = 1, F = 0). Refer to Board Policy 5126: Academic Recognition.

#### III. HONOR ROLL

District Honor Roll designation is based upon a minimum 3.5 GPA, as well as satisfactory citizenship during the grading term.

#### IV. CITIZENSHIP GRADES

Comments regarding the student’s classroom citizenship may be reported by teachers at each grading period. Criteria for determining citizenship comments may include, but are not limited to, the following considerations:

- Student obeys rules.
- Student respects public and personal property.
- Student maintains courteous, cooperative relations with the teacher and fellow students.
- Student works without disturbing others.

## **EVALUATION OF STUDENT ACHIEVEMENT - BP 5121 (CONT.)**

**Page 3**

### **V. INCOMPLETE GRADES**

Grades at the end of each semester should be final grades. Teachers should strive to have few incomplete grades. However, incomplete grades may be given when students have an extended absence at the end of a semester or during final exam periods. In those instances, a grade will be established within two weeks of the following semester. An incomplete grade not satisfied within two weeks will be changed to an “F” grade.

### **VI. GRADES FOR HONORS COURSEWORK**

All honors grades should be college-recommending grades. If a student’s grade falls to a “C” or below, referral will be made by the teacher to the student's counselor, and the parents will be notified at the time the grade is given.

### **VII. GRADES FOR PHYSICAL EDUCATION**

- A. 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. (EC §49066)
- B. Physical education grades are to be included in GPA calculations. In determining the senior class Valedictorian and/or Salutatorian, physical education grades will be included.

### **VIII. GRADES FOR REPEATED COURSEWORK**

Students shall have the option of repeating course(s) in regular or summer session. In cases of repeated courses, the highest grade earned will stand as the grade of record and for computing students’ GPAs. Subject and unit credit shall be earned once, and only when a course is passed. When courses are repeated, a suitable code shall accompany the original and successive grades to indicate the repeat.

### **IX. FAILURE GRADES DUE TO ABSENCES**

The Board desires to emphasize the importance of good school attendance. Therefore, the Board authorizes teachers to assign failing grades to students whose unexcused absences equal or exceed the maximum number as set by the Board. (EC §49067).

- A. There is to be a reasonable opportunity for the student or student’s parent/guardian to explain the absences.
- B. There is to be a method for identification in the student’s record for failing grades assigned to the student on the basis of excessive, unexcused absences.

## **EVALUATION OF STUDENT ACHIEVEMENT - BP 5121 (CONT.)**

### **Page 4**

- C. The Board is to specify the maximum number of unexcused absences a student may have before the teacher may give a failing grade due to excessive absences. Effective 1996-97, this maximum number is set at eight (8) unexcused absences per semester.
- D. Teachers who intend to withhold class credit for excessive, unexcused absences shall so inform the class and parents/guardians at the beginning of each semester.
- E. If a student misses class and does not subsequently turn in homework, take a test, or fulfill other class requirements which the student missed, the teacher may lower the student's grade for nonperformance.

### **X. NOTIFICATION OF PROBABLE FAILURE GRADES**

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. (EC §49067)

### **XI. SCHOLASTIC ELIGIBILITY**

- A. Students must earn at least a 2.0 or "C" grade point average in order to participate in extracurricular activities or interscholastic athletic programs. (Refer to Board Policy 6145.2: Scholastic Eligibility for Extracurricular Activities and Interscholastic Athletics)
- B. A 2.0 semester grade point average or better is required for a student to be issued a work permit, with the exception of winter recess, spring recess, and summer vacation periods.

### **XII. PASS /FAIL GRADING**

Coursework for which "Pass/Fail" grading is an option must be approved by the Governing Board.

### **XIII. REGULAR EVALUATION OF THE UNIFORM GRADING SYSTEM**

The Superintendent or designee shall establish and regularly evaluate the district's grading system. Principals shall monitor that grades given to students conform to this grading policy.

**EVALUATION OF STUDENT ACHIEVEMENT - BP 5121 (CONT.)**

**Page 5**

Legal Reference:

**EDUCATION CODE**

- 48070 Promotion and retention
- 48431.6 Required systematic review
- 49066 Grades; finalization; physical education class
- 49067 Mandated regulations regarding pupil's achievement

ADOPTED: 10/26/77; Rev. 8/22/84, 5/11/88, 10/12/88

**REVISION/REDESIGNATION:** 5/10/95 (BP 116 - Grading); Rev 8/23/95, Rev. 5/8/96  
Rev. 9/11/96; Rev. 9/24/97; Rev. 5/8/02; Rev. 12/11/02;  
**Rev. 9/10/03**

## EVALUATION OF STUDENT ACHIEVEMENT

### I. FAILURE GRADES DUE TO ABSENCES

In keeping with the philosophy that regular student attendance in all classes is a critical factor in achieving educational success, the following administrative procedures will be implemented:

1. Teachers in the Oxnard Union High School District may give a failing (F) grade to any student whose unexcused absences in the class total eight (8) or more days during any given semester.
2. Teachers shall review their grading standards with all students enrolled in their classes at the beginning of each semester.
3. If a student has an unexcused absence and does not subsequently turn in homework, take a test, or fulfill other class requirements which the student missed, the teacher may lower the student's grade for nonperformance. Teachers shall inform students about the class grading standards at the beginning of each semester.
4. A reasonable opportunity for the pupil or the pupil's parent or guardian to explain the absences will be provided by each school site. Proof of excuse must be provided to school officials within three (3) school days following the day of absence.
5. The failing grade(s) assigned to the pupil on the basis of excessive unexcused absences will be noted on the student's transcript and on the grade report with "FA" (Failure due to unexcused absences).

### II. EXCUSED ABSENCES

A student's absence shall be excused and the student permitted to make up work/missed assignments for the following reasons:

1. Personal illness.
2. School related field trips that have the approval of all of the student's teachers.
3. School related activities of an athletic nature, performing arts and those related to academic student achievement such as Advanced Placement Exams, Golden State Exams, and other exams as required by the state.
4. Upon advance written request by the parent/guardian and the approval of the principal or designee for justifiable personal reasons.
5. Family emergency.
6. Quarantine under the direction of a county or city health officer.

## EVALUATION OF STUDENT ACHIEVEMENT - AP 5121 (CONT.)

Page 2

7. Medical, dental, optometric, or chiropractic appointments. Parents/guardians and students are expected to schedule medical appointments during non-school hours. Should this not be possible, the physician shall verify in writing that the appointment can only be held during school hours.
8. Attendance at funeral services for a member of the immediate family. Immediate family shall be defined as mother, father, grandmother, grandfather, spouse, son, son-in-law, daughter, daughter-in-law, brother, sister or any relative living in the student's immediate household.
9. Jury duty in the manner provided by law, or an appearance in court.
10. Exclusion, for up to five days, for failure to present evidence of immunization.
11. Participation in religious instruction or ceremonies, and the observation of a religious holiday.
12. Employment interview or conference.
13. When the student is the custodial parent of a child who is ill or has a medical appointment during school hours.

### III. DISTRICT TARDY POLICY

1. All schools shall implement a tardy policy. District Administrative Staff will annually review and approve each school site's tardy policy.
  - 1.1 Tardies 1 to 9 – Each site has various steps and consequences for these tardies.
  - 1.2 10<sup>th</sup> Tardy – Any student who has received ten (10) tardies will remain in the assigned class. Should the student become a discipline problem, the student will be removed from class. Students who receive ten (10) tardies may end up failing the class due to non-participation.
2. Any student who is thirty (30) or more minutes late to an assigned class without a valid excuse will be considered truant, per Education Code 48260.
3. Should the student's class schedule or school of attendance be changed at any time during the semester, the student's attendance record will transfer with the student to the new class or new school.
4. The parent or guardian will be notified by the school site via a letter given to the student of the unexcused absences and the possibility of academic failure on the 3rd, 5th and 8th absence.

IV. CHANGES OF ACADEMIC GRADES

Accurate evaluation of student progress and the assignment of academic grades is the professional responsibility of the classroom teacher. When an error is discovered and it becomes necessary for the teacher to change a students' grade, the following procedures are to be followed.

1. The district grade change form is to be obtained in the school records office.
2. The form is completed by the teacher who originally gave the grade in question.
3. The completed form is submitted to the principal for review and approval.
4. The completed form, signed by the teacher and principal, is then sent to the school's data entry clerk for correction on the student's transcript.
5. The grade change form is to be kept as part of the student's cumulative file.
6. Summer school grade changes must be initiated by the summer school teacher and approved by the summer school principal.
7. For the purpose of athletic eligibility an incomplete grade is to be considered an "F" grade until such time as a grade is assigned to the student's record. (CIF Section 205, Scholastic Eligibility).
8. Once grades have been issued and no teacher error is discovered, a student cannot ask the teacher for "extra work" to raise a grade and to gain athletic eligibility (CIF Section 205, Scholastic Eligibility).

Authority: EC 49066 (a)

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 mistake, fraud, bad faith, or incompetency, shall be final.

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