

Grades/Evaluation of Student Achievement/Credits Toward Advancement

The Solano County Office of Education (SCOE) believes that grades serve a valuable instructional purpose by helping students and parents/guardians identify 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.

The teacher of each course shall determine the student's grade. The grade assigned by the teacher shall not be changed except as provided by law, SCOE policy, and administrative regulation.

Teachers shall evaluate a student's work in relation to standards which apply to all students at his/her grade level. The County Superintendent or designee shall establish and regularly evaluate a uniform grading system, and principals shall ensure that student grades conform to this system. Teachers shall inform students and parents/guardians how student achievement will be evaluated in the classroom.

Grades should be based on impartial, consistent observation of the quality of the student's work and his/her mastery of course content and objectives. Students shall have the opportunity to demonstrate this mastery through a variety of methods such as classroom participation, homework, tests, and portfolios.

When reporting student grades to parents/guardians, teachers may add narrative descriptions, observational notes, and/or samples of classroom work in order to better describe student progress in specific skills and subcategories of achievement.

Unexcused Absences

If a student misses class without an excuse and does not subsequently turn in homework, take a test, or fulfill another class requirement which s/he missed, the teacher may lower the student's grade for nonperformance.

Grades for Achievement

Grades for achievement shall be reported for each marking 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

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.

An Incomplete is 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.

Court/Community School

SCOE recognizes that the Court/Community School programs it operates are designed to serve students regardless of academic, cultural, racial, and social backgrounds. It is SCOE's intent to make its programs a reflection of the community we serve and not operate in discord with local district policies.

Policy 5121 (Continued)

For students involved in SCOE's Court/Community School program, understanding that students return to their respective districts to graduate, semester credits listed below for advancement to grades 11 and 12 are minimum requirements.

To 10th Grade	50
To 11th Grade	110
To 12th Grade	160

Placement with Incomplete Records

The following procedures are to be followed when placing entering secondary school students (grades 9-12) for whom complete records are not available:

1. Place the student at the most appropriate grade level as determined by the principal or designee.
2. Counsel the student as to how s/he can earn extra credit to apply toward graduation (e.g., summer school, work experience, etc.).
3. If the student can supply a written statement from an acceptable school authority or agency, knowledgeable about the student, certifying that s/he did in fact attend a school (giving name and address) during a designated period of time for which no records are available, stating the reason for the nonavailability, the local school may grant an appropriate number of credits. The following statement should be entered on the student's permanent record: *A maximum of forty (40) credits may be granted for any one semester.*

Awarding of Credits

Credits can be awarded on successful completion of course work, (passing grade) at the end of each semester or reporting period, at a rate of 5 credits per semester per subject.

Students can be awarded an average of 1 semester hour of credit for each 15 hours of productive course work.

Credits can be awarded based on completion of assignments, participation in classroom activities for which there are prepared lesson plans, test(s) of subject area knowledge approved by a principal, or other criteria posted in the SCOE Court/Community School classroom.

Partial credits can be awarded based on the above criteria.

One credit can be granted for each period of 40 to 60 minutes of instruction time per week throughout one semester of no less than 17 weeks.

One credit can be granted for a minimum of 15 clock hours of instructional time provided during the academic year or in summer school.

Although the content to be covered is to be planned within the time frame of the above criteria, a student may be granted one semester period of credit even though the student spends less time than stated in completing the necessary work.

Students transferring at times other than the semester break to independent study, continuation programs, and/or out of the program, will receive partial credit for the work successfully completed (passing grade).

Students transferring at times other than the semester break to adult schools will not receive partial credit. Appropriate credit will be awarded by the adult school on successful completion of appropriate performance based on tests administered by the adult school.

Policy 5121 (Continued)

Students transferring at times other than the semester break to another regular school will receive only the grade up to the date of departure. The awarding of credits will be determined by the receiving school at the end of the semester.

Partial credits can be transferred within SCOE court/community school classrooms with permission of the principal(s) involved.

High school students 16 years old and over may earn credit in the adult school. This may be done only when permission is granted by the school attendance review board or by both the designated high school and the principal/designee.

Grades for Citizenship and Effort

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

- O Outstanding
- S Satisfactory
- N Needs Improvement

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, a student may repeat a course in order to raise 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.

Absences from School

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

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

The student and parent/guardian shall have a reasonable opportunity to explain the absences.

If a student receives a failing grade because of unexcused absences, the student's record shall specify that the grade was assigned because of excessive unexcused absences.

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:

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

Equivalent Credits

1. Credits for work experience and in-school service (e.g., office aides, teacher aides, library aides, etc.): No more than 40 credits of work experience and in-school service combined may

Policy 5121 (Continued)

be applied to earned credit for graduation. No more than two semester periods for in-school service may be taken in the junior high school.

2. Credits for work in different subject field: Credits earned in one subject field area may be applied to meet graduation requirements in a different subject field. Only selected and approved courses qualify for equivalent credits.

Equivalent credits for approved courses included in specific program sequences will be awarded only if the student completes the sequence.

The maximum of equivalent credits used to meet graduation requirements for a specific field area shall be limited to 10 credits.

School Credit for Work Completed at Non-Credit Granting Training Institutions

A principal may grant credit for work completed at any non-credit granting training institution as follows:

1. Credit for basic education courses (academic classroom work) may not exceed thirty (30) credits per semester exclusive of work experience training.
2. Credit for job training experience (work experience) may be granted in accordance with SCOE's work experience policy (maximum of 10 credits per semester or equivalent time period with a maximum of 40 credits). This maximum shall be reduced by the number of semester periods of in-school service earned by a student.
3. One semester credit is defined as 17 hours of training or education.

Legal Reference:

EDUCATION CODE

41505-41508 Pupil Retention Block Grant
48070 Promotion and retention
48205 Excused absences
49066 Grades; finalization; physical education class
49067 Mandated regulations regarding student's achievement
49069.5 Students in foster care, grades and credits
51225.3 Required courses for graduation

CODE OF REGULATIONS, TITLE 5

10060 Criteria for reporting physical education achievement, high schools

UNITED STATES CODE, TITLE 20

1232g Family Education Rights and Privacy Act (FERPA)
6101-6251 School-to-Work Opportunities Act of 1994

COURT DECISIONS

Owasso Independent School District v. Falvo (2002) 122 S.Ct. 934
Las Virgenes Educators Association v. Las Virgenes Unified School District (2nd Appellate District 2001) 86 Cal.App.4th 1
Swany v. San Ramon Valley Unified School District (N.D.Cal. 1989) 720 F.Supp. 764
Johnson v. Santa Monica-Malibu Unified School District Board of Education (App. 2 Dist. 1986) 224 Cal. Rptr. 885, 179 C.A. 3d 593

Policy 5121 (Continued)

Policy Cross-Reference:

- 5020 Parent Rights and Responsibilities
- 5113 Absences and Excuses
- 5123 Promotion/Acceleration/Retention
- 5125 Student Records
- 5125.3 Challenging Student Records
- 6011 Academic Standards
- 6020 Parent Involvement
- 6141.5 Advanced Placement
- 6154 Homework/Makeup Work