

## Grades/Evaluation-Of Student Achievement

### Definition of Rubric Scores

#### Elementary Rubric Score Definition

- 1 ~~Experiencing difficulty~~ Working below grade level standards
  - 2 ~~Beginning to show progress toward the grade level standard~~ Making progress toward grade level standards
  - 3 ~~Making progress toward the grade level standard~~ Consistently meets standards
  - 4 ~~Mastery of the grade level standard~~
- ~~X~~ N/A Marked with an ~~X~~ N/A has not been addressed/assessed

### Definition of Grades

Grades shall be reported 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
- I Incomplete 0
- P Pass 0 not factored in GPA -

(only used by exception - see below)

Plus and minus signs are not part of the grading system and are not to be used.

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 will become an F.

When a student transfers into a school from outside of the district, there are only two (2) reasons for using a "P" instead of a grade. A "P" is only given to a student who:

1. Has entered MDUSD with a "P" instead of a grade on their grade report, and there are only three or fewer weeks remaining in the quarter, or

2. Is a student with an IEP on a non-diploma track.

Each teacher, Transitional Kindergarten-12, at the beginning of a school year or semester, shall inform students and/or parents of the grading criteria which shall include but not be limited to standards, procedures and regulations of the class. Grading criteria shall be provided in writing.

Parent notification in writing or by a documented conference is required when a student is receiving a grade of D or F or is experiencing difficulty with grade level standards. Each secondary student in danger of failing shall be notified in writing. This applies to each grading period. A student can not receive an F without prior written notification.

Seniors (12th graders) who at any time are in danger of not graduating shall be notified in writing and the report shall be mailed with evidence of receipt returned to the school.

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. (Education Code 49066)

(cf. 6145 - Extracurricular and Cocurricular Activities)

Criteria for determining grades may include but are not limited to:

1. Preparation of assignments, including accuracy, legibility and promptness
2. Contribution to classroom discussions
3. Demonstration of understanding of concepts on tests
4. Application of skills and principles to new situations
5. Organization and presentation of written and oral reports
6. Originality and reasoning ability when working through problems

Report On Citizenship and Effort

~~Marks, at the elementary level, for citizenship, and for effort~~ At the elementary level, a student's demonstration of life long learning skills shall be reported each reporting period as follows:

~~O Outstanding~~ C Consistently

~~S Satisfactory~~ S Sometimes

~~N Needs Improvement~~ R Rarely

Criteria for determining marks for life long learning skills may include but are not limited to:

1. ~~Assumes responsibility for learning~~ Takes responsibility for actions
2. ~~Listens to and follows directions~~ Actively engages in classroom activities
3. ~~Works independently~~ Puts forth best effort
4. Works cooperatively with others
5. ~~Uses time wisely~~ Completes work in a timely manner
6. Completes ~~assignments~~ and returns homework on time
7. ~~Follows school/class rules~~ Organizes self, materials and belongings
8. ~~Shows respect toward peers and adults~~ Respects others
9. ~~Chooses appropriate strategies to resolve conflicts~~ Participates orally at appropriate times

#### Appealing a Grade

Education Code 49066 prohibits the changing of a student's grade absent clerical or mechanical mistake, fraud, bad faith, or incompetency, unless the teacher who determined such grade is, to the extent practicable, given an opportunity to explain why such grade was given and is, to the extent practicable, included in all discussions relating to the changing of such grade.

1. If there is a serious question arising out of the issuance of a grade to a student, the student or parent/guardian shall contact the teacher to arrange for an appointment to review the circumstances. If the issue cannot be resolved with the teacher, an official request for the review of the grade may be made directly to the principal.

2. If the question is not resolved at the principal level, the parent/guardian may call upon the associate/assistant superintendent who shall investigate the circumstances which have taken place. The associate/assistant superintendent will review and make recommendations for resolving the issue. To the extent possible, the teacher shall be involved in all discussions related to changing the grade. All parties involved shall recognize the importance of confidentiality.

#### Advanced Placement/Honors Courses (High School Level)

The district encourages students to take advanced placement and honors courses in academic subjects. Students must be presented with information pertaining to the rigor of the work required for successful completion of the class, and the evaluation system, which shall be

weighted to reflect the nature of these courses. Grades received in these courses will be counted on the following scale:

A = 5 points

B = 4 points

C = 3 points

D = 1 point

F = 0

#### Repeated Classes

With the approval of the principal or designee, a student may repeat a course in order to raise his/her grade. The student shall receive credit only once for taking the course.

The highest grade received will be the permanent grade on the student's transcript. This includes courses taken through Adult Education and other approved institutions as validated by the district.

#### Withdrawal from Classes

Within the first three weeks of the school year, a student may change to another course, with parental and administrative approval, without penalty if an appropriate course is available. If the course change is approved the student may receive an average of the grades. A student who drops a course after the first three weeks will receive a W/F on their record unless otherwise determined by the principal or designee because of extenuating circumstances. A student/parent/teacher/administrator conference may be required prior to allowing a student to drop a course.

#### Make-up Work for Excused Absences

Each teacher shall be responsible for his/her own make-up grading procedures. The procedure must contain:

1. Method of informing students of missed work
2. Criteria used for the basis of the grade and emphasis of each criterion
3. Time limitations for make-up work
4. Alternate assignments for work that cannot be made up, such as, field trips, films, etc.

Upon satisfactory completion of the make-up work the student shall be given full credit.

(cf. 6154 - Homework/Makeup work)

#### Unexcused Absences

Attendance is fundamental to a student's success in school. The student and parent/guardian shall be notified and informed of the district's policy regarding excessive unexcused absences. The student and parent/guardian shall have a reasonable opportunity to explain the absences. (Education Code 49067)

If an absence is not verified as excusable within three days (72 hours), it shall be recorded as unexcused. The person receiving any explanation of the absence by the parent/guardian shall make a record of this explanation and the date when it was given.

If a student receives a failing grade because of unexcused absences, school records shall specify that the grade was given because of excessive unexcused absences. (Education Code 49067)

(cf. 5113 - Absences and Excuses)

Regulation MT. DIABLO UNIFIED SCHOOL DISTRICT

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