

POLICY AND PROCEDURE

Subject Category: Instruction Grading and Grade Reporting

Effective: 8-1-15

Purpose and Scope

To outline administrative procedures for student grading and progress reporting at e3.

Legal and Policy: Reference Education Code Sections 49066, 49067; California Code of Regulations, Title 5, Sections 430,432

Education Code 49066(b). The Board of Trustees and CEO has the vested authority pertaining to changing grades.

1. A grade given by a Learning Facilitator shall be final and cannot be changed by others unless it was given fraudulently, in bad faith, because of incompetency, or because of clerical or mechanical mistake. A grade cannot be changed unless the Learning Facilitator who determined the grade is, to the extent practicable, given an opportunity to state orally, in writing, or both, the reasons for such grade was given and is, to the extent practicable, included in all discussions relating to the changing of such grade.

When instance of alleged fraud, bad faith, incompetency, or clerical or mechanical mistake are brought to the attention of the Principal, the Principal has the responsibility of making a determination as to said allegations. If the Learning Facilitator is unwilling to change a grade after it has been determined by the Principal that fraud, bad faith, incompetency or clerical or mechanical mistake was associated with the grade, the Principal has the authority to change the grade.

2. Academic standards in language arts, mathematics, English language development, history/social sciences, science, visual and performing arts, applied learning, physical education, and health education have been formally adopted by the Board of Directors. Board-adopted standards shall be used to guide instruction and the assignment of grades on all homework, classwork, writing reports, tests and assessments.
3. The e3 Civic High Course of Study guidelines are listed on the e3 Civic High website at www.e3civichigh.com and in the Counseling and Career Offices at e3. All students must follow and adhere to the requirements listed in the Course of Study Guide in order to be eligible for graduation. Deviations may be granted by the Principal in cases where the completion of said requirements are an impossibility for the student. Such deviations shall be recorded in writing and placed in the student's cumulative file.

UNIFORM METHOD OF REPORTING STUDENT PROGRESS:

Methods of reporting student progress other than those listed below must be reviewed and approved by the Board of Trustees and CEO:

<u>Mark</u>	<u>Level</u>	<u>Percentage</u>
A	Superior	(90-100)
B	Above Average	(80-89)
C	Satisfactory	(70-79)
D F	Below Average	(60-69)
(A "D" grade does not satisfy as meeting the A-G requirements)		
F	Failing	(59-below)
INC	Incomplete	(See below)
IP	In Progress	(See below)
NG	No Grade	(See below)

Note: There are no+ or - grades given at e3 Civic High.

INC = Incomplete. Given in cases of absences due to illness. Six weeks are allowed for making up work; if not made up, "F" is recorded for the assignments and then averaged for a final grade. A grade change form must be signed and submitted to the Registrar by the learning facilitator.

IP = In Progress. A grade of In Progress (“IP”) may be issued for a student who, for reasons other than absence due to illness or disability as verified by a licensed medical professional, needs additional time beyond the grading period of Fall or Spring semester to complete work and/or demonstrates competency necessary to earn course credit. Given in accordance with the Competency Based Grading Policy. A grade change form must be signed and submitted to the Registrar.

- A student who has not satisfactorily met the course competencies in any of the five core academic subjects (English, math, social studies, science and world language) and would otherwise earn a D or F at the end of a semester can instead be issued a grade of “IP” at the Learning Facilitator’s discretion.
- A student may receive an IP if evaluated class work is passing or acceptable, but excessive absences (other than truancy) have prevented the student from meeting course objectives.
- A student may receive an IP if absences are for reasons other than truancy.
- The Learning Facilitator should specify the course requirements that a student must meet to earn a grade of C or better in the course using the Course Competency Completion Form or a similar site-developed document.
- An appropriately credentialed Learning Facilitator will evaluate the students’ progress in meeting the competencies and certify that the student has earned a grade of C or better for the semester.
- The original Learning Facilitator will sign the grade change form to change the “IP” Grade authorizing the entry of a C or better grade, replacing the “IP.” If the original Learning Facilitator is no longer employed, the site principal/administrator or his/her designee may sign. This form will then be submitted to the registrar.

- If the student does not complete course competencies by the designated period, the Learning Facilitator shall issue a grade to replace the “IP” by submitting the grade change form to the registrar.
- A grade of “IP” may not be issued for a Summer School course.
- An “IP” grade is included in the GPA calculation and is considered an “F” = 0 for purposes of participation in school activities and interscholastic athletics.
- Transfers: Scholars with an "IP" who withdraw from e3 Civic High will have the IP converted to a C, D or F in accordance with the final grade percentage.

COMPETENCY BASED GRADING POLICY

Competency Based Grading (CBG)

CBG: Competency Based Grading (CBG) means that scholars must demonstrate competency with all course concepts to pass the course, even if they end the semester with a C or higher average grade overall (due to mastery of some concepts but lacking of competency in others).

In Progress (IP): Scholars who do not demonstrate competency with ALL concepts (or in the case of Senior Humanities who do not satisfactorily complete the senior paper) will receive an "IP" at the end of the semester. For Semester 1, the IP will be converted to a “C” if the scholar demonstrates competency with all course concepts by the end of Semester 2. For Semester 2, scholars will have until the end of Competency Based Summer School to complete the course. Scholars who fail to demonstrate competency by these deadlines will receive an "F" for the course. A paper grade change form will be completed and submitted to record the change from "IP" to either a "C" or "F".

MOD 6: Scholars with an “IP” will attend Module 6 until the end of the reporting period in which they clear the "IP". Scholars with a MAP score below the designated score, will attend Module 6 until the end of the reporting period in which they achieve the score for their current math class or they complete all Khan Academy personalized lessons designed to raise their MAP score to the appropriate level.

- Math 1: 220
- Math 2: 228
- Math 3/Statistics: 236
- Pre-Calculus: 242
- Calculus: 250

Math 1R: Incoming scholars with a MAP score below 220 will be enrolled in Math 1R. These scholars will be assigned to Math 1R sections based on their MAP score, either far-below 220 (approx <210) or below 220 (approx 211-219). Scholars will be enrolled in Math 1R for two years if they don't reach 220 by the end of the first year (unless an exception is recommended by their LF).

NG = **No Grade** (NG) may be only be issued in the following circumstances:

- Advanced approval of the Principal has been obtained in writing.
- Evaluated course work is passing or acceptable, but excessive absences have prevented the student from meeting course objectives.
- Absences other than truancy.
- The student's IEP, 504 or ISP allow for these grades.
- For students enrolling at e3 too late in the term to demonstrate sufficient mastery of course content for grading purposes or the minimum required 60 hours of instruction for first time credit, they will receive an NG. Students enrolled in e3 within the last six

weeks of a marking period and there are no transfer grades to use to establish a grade for the full semester.

- For an advisory period, as well as Module 6.
- For e3 online courses.
- A “NG” grade is excluded from GPA calculations; it does not count for or against GPA calculation for purposes of participation in school activities and interscholastic athletic. (The NG mark prints on student transcripts to document course enrollment, but is not used to calculate the grade point average.)

USE OF COMPUTERIZED, COMPREHENSIVE REPORTING SYSTEM:

e3 Civic High shall use a computerized, comprehensive system to record and report student progress regularly. Parents and guardians shall be granted access to the system to be able to review the progress of students at their convenience. Each year parents and guardians will receive information to access information relative to their student's progress, as well as the method to be followed if concerns arise.

REPORTING STUDENT PROGRESS:

Student progress reports shall include the grade earned at the end of the reporting period. e3 Civic High subscribes to the A-G Graduation Requirements, therefore, all students should earn a C or better in A-G courses. For students receiving special education and related services, the Individualized Education Program (IEP) specifies the method and frequency of reporting progress toward IEP goals.

Whenever appropriate, the regular reporting process should be used along with any other process specified in the IEP. For a student with disabilities served under an IEP or Individualized Service Plan (ISP), grades may not be reduced based on the student's receiving accommodations specified in the IEP or ISP. At no point shall reporting frequency for special education students be less than those of general education students.

ISSUANCE OF GRADE REPORTS:

Either parent or guardian is eligible under current law to receive a grade report on a student. If the parent/guardian *not* having custody requests a report, a duplicate may be issued directly to that parent. The noncustodial parent/guardian does not need the consent of the custodial parent/ guardian, unless limited by court order (court order must be presented and a copy placed in student's cumulative file), before inspecting and/or receiving a copy of the student's progress record.

REPORTING DATES:

Progress reports are issued every 4-6 weeks using the approved calendar dates located in the Parent Handbook and on the e3 website: www.e3civichigh.com.

GRADING PROCEDURES:

1. Students dropping a course during the first six weeks of a semester may drop without having an entry recorded on their permanent cumulative grade history records.
2. Students withdrawing from a course for reasons not within their control should be evaluated for individual circumstances and determine at that time whether a grade should appear on student's permanent cumulative grade history records. Transfer grades for students will be forwarded to new Learning Facilitators when students change classes or

schools and may be included on transfer records. These grades can be used to average in, with assignments for the current semester and included with the final grade.

3. Students leaving school prior to the end of the year or semester, and transferring within the last two weeks of a semester shall earn final grades and credits. They may receive a report of grades via US Mail if requested. Students leaving e3 with more than two weeks left in the semester shall receive a report of grades at the time of leaving. These grades are not part of the permanent electronic records.

4. Students receiving special education and related services shall not have classes changed unless approved by the case manager and Principal. All classes must be approved in the current IEP or ISP for the student.

5. Students receiving either a "D" or "F" as their final grade in a A-G course will repeat the same course until they receive a "C" or higher grade. Once the "C" or higher grade is submitted by a grade change form the "D" or "F" shall be suppressed on the transcript and not included in the calculation of their cumulative grade point average calculations.

6. All students in Advanced Placement (AP) courses are expected to be motivated to do, and capable of doing, college-level work in a specific subject area. Grading is based on college-level standards for which students receive weighted credit. Students whose work falls below the appropriate level at the quarter should be counseled regarding the expected standards. If there is no improvement, parents/guardians should be notified so that counselors, students and their parents/guardians can consider alternative placement or credit options, especially relative to continuation in the course in the second semester. A

grade of "D" or "F" does not qualify for a weighted credit (or grade) in an AP class.

7. Progress Reporting for six-week periods:

- a. e3 Civic High will report student progress at six-week intervals during each semester on the relevant forms.
- b. Students must complete all assignments as prescribed by the Learning Facilitator. Only those assignments, reports and assessments turned in by the deadline will be used to determine the grade at the reporting time.
- c. Teachers will record student progress marks in accordance with instructions from the Principal or designee.
- d. Completed reports can be accessed via the Student Information System SIS (Powerschool), mailed to parents/guardians, and/or delivered home by students.

8. Semester Grade Reporting

- a. e3 Civic High reports final semester grades in the same manner as progress reporting except that courses and grades are uploaded to the student's permanent permanent cumulative grade history records.
- b. Final semester grades are mailed to the address located in the SIS, therefore, current addresses must be supplied and always kept current by parents/guardians.

9. Grade Change Policy:

Parents must notify the student's counselor of a request for a grade change within 10 calendar days of the postmarked date on e3 report card mailing date. Failure to notify the school within this time shall negate any requests for a grade change.

- a. Counselor: receives initial request in writing for a grade change from parent/guardian. Counselor emails Learning Facilitator regarding request from the parent and acknowledges request from parent via electronic mail.
- b. Learning Facilitator: receives request from counselor, reviews request and submitted work from student, seeks more information about the request from the parent/guardian or counselor, as appropriate, determines if any changes are to be made.
- c. Learning Facilitator informs Counselor and parent/guardian of final decision within 10 calendar days of request. All changes must align with the grade change policy.
- d. If the parent/guardian is not satisfied with the LF's determination, the parent can appeal in writing to the Principal
- e. Principal or designee: receives parent appeal if parent/guardian is dissatisfied with the decision of the Learning Facilitator regarding the request for a grade change; a conference is held with parent/guardian within 10 calendar days; a subsequent conference is held with the Learning Facilitator and Principal or designee. The principal/designee notifies parent/guardian of determination.
- f. If the parent/guardian is not satisfied with the principal's determination, then the parent/guardian may appeal to the CEO/Superintendent. A conference is held with parent/guardian within 10 calendar days; a subsequent conference is held with the CEO/Superintendent and Principal. The CEO/Superintendent notifies parent/guardian of determination.
- g. If the parent/guardian is not satisfied with the CEO's determination, then the parent/guardian may appeal to the e3 Board via the e3 Executive Assistant by scheduling a time at the next board meeting to present up to five minutes his/her case in closed session. The Executive Assistant will notify the learning

facilitator in advance of the hearing. The learning facilitator must be given an opportunity to state, either orally or in writing or both, the reasons for giving the grade. Following the hearing, the board makes a determination and notifies the parent/guardian of the decision. That decision is final.

- h. If it is determined that a grade shall indeed need to be changed, then the learning facilitator shall submit a grade change form that has been signed by the Principal or designee.

Helen V. Griffith, Ed.D., CEO/Superintendent