

**GRADES / EVALUATION OF STUDENT ACHIEVEMENT**

The Board of Education believes that all students are capable of learning; thus, the Board shall strive to ensure success by the following:

1. Supporting District programs that help develop character and achievement;
2. Encouraging teachers, administrators, parents and students themselves to work cooperatively for the benefit of the education; and
3. Directing teachers to communicate either via conference or written report, with the parents of students who are in danger of failing or who are working considerably below their potential.
  - a. No student shall be given a failing trimester / semester grade without the teacher's attempt to contact a parent. The teacher will be responsible to log in the student's name, date and time of contact.
  - b. Other designated employees who are familiar with the student's progress may contact the parent in lieu of the teacher, should the teacher not be able to contact the parent. These employees could be, but are not limited to, counselors and administrators.
  - c. The refusal of the parent to attend a conference or to respond to the written report shall not preclude failing the pupil at the end of the grading period.

Evaluation of student progress or grading shall be a continuing process of gathering and weighing evidence that reveals achievement and behavior of students as they progress through the school system. Since education deals with the total growth of the student, the parent and teacher should look upon the progress reports as an aid in analyzing and understanding such growth.

Evaluation shall be a detailed process determined through the cooperative efforts of the teacher, the principal and other staff members who have responsibility for some segment of the student's education

The grading system shall be the kind that is easily communicated and understood throughout the District and community.

**GRADES / EVALUATION OF STUDENT ACHIEVEMENT****Advanced Placement/Honors Courses (High School Level)**

The District wishes to encourage students to take advanced placement and honors courses in academic subjects. Because of the extra work involved, the evaluation system shall be weighted to reflect the more rigorous 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

**Credit / No Credit Grading**

Students enrolled in the following courses will receive a credit / no credit grade rather than the standard A, B, C, D, F grade.

1. Teaching Assistant
2. Science Lab Assistant
3. ROP may be taken Credit/No Credit if student makes that request during the first two weeks of class with the Career Guidance Specialist
4. CTE Internship

**Repeating Courses**

Students may repeat a course to improve their grade, but duplicate units of credit will not be awarded. Both grades will appear on the transcript, and credit (attempted and completed) will be posted with the highest grade. Students who receive an "F" in a course that is not repeated, will retain attempted credit for the "F" and the grade will be computed in the GPA. Students repeating a course to raise a passing grade need to meet with their guidance counselor to ensure the student is on track in meeting graduation requirements.

Special Education students may enroll in a course as credit / non-credit or may repeat a course for duplicate credit only if it is so stated in their IEP.

NOTE: UC will only accept repeat grades for courses improved from "D" or "F" grades. Grades earned in repeated courses are treated differently by various colleges.

**GRADES / EVALUATION OF STUDENT ACHIEVEMENT**

**Exceptions:** The following courses can be taken for repeated credit.

- Advanced Art Study
- ASB
- ESL 1, 2, 3 courses for Limited English Proficient students
- Journalism/Newspaper
- P.E. and Athletics
- Performing Arts courses, except for Drama I, II and III
- Photography
- ROP classes as per ROP guidelines
- Yearbook
- Proficiency ELA\*
- Proficiency Math\*
- Teaching Assistant

\*These two courses may be repeated for elective credit only if proficiency test has not been passed.

**Program Changes and Withdrawal from Classes**

Program changes will be done in the Guidance Office prior to the beginning of each semester and up until the end of the 3<sup>rd</sup> week of class. A student's administratively approved withdrawal or drop from any class after the official add/drop period will be reflected on the student's transcript. Disciplinary drops may occur due to attendance, tardy, or behavior problems. A disciplinary drop will result in a loss of credit and a WF (Withdraw Fail) grade on the transcript. A non-disciplinary withdrawal or drop will result in a loss of credit and a grade of WP (Withdraw Pass) if the student is passing the class at the time of the drop or a WF if the student is failing the class at the time of the drop. A WP does not affect the GPA. A WF is counted in the GPA the same as an F grade.

**COURSE REQUESTS AND SCHEDULE CHANGES**

Students cannot request to have their schedule changed based upon teacher preferences. If a student experiences a "conflict" with a teacher, consideration for a change will be given only if the student was enrolled previously with the teacher in question. A request to change teachers may be preceded by a conference with a counselor or an administrator, the teacher, the parent and the student. Because program changes can adversely affect a student's grade and progress in school, they are strongly discouraged once the new semester begins; however, some program changes are unavoidable.

**GRADES / EVALUATION OF STUDENT ACHIEVEMENT**

Two examples of unavoidable program changes include class closures, balancing or additions, and a student adding/dropping athletics after the semester has begun. Either of these changes could result in program changes which affect the student's entire schedule, including a change of teachers in some cases. When schedule changes are necessary, counselors change as few classes as possible. Any student-initiated change needs parental approval. Changes in year-long classes must be made before the posted add/drop deadline depending upon availability. Level changes in AP or honors classes, should be made no later than the first quarter; however, grades transfer from one class to the next but the weighted grade point average applied to AP and honors courses is not transferred to college preparatory classes. Transferring from an honors class requires communication between the student, parent, teacher, and counselor through the completion of the appropriate form. Changes from honors classes are contingent on available space in college preparatory classes.

**Unexcused Absences**

When an unexcused absence occurs, 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 absence. (Education Code 49067)

If the absence is not verified as excusable within 10 days, 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  
Approved: September 11, 2000  
Revised: August 27, 2012

**BREA OLINDA UNIFIED SCHOOL DISTRICT**  
Brea, California