

**GRADING**

One of the most consistent means of communication between the school and the home is attained through the regular evaluation of student performance which is then communicated in the form of progress reports.

Each student enrolled in an approved course of study shall receive a progress report at the conclusion of each quarter. The mark received shall be entered into the mandatory permanent record at (a) the quarter for quarter classes; (b) the semester for semester and year courses; or (c) the end of summer session(s) or other mini-sessions.

Grades received at the end of the first and third quarters for semester or year courses shall be considered progress reports and are not entered into the mandatory permanent record.

Whenever it becomes evident to the teacher that the student is in danger of failing the course (D), failing the course (F), or earning less than the normal number of units, the teacher shall notify the parent or guardian. Reasonable effort will be made to provide such notification in sufficient time to allow for an improvement in the grade or units being earned before the issuance of any permanent grade. Notification may be by a personal contact or a written report sent to the parent or guardian at the address currently shown on the school records. The failure of the parent or guardian to respond to the notification shall not preclude failing the student at the end of the grading period.

The deadline to drop a class without receiving a grade of "F" is at the end of the first and third quarter grading period. Changing levels within a course (i.e., Honor English 1 to English 1) or among similar courses (i.e., Biology to Life Science, Algebra 2 to Algebra 1, or Spanish 2 to Spanish 1) does not constitute dropping a class when approved by the Principal/designee.

The District Superintendent will establish guidelines, and each school shall adopt guidelines and procedures consistent with District guidelines for the evaluation and recording of student achievement and the reporting of this achievement to parents.

Any permanently recorded grade assigned by the teacher shall be final except in cases of clerical or mechanical mistake, fraud, bad faith, or incompetency. This includes grades assigned inconsistent with District or school grading guidelines. An appeal to change a grade may be made only on the basis of the listed exceptions. The appeal is to be conducted in accordance with Administrative Procedure No. 1312, Complaints from Public Concerning School Personnel.

Reference: Education Code Sections 49066 and 49067

Policy adopted: June 19, 1978; August 6, 1979; October 2, 1990; January 12, 2010; February 8, 2022