

ACADEMIC ACHIEVEMENT
GRADING/PROGRESS REPORTS TO PARENTS

EIA
(LOCAL)

RELATION TO
ESSENTIAL
KNOWLEDGE AND
SKILLS

The District shall establish instructional objectives that relate to and are consistent with the essential knowledge and skills for grade-level subjects or courses. These objectives shall address the skills needed for successful performance in the next grade or next course in a sequence of courses.

Assignments, tests, projects, classroom activities, and other instructional activities shall be designed so that each student's performance indicates the level of mastery of the designated District objectives.

GUIDELINES FOR
GRADING

The Superintendent or designee shall ensure that each campus or instructional level develops guidelines for teachers to follow in determining grades for students. These guidelines shall ensure that grading reflects a student's relative mastery of an assignment and that a sufficient number of grades are taken to support the grade average assigned. Guidelines for grading shall be clearly communicated to students and parents or legal guardians.

The District shall permit a student who meets the criteria detailed in the grading guidelines a reasonable opportunity to redo an assignment or retake a test for which the student received a failing grade. Makeup or redo opportunities shall not be provided to the extent that the failing grade was due to the student's academic dishonesty.

The Superintendent shall be authorized to develop administrative regulations and guidelines, defining additional circumstances under which a student shall be provided remediation opportunities, including making up or redoing assignments and examinations for which the student received a failing grade, and in further support of these policy provisions, as deemed necessary. A student may be eligible for accelerated instruction and a plan for success [see EHBC]. Services should be coordinated in order to avoid unnecessary duplication of effort.

Students shall be notified of all grades recorded by the teachers. Papers for which grades have been recorded shall be returned to the students for review.

MINIMUM NUMBER
OF GRADES

Each week a minimum of two grades shall be recorded for each student in a class or course for grades 2–12.

NINE-WEEK
ASSESSMENTS

If given, the nine-week assessment shall count for no more than ten percent of each student's total nine-week grade.

SEMESTER
AVERAGES

The weight given to each nine-week grade in determining the final semester grade shall be as follows:

- First nine-week grade = 45 percent of the semester grade.

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- Second nine-week grade = 45 percent of the semester grade.

The semester final examination shall count as ten percent of the final semester grade.

If a student does not take the semester comprehensive examination because he or she has a campus exemption, [see EIAA(LOCAL)], then the weight given to each nine-week grade in determining the final semester grade shall be as follows:

- First nine-week grade = 50 percent of the semester grade.
- Second nine-week grade = 50 percent of the semester grade.

A student who is not exempt from the final examination and does not take the semester comprehensive final examination due to an unexcused absence shall receive a zero for that examination.

REPORT CARDS

The District shall issue report cards giving notice to a parent or legal guardian [see EIA(LEGAL)] of his or her student's performance in each class or subject every nine weeks on a form approved by the Superintendent or designee.

PROGRESS
REPORTING

Progress reports shall be issued to a parent or legal guardian [see EIA(LEGAL)] in accordance with District policy. For elementary school students, progress reports shall be issued to all students after the fourth week of each grading period. For secondary school students, progress reports shall be issued to all students every three weeks. The progress report, signed by the parent or legal guardian, shall be returned to the appropriate teacher. [See EIA(LEGAL)]

Performance shall be measured in accordance with this policy and the standards established in EIE.

PREKINDERGARTEN,
KINDERGARTEN,
AND GRADE 1

Achievement or progress in prekindergarten, kindergarten, and grade 1 shall be reported on the appropriate progress report form for each grade-level continuum.

GRADES 2–12

In grades 2–12, the District shall report progress to the parent or legal guardian as numerical scores.

CONFERENCES

At least one parent/teacher conference day shall be included in the District's instructional school calendar wherein guidelines for grading may be an item of discussion. In addition to conferences scheduled on the campus calendar, conferences may be requested by a teacher or parent or legal guardian as needed.

ACADEMIC
DISHONESTY

A student found to have engaged in academic dishonesty shall be subject to grade penalties on assignments or tests and disciplinary penalties in accordance with the Student Code of Conduct. Aca-

ademic dishonesty includes cheating or copying the work of another student, plagiarism, and unauthorized communication between students during an examination. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or another supervising professional employee, taking into consideration written materials, observation, and/or information from students. [See also FNC and FNG(LOCAL)]