

San Dieguito Union High School District

Grades/Evaluation Of Student Achievement

AR 5121

Students

The Superintendent or designee shall inform teachers of the district's policy regarding grading, including expectations that grades shall be based on factors that directly measure students' knowledge and skills in the content area and shall not include nonacademic factors.

Report cards displaying students' grades in each subject or course shall be distributed to parents/guardians at the end of each grading period. Parents/guardians shall be offered an opportunity to meet with their child's teacher(s) to discuss the grades and strategies to improve their child's performance.

Whenever it becomes evident to a teacher that a student is in danger of failing a course, the teacher shall arrange a conference with the student's parent/guardian or send the parent/guardian a written report.

For each student in grades 9-12, the Superintendent or designee shall maintain a transcript recording the courses taken, the term that each course was taken, credits earned, final grades, and date of graduation.

Grades for Physical Education

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 the student's control, does not wear standardized physical education apparel.

Peer Grading

At their discretion, teachers may use peer grading of student tests, papers, and assignments as appropriate to reinforce lessons.

Grades for Academic Performance

For grades 7-12, grades for academic performance shall be reported for each grading period as follows:

Letter Grades

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	59- 0%	Little or No Achievement	0 grade points

Other Marks (see following sections)

P	60-100%	Specific Courses Only	0 grade points
W	By term deadline	Withdraw	0 grade points
I	Temporary Mark Only	Incomplete	0 grade points

Pass/Fail Grading

The Superintendent or designee may identify courses or programs for which students will earn a Pass or Fail grade instead of a letter grade with parent/guardian permission, as indicated by the student enrolling in the course. Pass or Fail grades will be issued instead of a letter grade for the following designated courses: *Conservatory, Having a Voice, Independent Study Physical Education, PE Credit for Athletics, Peer Tutoring, Science Lab Assistant, Teacher Aide, Sunset* only CAASPP credits, and in certain cases when a student has applied for Home/Hospital Instruction through SDUHSD.

A student must receive a 60% or higher to earn a Pass (P) grade. Students who receive a Pass grade shall acquire the appropriate semester or quarter credits for the course. The P grade shall not be calculated into the GPA or counted in determining athletic eligibility, honors list, or membership in the California Scholarship Federation. Students who receive a Fail grade shall not receive credit for taking the course.

Weighted Grades

The District aligns its courses with the University of California a-g subject areas. Because of the more rigorous nature of district courses specifically approved for the “weighted” designation by the University of California, including all Advanced Placement, and selected level International Baccalaureate and honors courses, students earning a grade of A, B, or C in those courses shall receive an extra grade point as follows:

A	90-100%	Outstanding Achievement	5.0 grade points
B	80-89%	Above Average Achievement	4.0 grade points
C	70-79%	Average Achievement	3.0 grade points

Incomplete Marks

Only a teacher may decide to issue a temporary “Incomplete” mark in place of a grade at a term period with one quarter to make up work only when circumstances beyond the control of the student prevent them from completing a course by the end of the term period and the student must be enrolled the subsequent quarter to be eligible for an Incomplete grade. Such circumstances include:

- a. Hospitalization
- b. Prolonged illness
- c. Other reasons approved by the principal

An Incomplete grade form must be filled out by the teacher and a copy provided to the registrar and parent/guardian for each course in which a student receives an “Incomplete” mark ([See Attachment](#)). The I mark shall not be calculated into the GPA or counted in determining athletic

eligibility, honors list, or membership in the California Scholarship Federation.

Withdrawal from Classes

A student who drops a course during the first four weeks of a semester schedule/first two weeks of a quarter for the 4x4 schedule may do so without a mark on the permanent record/transcript, if approved by the parent/guardian/adult student and school counselor.

After the fourth week of a semester schedule/after the second week of a quarter for the 4x4 schedule, a student who drops a class will receive a Withdraw (W) mark with no credit on transcript. The W mark shall not be calculated into the GPA or counted in determining athletic eligibility, honors list, or membership in the California Scholarship Federation.

No district class may be dropped within 30 school days for a semester schedule/15 days for a 4x4 schedule of a final marking period, nor may any class be added for credit within 30 days of a semester/15 days for a 4x4 schedule of a final marking period. Students must be scheduled to fulfill minimum daily attendance requirements.

Grade Point Average

The Superintendent or designee shall calculate each student's GPA using the grade point assigned to each letter grade in accordance with the scale described in the above section "Grades for Academic Performance". The grade points for all applicable coursework completed shall be totaled and divided by the number of courses completed. Pass, Incomplete and Withdraw marks shall not be included in the determination of a student's GPA.

When plus and minus designations are added to letter grades, they shall not be considered in determining GPA.

Each academic year, the Superintendent or designee shall provide to the Student Aid Commission the GPA of all district students in grade 12, except for students who have opted out in writing or are permitted by the rules of the Student Aid Commission to provide test scores in lieu of the GPA.

Repeating Classes

With the approval of the principal or designee, students may repeat the exact same course in order to have a higher grade posted. Both grades earned shall be recorded on the student's transcript, but the student shall receive credit on the transcript only once for taking the same course. The highest grade earned shall be used in determining the student's overall grade point average (GPA).

(7/09 7/15) 7/16

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Board Revised: June 23, 2022

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
INCOMPLETE MARK - GRADE FORM

Per 5121/A-R 1, only a teacher may decide to issue a temporary "Incomplete" mark in place of a grade at a term period with one quarter to make up work only when circumstances beyond the control of the student prevent them from completing a course by the end of the term period and the student must be enrolled the subsequent quarter to be eligible for an Incomplete grade. Such circumstances include:

1. Hospitalization.
2. Prolonged illness.
3. Other reasons over which the student had no control, approved by the principal.

An Incomplete mark may not be used to avoid giving a student a failing or other undesirable grade.

Procedure for Giving an Incomplete Mark

When the teacher feels justified in giving an interim semester or quarter mark of Incomplete, the following procedure must be followed carefully. **The teacher must fill out this form completely and submit a copy to the registrar and the parent/guardian/adult student. This signed form must be on file with the registrar prior to the end of the grading period.**

Full Student Name	Grade Level	School
Course Title	Period	Teacher Name

Reason for Giving an Incomplete Grade: _____

Important: The teacher must circle a LETTER GRADE and INCOMPLETE.

Examples Student is unable to complete all the course work but has completed enough work to receive a passing grade as indicated by A B C D F ~~INCOMPLETE~~. In this example, if the student does not make up the work by the end of the next quarter, the Incomplete mark will be removed and the final grade will be posted as a "C".

If a student has not completed enough work to earn a passing grade, the teacher should circle the "F" grade and INCOMPLETE to indicate A B C D F ~~INCOMPLETE~~. If the student does not complete the necessary work by the end of the next quarter, the Incomplete mark will be removed and the final grade will be posted as a "F".

Based on above, please indicate the student current grade by circling the following: A B C D F - INCOMPLETE

In order to make up the incomplete work and change the grade, the student must complete the following (or attach gradebook) by the end of the next quarter:

The Incomplete mark will be changed to revert to the letter grade indicated here at the end of the subsequent quarter unless the student completes the necessary work to change the letter grade and then the teacher must fill out a *Request to Change a Grade Form* to reflect the new grade and submit to the registrar.

Teacher Signature _____ Date _____