



# Santa Ana Unified School District

ADMINISTRATIVE REGULATION NO: 5121

EFFECTIVE: 11/20/2020

SUBJECT: **Grades/Evaluation of Student Achievement**

CATEGORY: Students

RESPONSIBLE OFFICE(S): Educational Services

## **SCOPE:**

### **Grades/Evaluation of Student Achievement**

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.

(cf. 6020 - Parent Involvement)

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.

(cf. 5125 - Student Records)

(cf. 6146.1 - High School Graduation Requirements)

The classroom teacher shall determine the grade given to each pupil in the class, and the determination of the pupil's grade by the teacher, in the absence of clerical or mechanical error, fraud, bad faith, or incompetency, shall be final (E.C.49066). Determination as to whether mistake, fraud, bad faith, or incompetency exists in relation to an achievement grade will be made by the school principal or designee.

It is particularly important that teachers follow the law in providing students and parents with adequate notice before issuing a failing grade. 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. (E.C. 49067)

(cf. 5123 - Promotion/Acceleration/Retention)

## **PROCEDURES AND GENERAL INFORMATION:**

### **Grades for Academic Performance**

Grades for academic performance for students in Grades 6-12 shall be reported each marking period as follows:



# Santa Ana Unified School District

ADMINISTRATIVE REGULATION NO: 5121

EFFECTIVE: 11/20/2020

SUBJECT: **Grades/Evaluation of Student Achievement**

CATEGORY: Students

RESPONSIBLE OFFICE(S): Educational Services

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	(55-59%)	Little or No Achievement	0 grade points
I		Incomplete	0 grade points

Plus and minus signs may be used at the option of the teacher.

In Grades TK-5, a standards-based report card shall communicate progress toward meeting end-of-year learning standards. Teachers shall assess student performance against the learning standards as outlined in the California State Frameworks, and the new State Standards, by measuring individual student performance in relationship to the standards rather than in relation to the performance of other students. The report card shows how students are progressing toward standards mastery by the end of each trimester and is not based on average grades on assignments and assessments over the trimester. Our report cards reflect. From the beginning of the school year, the standards-based report card keeps teachers, parents, and students focused on the desired outcomes for year-end learning goals. Grades for achievement for students in grades TK – 5 shall be reported each marking period as follows:

- 4 Thorough understanding: Student consistently and automatically applies his/her understanding of the standard during all subjects.
- 3 Adequate understanding: Student is able to apply his/her understanding within a particular subject.
- 2 Partial Understanding: Student is able to demonstrate some of the essential skills/concepts related to the standard.
- 1 Minimal Understanding: Student is unable to apply the essential skills and concepts related to that particular standard.

Note: Grade 6 students at designated K-6 and K-8 elementary school sites may be graded according to either grading system at the discretion of the site principal with input from the site's Instructional Leadership Team.

An incomplete shall be given only when a student's work is not finished by the end of the semester grading period because of illness or other excused absence. If not made up within six weeks of the end of the semester grading period or upon the student's return to school, whichever is later, the incomplete will become an F.



# Santa Ana Unified School District

## ADMINISTRATIVE REGULATION NO: 5121

EFFECTIVE: 11/20/2020

**SUBJECT: Grades/Evaluation of Student Achievement**

**CATEGORY:** Students

**RESPONSIBLE OFFICE(S):** Educational Services

Student performance in high school physical education courses shall be based upon evaluation of the student's individual progress, attainment of goals in each instructional area, tests designed to determine skill and knowledge, and physical performance tests. (5 CCR 10060)

High school students using interscholastic athletic participation to fulfill physical education requirements, as authorized by Education Code 51242, may be graded on this participation provided a teacher credentialed to teach physical education supervises this participation and assigns the grade.

(cf. 6145.2 - Athletic Competition)

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 his/her control, does not wear standardized physical education apparel.

(Education Code 49066)

(cf. 6142.7 - Physical Education and Activity)

To be eligible to participate in extracurricular and co-curricular activities, students in grades 7-12 must demonstrate satisfactory educational progress in the previous grading period. (EC 35160.5).

(cf. 6145) – Extracurricular and Co-Curricular Activities) (cf.6145.2 – Interscholastic Competition)

The goal of the academic grade is to determine the level of mastery of California's grade level content standards. Therefore, when a student finishes a grading period doing high quality work which requires skills acquired throughout the grading period, low grades at the beginning of the grading period need not diminish the appropriate evaluation of the student's achievement at the end of the grading period. Similarly, high grades at the beginning need not compensate for a downward trend in achievement at the end of the grading period.

Teacher explanation of student achievement levels to parents may include narrative comments, samples of student work, and assessment results.

Criteria for determining grades for achievement may include but are not limited to:

1. Quality of completed assignments.
2. Level of engagement in classroom discussions, academic discourse, and collaboration.
3. Demonstrated mastery and application of concepts and skills.



# Santa Ana Unified School District

## ADMINISTRATIVE REGULATION NO: 5121

EFFECTIVE: 11/20/2020

**SUBJECT: Grades/Evaluation of Student Achievement**

**CATEGORY: Students**

**RESPONSIBLE OFFICE(S): Educational Services**

4. Quality of written and oral reports, presentations and projects.
5. Evidence of applied reasoning, critical thinking and problem-solving skills ability when working through problems.

Grades for Citizenship (Grades 6-12), Social Skills (Grades TK-5) and Work Habits

Grade for citizenship/social skills and work habits shall be reported each marking period as follows:

Grades 6-12:

O = Outstanding      S = Satisfactory      N = Needs Improvement      U = Unsatisfactory

Grades TK-5:

E = Excellent      S = Satisfactory      N = Needs Improvement      U = Unsatisfactory

Criteria for determining grades for citizenship/social skills may include but are not limited to:

1. Student follows school and classroom rules.
2. Student respects public and personal property.
3. Student maintains courteous, cooperative, and collaborative relations with teachers and fellow students.
4. Students demonstrates self-discipline and works without disturbing others.

Criteria for determining grades for work habits may include but are not limited to:

1. Student is organized and prepared to learn.
2. Student listens and follows directions.
3. Student stays on task, and completes assignments and homework.
4. Student produces quality work and demonstrates perseverance.



# Santa Ana Unified School District

ADMINISTRATIVE REGULATION NO: 5121

EFFECTIVE: 11/20/2020

**SUBJECT: Grades/Evaluation of Student Achievement**

**CATEGORY:** Students

**RESPONSIBLE OFFICE(S):** Educational Services

## **Honor Roll**

Each school shall post an Honor Roll. All courses except Credit/No Credit shall be counted in computing eligibility for the Honor Roll. To qualify for the Honor Roll, a student must receive no current grade below a C and have a point average of 3.5 or better.

Advanced Placement, Honors Courses, International Baccalaureate, and Concurrent Post-Secondary Courses (100 level or higher) for High School Students

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

(cf. 6141.4 - International Baccalaureate Program)

(cf. 6141.5 - Advanced Placement)

(cf. 6172 - Gifted and Talented Student Program)

(cf. 6172.1 - Concurrent Enrollment in College Classes)

## **Concurrent Enrollment in College Classes**

When the district has approved a student to receive district credit for coursework completed at a community college or four-year college, he/she shall receive the same letter grade as is granted by the college. Students shall earn 3.33 high school semester credits for every 1 college credit earned.

(Ed Code 48800-48802 and 76000-76002)

(BP/AR 6172.1)

(AR 6146.11a)

## **Credit/No Credit Grading**

The Superintendent or designee has identified the following courses or programs for which students may, with parent/guardian permission, elect to earn a "Credit" or "No Credit" grade instead of an A- F grade in the following courses:



# Santa Ana Unified School District

## ADMINISTRATIVE REGULATION NO: 5121

EFFECTIVE: 11/20/2020

**SUBJECT: Grades/Evaluation of Student Achievement**

**CATEGORY:** Students

**RESPONSIBLE OFFICE(S):** Educational Services

1. Select courses identified at the school site level within the Educational Options program.
2. Identified courses taken in the Special Education Program as identified in the student's IEP, leading to a Certificate of Completion.
3. 9-12th grade non-college preparatory courses, such as internships and work study and non A-G summer enrichment courses, taken in summer school.

Students who receive a "Credit" grade will acquire the appropriate semester units of credit for the course, and the grade will not be counted in determining class rank, honors list, or membership in the California Scholarship Federation. Students who receive a "No Credit" grade will not receive credit for taking the course.

Students shall be graded Credit/No Credit for classes in which they serve as student aides unless predetermined goals and objectives related to specific subject knowledge are on file and have been approved by the principal or designee.

### **Repeated Classes**

With the approval of the principal or designee, a student may repeat a course in order to raise his/her grade. Both grades received shall be entered on the student's transcript. Any credits earned in repeated courses will factor into the student's required elective requirements. The highest grade received shall be used in determining the student's overall grade point average (GPA).

### **Withdrawal from Classes**

A student who drops a course during the first six weeks of the semester grading period may do so without any entry on his/her permanent record card. A student who drops a course after the first six weeks of the semester grading period shall receive an F grade on his/her permanent record, unless otherwise decided by the principal or designee because of extenuating circumstances.

### **Unexcused Absences**

Unexcused absences, in and of themselves, are not grounds to lower a student's academic grade and students must be offered an opportunity to make up missing work ensuing from unexcused absences. Excessive unexcused absences may be reflected in the work habits grade.

Grades for a student in foster care shall not be lowered if the student is absent for any reason specified in Education Code 49069.5.

(cf. 6173.1 - Education for Foster Youth)



# Santa Ana Unified School District

ADMINISTRATIVE REGULATION NO: 5121

EFFECTIVE: 11/20/2020

**SUBJECT: Grades/Evaluation of Student Achievement**

**CATEGORY:** Students

**RESPONSIBLE OFFICE(S):** Educational Services

## **Grading Practices**

Attendance, work habits, and cooperation are not to be considered in determining an achievement grade or in determining course credit. However, excessive absences may result in an F or a 0 if missing assignments are not completed and turned in.

(cf.5113-Absences and Excuses)

(cf. 5113.1 - Chronic Absence and Truancy)

An incomplete grade (I) is given when a student has been absent during the latter part of a grading period. An "Incomplete" is given only if the student was doing passing work when present. The "Incomplete" is disregarded in computation of the GPA and does not affect a student's eligibility until the next grade recording period when the "I" will have been changed to a regular A-F grade.

At their discretion, teachers may use peer grading of student tests, papers, and assignments as appropriate for the express purpose of reinforcing lessons.

BP/AR 5125

## **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 section "Grades for Academic Performance" above. The grade points for all applicable coursework shall be totaled and divided by the number of courses completed. Pass/Fail grades shall not be included in the determination of a student's GPA.

(cf. 5126 - Awards for Achievement)

(cf. 6145 - Extracurricular and Co-Curricular Activities)

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 or are permitted by the rules of the Student Aid Commission to provide test scores in lieu of the GPA. (Education Code 69432.9)

Students in Special Education classes and students in ESL classes shall meet the same general requirements as all other students.

Reference should be made to the existing District standards for grading practices for students in special classes.



# Santa Ana Unified School District

## ADMINISTRATIVE REGULATION NO: 5121

EFFECTIVE: 11/20/2020

**SUBJECT: Grades/Evaluation of Student Achievement**

**CATEGORY:** Students

**RESPONSIBLE OFFICE(S):** Educational Services

### **Grading Expectations – COVID Emergency Closure – Spring & Summer 2020**

Spring 2020 has seen the unprecedented closure of public schools across California and much of the nation due to the COVID-19 virus. The Spring 2020 closure of school campuses due to COVID-19 was both sudden and unexpected. As our students have had no control over our decision to close schools, nor can we require every student during the time of closure to attend virtually or complete work, we are putting forward a plan which seeks to “do no harm” to students by minimizing negative impact of school closure on their learning and ultimate educational success.

On April 28th, 2020, the Governing Board approved a recommendation for grading expectations during the Spring 2020 semester. Students can earn an A, B, or C grade, reflecting their learning between January 6th and March 13th. Students may not receive any grade lower than a C, nor can they be given a grade lower than what they were receiving as of physical school closure on March 13th. We want to emphasize that during school closure, all distance learning activities and learning packets are considered enrichment. Students may make up missing work assigned prior to March 13th., and they can also be assigned extra credit for participation in distance learning activities while schools are physically closed. As we cannot require attendance, work completion, or guarantee universal access to learning, we cannot require that our students turn in work for grading or credit. We do, however, want to strongly encourage and explain the importance of expecting students to stay engaged in their learning during the closure. Table 2 below provides an overview of our expectations for grading and credits during the Spring 2020 semester.

**Table 2 - Grading Expectations by School Type for Spring 2020 Semester Elementary School**

<b>Elementary School Classrooms</b>	Comment-only report cards reflecting student learning between January 6th - March 13th.
<b>Intermediate School Classes</b>	A, B, or C reflecting student learning between January 6th - March 13th. Students cannot receive a grade lower than their grade status as of March 13th. Students should be assigned a grade for every course they were enrolled in as of March 16th.





# Santa Ana Unified School District

## ADMINISTRATIVE REGULATION NO: 5121

EFFECTIVE: 11/20/2020

SUBJECT: Grades/Evaluation of Student Achievement

CATEGORY: Students

RESPONSIBLE OFFICE(S): Educational Services

<b>High School Classes</b>	A, B, or C reflecting student learning between January 6th - March 13th. Students cannot receive a grade lower than their grade status as of March 13th. Courses in partnership with other providers (i.e. SAC, UC Scout, APEX, etc.) if assigning a letter grade will be converted into an A, B, or C on SAUSD transcripts. Students should be assigned a grade for every course they were enrolled in as of March 16th.
<b>EdOptions - courses with 4th quarter start</b>	Students are granted an A, B, or C for any class that they were enrolled in at time of closure, including new 4th quarter classes that started March 16th. On a case-by-case basis, students in APEX and ISP courses may be approved for enrollment in additional courses that would have been part of their 4th quarter schedule in order to stay on track for May graduation.

### Summer 2020 HS Credit Recovery Grading Overview:

During Summer School 2020, students must complete at least 60% of the coursework in a given course in order to be eligible to receive credit. Students meeting the minimum completion of coursework will be awarded either an A, B, or C, depending on the assessment of their performance by the assigned teacher. This 60% threshold is simply for work completion, not assessment of work quality or accuracy. Students who do not meet the 60% completion threshold will receive no mark for the course. Courses with no mark will not be included on the student transcript. Students who disagree with the decision that their work does not meet the minimum completion threshold may file a written appeal to the site summer school administrator for reconsideration. Students may further appeal to the Director of Secondary Education at the district office in cases where the decision that the minimum threshold was not met is upheld by the site summer school administrator.

### Grading Expectations - COVID-19 Pandemic - Academic Year 2020-2021 (Fall 2020 Semester, Spring 2021 Semester, & Summer 2021)

These emergency grading guidelines outline our efforts to support student learning during the unprecedented COVID-19 pandemic. Despite the challenges, we are confident in the ability of our professional education staff to make every effort possible to provide meaningful educational support during this time.



# Santa Ana Unified School District

## ADMINISTRATIVE REGULATION NO: 5121

EFFECTIVE: 11/20/2020

SUBJECT: **Grades/Evaluation of Student Achievement**

CATEGORY: Students

RESPONSIBLE OFFICE(S): Educational Services

Fall 2020 has seen the unprecedented opening of public schools across California and much of the nation in full distance learning due to the COVID-19 virus. As our students have encountered many difficulties during this time, we are putting forward a plan which seeks to minimize the negative impact of the pandemic on their learning and support their educational success.

On November 10th, 2020, the Governing Board approved a recommendation for grading expectations and adjustments for the 2020-21 academic year. Those grading expectations and adjustments included both short term action steps and long-term goals. The information below provides an overview of our grading expectations and adjustments listed as short-term action steps and long-term goals. The grading adjustments must be reflected in the Fall 2020 semester grades, Spring 2021 semester grades, & Summer 2021 grades.

Any student enrolled in dual enrollment, early college, or bridge courses taught by an instructor that is not a certificated employee of SAUSD will be issued a course grade in alignment with the institution of higher education's grading policy. Students must follow the institution of higher education's timelines should they want to withdraw from a course.

### **Short term Actions Steps**

- Site administrators and staff will revisit our **Board Policy** & updated **Administrative Regulation** around grading practices within our current context
- The district will establish a **Grading Policy Task Force**
- The district will **share data results on grades** with site principals
- The district will provide guiding questions & structures for site level **discourse around grades**
- Teachers will practice **compassionate grading** - really being mindful of our current context with the focus/priority being on providing students with **meaningful feedback** to support them in improving their academic performance
- Teachers will adhere to SAUSD's grading expectations during the unprecedented COVID-19 pandemic as outlined in AR5121, which raises the floor of the F to **55% (F=55-59)**. This will keep A, B C, students motivated and gives students with Fs opportunities for improvement
- Site administrators will verify that **interventions** have been provided for all students struggling academically & verify that IEP accommodations and modifications are being provided
- Teachers will adhere SAUSD's grading expectation ensuring that **homework** is not graded as part of the gradebook
- Teachers will adhere to SAUSD's grading expectation ensuring that students will be graded on only **synchronous work** with the teacher unless there were connectivity issues. This actually will encourage students to log on
- Teachers will adhere to SAUSD's grading expectation ensuring that students will be graded on only **academic components**
- Teachers will adhere to SAUSD's grading expectation ensuring that **all late work will be accepted** & students will be provided with the **ability to retest**



# Santa Ana Unified School District

## ADMINISTRATIVE REGULATION NO: 5121

EFFECTIVE: 11/20/2020

SUBJECT: **Grades/Evaluation of Student Achievement**

CATEGORY: Students

RESPONSIBLE OFFICE(S): Educational Services

- The district will launch a *Postcard Campaign* - this will allow staff to send personalized notes to students on postcards with prepaid postage

### **Long Term Goals**

- The district will share *ongoing grading data* with site administrators
- District and site administrators will make *data chats/dialogues* around grading a priority
- The district will continue to provide guiding questions & structures for site level *discourse around grades*
- Site administrators will continue to verify that *interventions* have been provided for all students struggling academically & verify that IEP accommodations and modifications are being provided
- The district and site administrators will provide guidance and support teachers with prioritizing
- The district will establish a *site process/protocol* to look at grades by teacher, by grade level/content area, and by school
- The district will prioritize participation in *learning labs/future small group cohorts* for students' with D's and F's & wifi connectivity
- The district will ensure that grading practices will support Fall 2021 *college applications*
- *Mastery learning* of concepts will be incorporated into grading practices
- SAUSD's ultimate goal is to increase *Attendance Rates*, increase *A-G Rates*, and increase our *College and Career Readiness* Indicator

### **IMPLEMENTATION GUIDELINES AND ASSOCIATED DOCUMENTS:**

#### **District Policies and Procedures:**

- PB. 5113- (Absences and Excuses)
- BP 5113.2 - (Chronic Absence and Truancy)
- BP 5121 – (Grades/Evaluation of Student Achievement)
- BP/AR 5125- (Student Records)
- PB 6020 – (Parent/Guardian Involvement)
- PB 6141.4– (International Baccalaureate Program)
- BP 6142.7 – (Physical Education)
- PB6145.2 – (Athletic Competition)
- PB 6145 – (Extra Curricular and Co-Curricular Activities)
- PB 6146.1 – (Graduation Requirements-Senior High School)
- BP 6146.3 – (Reciprocity of Academic Credit)
- BP 6146.4 – (Differential Graduation/Competency Standards-Students w/Disabilities)
- PB 6146.11 – (Alternative Credits Toward Graduation)
- BP 6154 – (Homework/Makeup Work)
- PB 6173.1 – (Education for Foster Youth)



# Santa Ana Unified School District

ADMINISTRATIVE REGULATION NO: 5121

EFFECTIVE: 11/20/2020

SUBJECT: **Grades/Evaluation of Student Achievement**

CATEGORY: Students

RESPONSIBLE OFFICE(S): Educational Services

## **Legal Reference:**

- 48070 Promotion and retention
- 48205 Excused absences
- 48800-48802 Enrollment of gifted students in community college
- 48904-48904.3 Withholding grades, diplomas, or transcripts
- 49066 Grades; finalization; physical education class
- 49067 Mandated regulations regarding student's achievement
- 49069.5 Students in foster care; grades and credits
- 51242 Exemption from physical education based on participation in interscholastic athletics
- 69432.9 Cal Grant program; notification of grade point average
- 76000- 76002 Enrollment in community college

## CODE OF REGULATIONS, TITLE 5

- 10060 Criteria for reporting physical education achievement, high schools
- 30008 Definition of high school grade point average for student aid eligibility

## UNITED STATES CODE, TITLE 20

- 1232g Family Education Rights and Privacy Act (FERPA)

## CODE OF FEDERAL REGULATIONS, TITLE 34

- 99.1-99.67 Family Educational Rights and Privacy Act

## COURT DECISIONS

- Owasso Independent School District v. Falvo, (2002) 534 U.S. 426
- Las Virgenes Educators Association v. Las Virgenes Unified School District, (2001) 86 Cal.App.4th 1
- Swany v. San Ramon Valley Unified School District, (1989) 720 F.Supp. 764
- Johnson v. Santa Monica-Malibu Unified School District Board of Education, (1986) 179 Cal.App.3d 593 224 Cal. Rptr. 885, 179 C.A. 3d 593 UNITED STATES CODE, TITLE 20

## **ADOPTION AND REVISION HISTORY:**

Approved: (12-83 8-83 9-91 1-92 4-98) 11-20

Santa Ana, CA