

Downey Unified School District

STUDENTS

REPORTING PUPIL PROGRESS - HIGH SCHOOL

AR 2220.3

Purpose of Administrative Regulations

1. To provide uniform procedures which are consistent with District philosophy.
2. To provide standards for an equitable and unified grading and reporting system.
3. To assist the teacher in assigning grades.

Purposes and Functions of Reporting

1. The administrative function is to provide data for use in promotion, transfer, and graduation.
2. The information function is to inform the student and his/her parents concerning his/her progress toward the goals of the educational program.
3. The guidance function is to identify the areas of special ability and disability as a basis for realistic self-appraisal and future planning.
4. The motivational function is to stimulate the pupil to increased efforts toward maximum achievement.

Grouping

1. It is the responsibility of each school to see that the students are enrolled in classes in which there is an opportunity for success.
2. The object of grouping is to place each individual within a group in which he/she can and will work best, where he/she will have a sense of belonging and status, where his/her mental health will be safeguarded and improved. It is the inherent right of each student to be given the opportunity to progress as rapidly as he/she can, or as slowly as he/she must.
3. Criteria used in grouping:
 - a. Teacher-principal judgment
 - b. Marks and grades
 - c. Achievement as measured by test scores
 - d. Mental maturity
 - e. Stability

Downey Unified School District

STUDENTS

REPORTING PUPIL PROGRESS - HIGH SCHOOL - continued

AR 2220.3

Grouping - continued

- f. Initiative and interest
 - g. Parental request
4. Groups
- a. Advanced Academic - this group will include students who achieve superior test scores and grades.
 - b. Above Average - this group will include students who achieve above average grades and test scores.
 - c. Average - this group will include those students with average grades and test scores.
 - d. Below Average - this group will include all students who receive below average grades and test scores and who would benefit by a more elementary course of study.

Report Cards

Reports of student achievement and citizenship are issued four times a year--at the quarter and at the end of each semester.

1. Achievement Grading System

- A = Superior
- B = Above Average
- C = Average
- D = Below Average
- F = Failure (if given as a semester mark it also indicates no credit)
- Cr = Credit
- NC = No Credit
- I = Incomplete (normally given because of extended illness)

Downey Unified School District

STUDENTS

REPORTING PUPIL PROGRESS - HIGH SCHOOL - continued

AR 2220.3

Report Cards - continued

2. Student Citizenship Grades

- 1 = Commendable
- 2 = Above Average
- 3 = Satisfactory
- 4 = Needs to Improve
- 5 = Unacceptable

Since the report card is a means of communication between the school and the parent, parents should be invited to confer with the school regarding a grade whenever there is a question.

When a student is assigned a grade of "D" or lower for the first or third quarter, the teacher shall notify the parent that a conference is advisable.

Achievement Grades

1. General statements:

Grades are to be based on the achievement characteristics. It is extremely difficult to express in a formula the manner in which student achievement is measured in all subjects of the curriculum. Therefore, the quarter grade represents the best efforts of the teacher to measure the individual student's achievement for the grade period. Both student and parent should be helped in self-evaluation in all courses being taken.

The final grade for a course should reflect the total achievement of the student in mastering the material presented. If second quarter achievement overcomes the deficiencies of first quarter difficulties, the final course grade should be largely determined by the second quarter effort.

Although grades are determined on the basis of achievement compared with what may be reasonably expected of average students, students in non-college preparatory classes may receive higher grades when they have demonstrated a proficiency level above the average of their group. However, students who try and who would not profit by repeating the course because of inability to do a fair quality of scholastic work are not failed.

Downey Unified School District

STUDENTS

REPORTING PUPIL PROGRESS - HIGH SCHOOL - continued

AR 2220.3

Achievement Grades - continued

2. Assigning marks to advanced academic classes

In assigning marks in advanced academic classes, the teacher should recognize that he/she is dealing with a highly select population. Students participating in advanced academic classes will be graded on the basis of the District grading standards and not on the individual class level. All students who are assigned to these classes should be expected to do "A" or "B" work. All students who are to be continued in any advanced academic class should receive an "A" or "B" grade for the preceding period. Final grades in advanced academic classes of "C" or lower should be given only after consultation with the teacher, the counselor, and student's parents/guardians.

3. The grading scale for Advanced Placement and Honors classes will be as follows:

A	=	5 points
B	=	4 points
C	=	3 points
D	=	1 point
F	=	0 points

4. Assigning credit/no credit marks

One purpose of credit/no credit courses is to encourage students to attempt more difficult subjects and to try other fields without jeopardizing their grade point average. Each student has the option of taking not more than two classes for credit/no credit in any one semester, in addition to physical education.

- a. The departments in each high school shall designate the courses that may be taken on a credit/no credit basis at their individual schools.
- b. Teachers shall provide each student the standards for "credit" at the beginning of the course.
- c. Students enrolled in office service shall be graded on a credit/no credit basis.

Downey Unified School District

STUDENTS

REPORTING PUPIL PROGRESS - HIGH SCHOOL - continued

AR 2220.3

Achievement Grades - continued

- d. No limitation shall be placed upon the number of students receiving no credit in any class.
 - e. Individual classes may be composed of both students receiving letter grades and students receiving credit/no credit grades.
 - f. Students desiring to be graded on a credit/no credit basis must submit a request signed by their parents during the first two weeks of the semester. Any time during the first five weeks the student shall have the option of withdrawing the request. Students may not change from a letter grade to credit/no credit.
 - g. Counseling shall be provided college preparatory students regarding the relationship of college entrance requirements and California Scholarship Federation eligibility to credit/no credit grades.
5. General basis for grading
- a. Daily classroom participation - the total end results of the minutes which the student spends in each class session. This integral aspect of the learning process cannot be slighted, and unauthorized absences may result in a lower grade. Three single periods or single period and a block period of unauthorized absences as the result of truancy in any quarter shall result in the reduction of one grade that quarter for that class or classes.
 - b. Outside assignments - may include homework, research, book reports, projects, and similar activities. It is the obligation of the teacher to indicate the purpose of every outside assignment. All homework assignments requiring the completion of materials given to students (textbook assignments, research projects, lab reports, unit or term papers, etc.) shall be given a grade and recorded to the achievement grade of the student. Grades may be numerical, letter, "checked," etc., as desired by the teacher and understood by the students. All such assignments shall be returned to the student.
 - c. Test results - the common measure of a student's understanding and use of materials, ideas, concepts, and processes in relation to other students and to class expectations. Also, the measure of the effectiveness of the teacher's presentation of the curriculum area or areas being tested.

Downey Unified School District

STUDENTS

REPORTING PUPIL PROGRESS - HIGH SCHOOL - continued

AR 2220.3

Achievement Grades - continued

The students shall have all tests returned to them for review after scoring.

Opportunity should be given for a student to demonstrate ability in all areas of a given subject. Undue emphasis in grading should not be given to any one phase such as book reports, projects, notebooks, test results, or similar activities. Lack of preparation of outside assignments may contribute to failure, and any appreciable amount of omissions or late work may lower marks. The subject matter and method of presentation in an individual class will determine the weighted value of the above three criteria; generally, however, each will be weighted one-third.

During each quarter each student shall have at least one writing assignment in each class. This assignment shall be graded and returned to the student.

6. Late work

- a. In grading late work, the student who has missed assignments because of an excused absence should receive full credit for work completed within the time given. The minimum number of days allowed for such make-up should be equivalent to the number of days the student has been absent. An extension of this time should be given at the discretion of the teacher for students who have had a lengthy excused absence and need additional time due to health reasons or because of the length of the absence.
- b. No credit will be given to a student for work missed during a time of truancy.
- c. Upon return to school, students who have missed assignments because of suspension may be required to make up the work, within a period not to exceed the days missed, in order to receive a passing grade for these assignments.

7. Recommending grades

The University of California defines a recommending grade as follows: "A grade indicating that the pupil can carry on the same line of work in the University with reasonable assurance of success." For entrance to the State University system, all college required subjects must show a "B" average.

Downey Unified School District

STUDENTS

REPORTING PUPIL PROGRESS - HIGH SCHOOL - continued

AR 2220.3

Achievement Grades - continued

8. Achievement grade characteristics

a. "A" Student

- (1) Achieves considerably better than the average of the grade level.
- (2) Consistently scores considerably above the average of the grade level on teacher-made and standardized achievement tests.
- (3) Is superior in work habits.
- (4) Begins and finishes all class work and outside assignments with a high degree of proficiency.
- (5) Contributes intelligently to classroom discussion.
- (6) Is consistently accurate in following directions (oral and written).
- (7) Uses free time resourcefully.
- (8) Work is usually neat and accurate.
- (9) Has a high degree of curiosity.
- (10) Shows an excellent sense of organization.

b. "B" Student

- (1) Achieves above the average of the grade level.
- (2) Generally scores above average on teacher-made and standardized achievement tests.
- (3) Has above average work habits.
- (4) Does required class work and outside assignments with a good degree of proficiency.
- (5) Contributes to classroom interests.

Downey Unified School District

STUDENTS

REPORTING PUPIL PROGRESS - HIGH SCHOOL - continued

AR 2220.3

Achievement Grades - continued

b. "B" Student - continued

- (6) Has good insight into problems and a good sense of organization.
- (7) Needs only limited help in following directions (oral and written).

c. "C" Student

- (1) Generally does average work for grade level.
- (2) Generally scores at or near the average of the grade level on teacher-made and standardized achievement tests.
- (3) Does required class work and outside assignments with an average degree of proficiency.
- (4) Generally needs additional help and direction after original assignment has been made and begun.
- (5) Generally needs encouragement to complete or make up assignments.
- (6) Absences may be a contributing factor to the grade received.

d. "D" Student

- (1) Achieves below grade level.
- (2) Usually scores below average on teacher-made and standardized achievement tests.
- (3) Has ineffective work habits.
- (4) Has difficulty completing classroom assignments; sometimes fails to complete outside assignments.
- (5) Needs much reminding and teacher encouragement to complete assignments.

Downey Unified School District

STUDENTS

REPORTING PUPIL PROGRESS - HIGH SCHOOL - continued

AR 2220.3

Achievement Grades - continued

d. "D" Student - continued

(6) Has difficulty understanding concepts being presented.

(7) Absences are likely to be a contributing factor to the grade received.

e. "F" Student

(1) Achieves much below grade level.

(2) Scores considerably below the average of the grade level on teacher-made and standardized achievement tests.

(3) Fails to complete classroom and outside assignments.

(4) Often has serious reading problems.

(5) Excessive absences are likely to be a contributing factor to grade received.

f. "Cr" Student

A student who has met District standards would receive credit.

g. "NC" Student

A student who has not met the minimum standards of the course would receive no credit.

h. "I" Student

An "I" indicates incomplete work. Normally it is given because of extended illness approaching the end of a grading period. The student has the number of days equal to the period of absence in which to make up work. No credit will be given for work not completed within the makeup time.

Downey Unified School District

STUDENTS

REPORTING PUPIL PROGRESS - HIGH SCHOOL - continued

AR 2220.3

Citizenship Marks

The following symbols shall be used to designate citizenship:

"1" = Commendable

This student obeys all school and classroom rules consistently. He/she displays an excellent attitude toward the teacher, the school, and his/her classmates. He/she consistently arrives in class on time with all the required materials and participates in classroom activities.

"2" = Above Average

This student conforms to school rules and generally displays a positive attitude toward the school and teacher. He/she rarely fails to comply with classroom assignments and usually participates in classroom activities.

"3" = Satisfactory

This student generally conforms to school and classroom rules. Infractions of the rules may occur from time to time but not with intent. Such a student shows average effort and interest and is not usually a classroom problem.

"4" = Needs to Improve

This student's conduct is inconsistent and at times below the acceptable standards set for the classroom. The attitude, interest, and effort displayed are below average. The student seldom participates in classroom activities and often fails to bring the required materials.

"5" = Unacceptable

This student's conduct is below the acceptable standards set for the classroom. This mark indicates that the student's conduct has become a serious problem and is interfering not only with his/her own learning, but with that of his/her classmates and that he/she is seriously threatening good order in the classroom.

Downey Unified School District

STUDENTS

REPORTING PUPIL PROGRESS - HIGH SCHOOL - continued

AR 2220.3

Semester Review - Final Examinations

Final examinations are mandatory for high school classes as follows:

1. Grades 9, 10, and 11 - fall and spring semesters; grade 12 - fall semester only.
2. Spring term finals shall be offered as an option to the senior student.
3. The scheduling of final examinations in the fields of Art, Business, Home-making, Industrial Arts, Music, and Physical Education shall be optional with the department members in each high school for all students.

Determining and Recording Grades

As a general guideline, the final semester mark is based on the grades for the first and second quarters and the final examination. The third and fourth quarter grades and the final examination comprise the second semester mark. However, where marked improvement or the converse occurs, the final grade shall reflect this change.

Plus or minus signs may be used on the report card as a guideline to indicate the trend of the student's progress. However, the plus or minus sign shall not be used with a grade of "F."

Suggested Guidelines for Determination of Grades

In accordance with established Board policy, grades shall be assigned to the work of students on the basis of merit of the work as determined by the course outlines or department standards. All artificial standards or grading curves or proportions of grades for a group or section are prohibited.

For students in special education programs, courses which have a special education designation on the report card and the permanent record shall be graded by utilizing the letter symbols explained above. The grade to be assigned is determined by the teacher on the basis of progress/achievement of the student in meeting the goals and objectives of his/her Individualized Education Program (IEP). Grades for courses which have a special education designation are not to be used in calculations regarding the class standings of all students, nor are they to be used in competition for scholastic recognition or awards.