

LAGUNA BEACH UNIFIED SCHOOL DISTRICT

Board Policy No. 6011: EVALUATION OF STUDENT ACHIEVEMENT AND APPEALS OF FINAL GRADES

- A. Each student's achievement shall be evaluated for each grading period. Whenever it becomes evident to the teacher that the student is in danger of failing a course or class, the teacher shall have a conference with or send a written report to the parent of such student. The refusal of the parent to attend the conference or to respond to the written report shall not preclude the failing of the student at the end of the grading period.
- B. At the beginning of each term, each teacher shall provide to the students and Principal or designee in writing the specific conditions and criteria to be utilized by the teacher to assign grades to students.
- C. In the assignment of grades each teacher shall give students reasonable opportunity to demonstrate mastery in the course or class including, but not limited to, tests, quizzes, projects, oral presentations, homework and written assignments. Each teacher also shall give reasonable opportunity for students to submit necessary make-up work because of absences except that a teacher may give a failing grade to any student who has ten (10) or more unexcused absences in any semester.
- D. In the assignment of grades each teacher shall utilize a minimum of one recorded grade per week per student, unless there is prior approval by the Principal in writing.
- E. Each teacher shall maintain any and all notes, spreadsheets or any other documents utilized to assign grades for a period of one (1) year.
- F. For every student who receives a failing grade, the teacher, upon the request of the Principal, shall submit documentation to the Principal supporting the failing grade, and also documentation showing efforts to improve the student's performance. Those efforts should include, but not be limited to, SST referrals, contacts with parents, observations by the resource specialist, and individualized instruction. Those efforts with regard to students with exceptional needs and English Learner students shall include weekly progress reports and appropriate instructional modifications designed to improve student performance.
- G. A final grade for a grading period given to a student by a teacher may be appealed to the Superintendent or designee by a student, a parent or legal guardian. Any such appeal must be in writing, must state the specific reason(s) for the appeal, and must be actually received by the Superintendent or designee no later than thirty (30) calendar days after the final grade is given to the student. A copy of the written appeal will be given to the teacher who gave the final grade.

In accordance with Education Code section 49066, a grade given to a student by a teacher may not be changed unless there is (1) a clerical or mechanical mistake affecting the grade, (2) fraud in the determination of the grade, (3) bad faith in the determination of the grade, (4) or incompetency in the determination of the grade.

The Superintendent or designee's decision shall be final.

Legal Reference:

Education Code section 49067(a)

Date Policy Adopted By The Board: March 12, 2002

Date Policy Revised by The Board: September 14, 2004