

RELATION TO
ESSENTIAL
KNOWLEDGE AND
SKILLS

The District shall establish instructional objectives that relate to 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 the student's performance indicates the level of mastery of the designated District objectives. The student's mastery level shall be a major factor in determining the grade for a subject or course.

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 student achievement 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.

PRE-K,
KINDERGARTEN,
AND GRADES 1-2

Letter grades (E, S, N, and U), progress marks, portfolio reports, or number grades, as well as parent conferences, shall be used to report the progress of students in prekindergarten, kindergarten, and grades 1-2.

GRADES 3-5

In elementary grades 3-5, achievement shall be reported to parents as:

1. Number grades for language arts, mathematics, and integrated curriculum.
2. E, S, N, and U for fine arts, physical education, handwriting, work habits/study skills, and citizenship.

GRADES 6-12

In grades 6-12, the District shall report grades to parents as numerical grades. Citizenship grades for grades 6-12 shall be reported as E, S, N, and U.

EXTRACURRICULAR PARTICIPATION	Participation in extracurricular components of a curricular course shall have no bearing on the student's grades in the course.
PROGRESS REPORTING	<p>Grade reports shall be issued on a form approved by the Superintendent or designee. Performance shall be measured in accordance with this policy and the standards established in EIE.</p> <p>Formal written reporting to parents of prekindergarten students shall occur once every 12 weeks. Portfolio reporting in kindergarten-grade 2 shall occur every nine weeks. Report cards shall be issued to students in grades 3-5 every nine weeks, and to students in grades 6-12 every six weeks. The report card must be signed and returned to the school.</p>
INTERIM REPORTS	Each teacher of students in grades 3 K -5 who has a student who is failing, near failing, or who has had a significant drop in grades at the end of the first four weeks of each nine-week grading period shall notify the student's parents by sending an unsatisfactory grade notice. Each teacher of students in grades 6-12 who has a student who is failing, near failing, or who has had a significant drop in grades at the end of the first three weeks of each six-week grading period shall notify the student's parents by sending an unsatisfactory grade notice. Interim progress reports may be issued at the teacher's discretion.
CONFERENCES	<p>If a student is failing any subject at any grade-reporting period, the report card shall state the need for the parent to schedule a conference with the appropriate teacher(s) and shall state the requirements of Education Code 25.092 for receiving credit or being promoted. When parents contact the school to schedule these conferences, at least two alternative dates shall be given for the conference. Married students, emancipated minors, and adult students living alone are exempt from this requirement.</p> <p>In addition to communicating through the written report, prekindergarten, kindergarten, and elementary teachers shall schedule a parent conference for all students near the end of the first reporting period.</p> <p>Conferences may be scheduled at the request of a teacher or parent.</p>
ACADEMIC DISHONESTY	Students 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. Academic 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, or information from students.

RECORDING
FAILING GRADES

Actual grades earned by students shall be recorded in teacher gradebooks. For any six-week grade average that is less than 50, a 50 shall be recorded. The grade of 50 shall be used in calculation of the final grade average. An average of less than 50 may be recorded if the teacher determines a student has demonstrated less than satisfactory effort.

EXCEPTION

The provisions in this policy do not apply to courses taken in the PISD/CCCC Concurrent Enrollment Program.

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This online presentation of your district's policy is an electronic representation of TASB's record of the district's currently adopted policy manual. It does not reflect updating activities in progress. The official, authoritative manual is available for inspection in the office of the Superintendent. [See BF (LOCAL) for further information.]