



CURRENT PCHS GRADING POLICY (FROM THE PCHS-UTLA CONTRACT AND CALIFORNIA ED CODE)

Determination of Grades:

The grade to be given to any individual student shall be determined in the good faith professional judgment of the teacher and shall not be changed by PCHS except in situations of clerical or mechanical mistake, fraud, bad faith, incompetency, or failure to comply with the then-current PCHS grading policies, procedures, and criteria in accordance with the Education Code Sections 49066 and 49067.* A grade shall not be changed for any of the above reasons unless the responsible teacher has to the extent practical (a) been given prior notice and an opportunity to explain verbally and/or in writing, the reasons for which the grade was given; and (b) been included in discussions relating to the change of grade. Claimed violations of this section are subject to the grievance procedures of Article

Marking Practices and Procedures. In order to define expectations and provide a shared language for discussing student learning, marks and grading practices will be aligned to student performance on the California content standards and will conform to the following expectations:

- a. Marking Practices for Report Cards and Progress Reports
 - 1) Marking practices are to reflect individual student performance and progress toward mastery of the standards. A student's mark may not reflect a comparison of that student's performance with the performance of other students.
 - 2) Standards-based instruction and the concept of mastery of standards leads to marking system that reflects the notion that all students can learn. This is a shift from a competitive system in which there are available high grades in each course to a system in which all students are expected to master the content standards.
 - 3) Marks reflect a student's individual achievement toward mastering the standards. At the beginning of the school year, each classroom teacher is to provide students and parents with the course description or syllabus, a list of the standards addressed in the course, and the Criteria for Marks.* Cut and paste---Criteria for Marks
 - 4) Academic marks reflect multiple measures of performance and a variety of assignments that demonstrate progress toward and mastery of California content standards.
 - 5) Class work, homework, and other assignments that are taken into consideration for the progress report mark are to be graded, recorded, and returned to students within a reasonable time. The criteria for determining "reasonable time" might include students receiving an evaluation of their work allowing enough time to prepare for assessments and prior to issuing an academic mark along with the complexity of the assignment and the individual teacher's workload.
 - 6) Meaningful homework is an extension of classwork and is aligned to the standards



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for the course. Homework emphasizes quality rather than quantity and should be reflected in the progress report mark.

b. Recording Grades

- 1) For every course, a minimum of one performance mark reflecting progress toward mastery of standards for every five class hours of instruction is to be recorded in the Infinite Campus system.
- 2) All grades shall be entered into the Infinite Campus system within a reasonable time period after the work is graded as determined by the nature and complexity of the assignment as well as the schedule and workload of the teacher.

Ed Code **49066**. (Amended by Stats. 1980, Ch. 715, Sec. 1.)

(a) When grades are given for any course of instruction taught in a school district, the grade given to each pupil shall be the grade determined by the teacher of the course and the determination of the pupil's grade by the teacher, in the absence of clerical or mechanical mistake, fraud, bad faith, or incompetency, shall be final.

(b) The governing board of the school district and the superintendent of such district shall not order a pupil's grade to be changed unless the teacher who determined such grade is, to the extent practicable, given an opportunity to state orally, in writing, or both, the reasons for which such grade was given and is, to the extent practicable, included in all discussions relating to the changing of such grade.

(c) No grade of a pupil participating in a physical education class, however, may be adversely affected due to the fact that the pupil does not wear standardized physical education apparel where the failure to wear such apparel arises from circumstances beyond the control of the pupil.



Current PCHS Make-up Policy

Students shall be given the opportunity to make up (or be excused from, at the teacher's discretion) schoolwork that was missed because of school activities, an excused absence (not truancies) or a suspension. The student shall receive full credit if the work is turned in according to a reasonable makeup schedule, as determined by the teacher. The tests and assignments may differ from the tests and assignments that the pupil missed during the absence.

It shall be at the discretion of the individual teachers to allow or not allow students who miss school work, because of unexcused absences (truancies), the opportunity to make up missed work.*

*The second paragraph was added by the Policy Committee in November of 2008

NEW PROPOSED LANGUAGE:

PROPOSED PCHS Make-up Policy (Change is highlighted in yellow below.)

Students shall be given the opportunity to make up (or be excused from, at the teacher's discretion) schoolwork that was missed because of school activities, an excused absence, or a suspension. The student shall receive full credit if the work is turned in according to a reasonable makeup schedule, as determined by the teacher. *A reasonable makeup schedule should include at least one class extension for every class the student has missed.* The tests and assignments may differ from the tests and assignments that the pupil missed during the absence.

It shall be at the discretion of the individual teachers to allow or not allow students who miss school work, because of truancies, the opportunity to make up missed work.

Should a student need to make-up an assignment/assessment for a class, this should not infringe on another teacher's class



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time. Teachers must give written permission for students to miss their class in order to make up work for another class.

Note: Students are strongly encouraged to get work or schedule assessments from the teacher in advance if the student knows about an absence in advance.

GRADING MALPRACTICES (From Academic Accountability Ad Hoc Committee)

1. Teachers should not use academic grades to punish bad behavior. For example, you should not lower a student's grade on a vocabulary quiz for talking out of turn during a discussion.
2. Teachers should not "curve" an assessment/assignment if scores are too high. For example, if the majority of scores are 90% or better, do not then adjust the scale to 97-100 is an A, 93-96 is a B, 90-94 is a C, etc.
3. Teachers should not give a student a ZERO because the student was absent for a group activity that they cannot make up.
4. Teachers should not require a student to make-up a quiz/test during a period when the student has another class. Teachers should provide time during THEIR OWN class, lunchtime, office hours, 7th period (if the student does not have a class), or before/after school.
5. Teachers should not require a student to stay after-school without advance notice.
6. Teachers should not offer extra credit that is not content-based (bringing in boxes of Kleenex, attending events for school spirit, etc.) or have (un)intended monetary consequences (activity that requires a fee, watching a movie, etc.)
7. Teachers should not take off points for use of hall pass without allowing students to make up points.
8. Teachers should not take away points from a student for not having materials for learning.



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Recommendations to the Board:

1. Pass the changes in the make-up policy.
2. Incorporate all the existing policies from edcode, handbook, and contract into one document.
3. Task Dr. Magee to meet with UTLA representation to update existing contractual language.
4. Task the Academic Accountable committee to continue to research and refine best policies and practices for grading. (e.g. use of zeroes, late work, weighting, etc.)
5. Grade Policy for summer school should be reviewed.

Departmental Grading Policy Template

A. Scales

B. Categories/Types of Assignments

C. % or weight of categories

D. PLC common grading specifications



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PHASING IN ASPECTS OF A SCHOOLWIDE GRADING POLICY
MIGHT INCLUDE

ZEROES

HOMEWORK

EXTRA CREDIT

USE SURVEYS TO GET DATA

QUESTION: DO WE INCLUDE CRITERION FOR MARKS?