

Instruction

GRADING

- A. Dropping classes (Analy/El Molino)
1. If a class is dropped after the 4th week of the semester, the student must obtain prior approval of the principal or designee for withdrawing because of illness, not having completed course preparation, or other compelling educational reason in order to receive a notation on the transcript of "Withdraw Pass –WP." WP shall not be counted in computing a student's Grade Point Average. Without such approval of the principal or designee, the notation on the transcript shall indicate "Withdraw Fail – WF." WF shall be counted as a class in computing a student's Grade Point Average.
- B. Changing from one course to another (Analy/El Molino)
1. Students may initiate a request for a change from one course to another through the first three weeks of the semester, Such requests may be either approved or denied by school officials as individual circumstances warrant.
 2. After three weeks, such change can be made only if the teachers involved and the student's counselor believe it is in the best interest of the student. The additional approval of an administrator is necessary, if required by the principal.
 3. If the change is made before the quarter is complete, the student will receive both grade and credit in the new course to which he transfers.
 4. If the change takes place at or after the quarter, the student will receive grade and credit for both the old course and the new course.

EXCEPTION: When a student changes to a similar course within the same department, at or after the quarter, school personnel have the option to give the student both grade and credit in the second course only for the entire semester (e.g. changing from 12th grade English "A" level to 12th grade English "B" level). In such cases, the teacher of the second course has the option to consider the grade given in the first course to date in calculating the semester grade.

- C. Incompletes
1. A teacher may issue a grade of "Incomplete" (I) when a student fails to complete necessary assignments//tests/etc. due to special circumstances which are beyond the student's immediate control.
 2. The attached "Incomplete Agreement" form should be used to specifically detail the work to be completed.

Administrative Regulation 6148(b)

3. All "incompletes" must be made up by the deadline indicated on the "Incomplete Agreement" form. This date shall be no later than the end of the next semester. If not made up in accord with the "Incomplete Agreement", and "Incomplete" becomes an "F".

D. Pass-Fail

A grade of "P" (pass) or "F" (fail) may be used on the report card in place of a letter grade in the following situations:

1. For Non-English speaking and limited English speaking students.
2. For Special Day Class (SDC) students that are mainstreamed.
3. In classes when a student is injured or ill and cannot do the prescribed work for a short period of time.
4. For Teacher Assistants (TA's)
5. For make-up work when a student is making up an incomplete or lost credit.
6. At the continuation school, for partial credits.
7. Other courses and circumstances as approved by the principal and superintendent.
8. Students may elect to take a course on a "Pass-Fail" basis rather than for a letter grade if all of the following circumstances exist:
 - a. The approval of the teacher is required. Teachers are not required to offer the "Pass-Fail" option in any class.
 - b. This option may be selected by students for a maximum of 4 semester's worth of work (e.g. 2 courses for 2 semesters each.)
 - c. If the P-F option is allowed by the teacher, the decision should normally be made by the end of the 5th week of the first quarter of the semester, after deficiency notices have been distributed. However, a teacher may allow students to wait and decide at the end of the 5th week of the second quarter of the semester.

Note: Students need to be aware that not all colleges accept coursework graded "P". "P" grades will not be computed as part of a student's GPA.

Agreement Regarding Incompletes

Student's name _____ Date _____

Incomplete work in _____ is to be made up as follows: (Be specific)

This is to be completed by _____

Signed: _____ Student

Signed: _____ Teacher

This agreement will be on file in the office until completed. Please fill out in duplicate.

Any incomplete becomes an "F" if not made up by the end of the next semester.
Any incomplete for other than absence due to illness must be approved by the principal.