

## Administrative Regulation

Grades, Marks, and Credit for 7-12 Courses; Definitions of

The following definitions, relating to grades, marks, and credit for 7-12 courses, shall be used by all intermediate and high schools:

- A. Marks as delineated below shall be made for grades. Grades relate to performance on individual assignments and proficiency in the class or course of instruction. Marks for “grades” shall largely reflect achievement on substantive assessments designed to measure student proficiency in a class or course of instruction. Any site or classroom policy regarding a student’s proficiency in a class or course of instruction is void unless approved in advance by the appropriate assistant superintendent or designee.

No penalty shall be assessed based on a student’s inability to provide materials, even if required for a class or specific course of instruction. Examples include: calculators, uniforms, etc. Any site or classroom policy regarding negative marks in “grades,” “citizenship,” or “work habits” based on inability to provide materials shall be void unless approved in advance by the appropriate assistant superintendent or designee.

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|---------------|--------|--|
| Excellent     | - “A”: | This mark is to be used when a student’s achievement has been excellent in all aspects of a course.  |
| Above Average | - “B”: | This mark is to be used when a student’s achievement is above the standard set for the average student in a course.  |
| Average       | - “C”: | This mark is to be used when a student’s achievement meets the standard set for the average student in a course.   |
| Below Average | - “D”: | This mark is to be used when a student’s achievement is below the standard set for the average student in a course, but above the failing standard. Credit for the course is earned. |
| Failing       | - “F”: | This grade is to be used when a student has not met many of the objectives of the course. No credit is earned.   |

No Grade	-“NG”: This mark is used when a student has been enrolled fewer than 45 days in school for the current semester, an insufficient amount of time to earn credit.
Withdrawal	<p>- “W”: During the first three weeks of each semester students may withdraw from a class without penalty if the following conditions are satisfied:</p> <ol style="list-style-type: none"><li>1. The student has the permission of the principal; and</li><li>2. The student’s new program has a minimum of five classes, or the student has permission for late entrance to a course which will bring the new program to a minimum of five classes.</li></ol> <p>After the first three weeks have passed, students may not withdraw from a class without being responsible for a grade except in unique situations and/or in cases of hardship. In these cases principals may allow a student to withdraw from a class without penalty. Administrative drops may result in a failing (F) grade. “W” - with the letter grade indicates the grade at the time of withdrawal from class.</p>
Incomplete	<p>- “I”: A student who has not completed a course for any reason will receive a grade of “Incomplete.”</p> <p>A grade of “I” shall be removed and replaced with the appropriate letter grade when a student completes the assigned make-up work not later than the end of the subsequent quarter of the next regular semester. If no make-up work or insufficient make-up work is done in the designated time, the teacher shall give the student the letter grade appropriate to work completed.</p>

Incomplete can also be given when a student enters the school late in the semester and additional time is needed to calculate a final grade. **In all cases, the “I” grade shall be changed to the appropriate letter grade.**

Satisfactory  
According to  
Ability  
(intermediate  
schools only)

–“SA”:  
A student may earn a mark of “SA” when the achievement is well below the standard set for typical students, but the student’s effort is sufficient to justify a mark other than “F”.

B. Work Habits/Citizenship

Marks for “citizenship” relate to a student’s conduct in the class or course of instruction. Marks for “work habits” relate to attendance, completion of assignments, and use of class study time. Marks for “grades” shall not be impacted by a student’s performance in other categories, such as “citizenship” or “work habits.”

- “O” – Outstanding
- “S” – Satisfactory
- “N” – Needs Improvement
- “U” – Unsatisfactory

C. Other Considerations

1. Completion

A student receiving a letter grade of “A”, “B”, “C”, or “D” has successfully completed the class and shall receive the appropriate course credit.

2. Exemption

No student completing a semester in the Garden Grove Unified School District may be excused from taking the final examination in any course or class regardless of any particular grade point average.

## D. 9-12 Transcript Credit Guidelines

All students enrolled 45 days or more in a semester are to receive a grade and credits for that semester. Refer to the *9-12 Transcript Credit Guidelines* on issuing credits when sending and receiving students. The *9-12 Transcript Credit Guidelines* shall be followed when students are received from teachers within the same school or district, or from teachers in another district. For a student entering a course in progress, the new teacher will proportionately weight the checkout or final (partial credits) grade from the previous teacher or district based on time enrolled in the previous course to generate a final grade. (For partial credits, see the *9-12 Transcript Credit Guidelines*.)

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