

---

## TK - 12TH GRADE REPORT CARD POLICY

California Pacific Charter Schools (“CPCS” or “Charter School”) adopts this TK - 8th Grade Report Card Policy to apply to all report cards and grades maintained by CPCS.

Report cards are required for all students in grades TK - 12. In addition, the credentialed teacher is responsible for determining all final grades as indicated in California Education Code.

### California Education Code

**ARTICLE 3. General Provisions [49062 - 49069.5] (*Article 3 enacted by Stats. 1976, Ch. 1010.*) 49066.**

(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.

### ONLINE PROGRAM METHODS OF EVALUATION

#### TK - 2nd Grade

1. Student’s overall academic performance in each area (ELA, math, science, social studies and physical education) is evaluated using the following criteria:
  - a. Observation
  - b. Graded student work
  - c. Chapter quizzes/tests
  - d. Completion progress of online coursework
  - e. Professional judgement
2. Student’s overall academic performance will be assigned a numeric value based on a 4-Point Grade Scale for ELA, math, science, and social studies. This grading scale gives parents a clear understanding of student performance and progress at the close of each semester. This 4-Point Grade Scale is as follows:
  - 4 - Exemplary:** Student consistently demonstrates an in-depth understanding of the standards, concepts, and skills taught during this reporting period. Student is working above grade level and produces outstanding work with little help or reteaching.
  - 3 - Proficient\*:** Student consistently demonstrates an understanding of the standards, concepts, and skills taught during this reporting period. Student meets

---

**TK - 12TH GRADE REPORT CARD POLICY**

grade level expectations, and is able to complete assignments with appropriate amount of instruction and assistance.

**2 - Approaching Proficiency:** Student is approaching an understanding of the standards, concepts and skills taught during this reporting period. Student is working towards grade level expectations. Student requires tools and reteaching to understand concepts being taught, works at a slower pace, or works slightly below grade level at a faster pace.

**1 - Non-proficient:** Student does not yet demonstrate an understanding of the standards, concepts, and skills taught during this reporting period. Student is working below grade level expectations. Student may have difficulty understanding new concepts. OR there is insufficient data to make a determination on progress.

*\*A student who earns a "3" is at grade level, and is where he/she needs to be working at this time. A student who earns a "4" is working above grade level and consistently provides excellent work in all areas of the course.*

3. Student's overall academic performance will be graded Pass/Fail value for PE. A Pass (P) grade is awarded for work that achieves a minimum total grade of 60% based on the criteria above.

### 3rd - 12th Grade

1. Student's overall academic performance in each area (ELA, math, science, social studies and high school specific courses ) is evaluated using the following criteria:
  - a. Observation
  - b. Graded student work
  - c. Chapter quizzes/tests
  - d. Completion progress of online coursework
  - e. Professional judgement
2. Students in grades 3 through 12 will earn grades using the standard A-F scale (see below) for all classes but PE. Grades will be specific to the grading scale.

**Outstanding performance in mastering of the subject. Achievement of superior quality.**

**97 - 100 = A+**

**93 - 96 = A**

**90 - 92 = A-**

---

**TK - 12TH GRADE REPORT CARD POLICY**

**Consistent performance in achievement beyond the usual requirement.  
Achievement of high quality.**

**87 - 89 = B+  
83 - 86 = B  
80 - 82 = B-**

**Performance meets grade level standards and expectations.  
Achievement suggests sufficient understanding of the subject/course.**

**77 - 79 = C+  
73 - 76 = C  
70 - 72 = C-**

**Minimally acceptable performance of course level material.  
Achievement suggests below average understanding.**

**67 - 69 = D+  
63 - 66 = D  
60 - 62 = D-**

**Achievement is at a level insufficient to demonstrate understanding  
of the basic elements of the course, and will not count towards  
graduation requirements.**

**59 and below = F**

3. Student's overall academic performance will be graded Pass/Fail value for PE. A Pass (P) grade is awarded for work that achieves a minimum total grade of 60% based on the criteria above.

*\*CPCS's policy is not to round grades. Students must earn the minimum required percentage at any bandwidth to be awarded the grade.*

*\*\*Credit is granted only for courses that earn a minimum of 60% out of a possible 100%. Honors and Advanced Placement (AP) courses are weighted per UC/CSU policy.*

---

**TK - 12TH GRADE REPORT CARD POLICY****INDEPENDENT HOME STUDY PROGRAM METHODS OF EVALUATION****TK - 5th Grade**

1. Student's overall academic performance in each area (ELA, math, science, social studies, physical education, and electives) is evaluated using the following criteria:
  - a. Observation
  - b. Graded student work
  - c. Chapter quizzes/tests
  - d. Completion progress of online coursework
  - e. Parent/guardian input from discussions at learning period meetings
  - f. Professional judgement
2. Student's overall academic performance will be assigned a numeric value based on a 4-Point Grade Scale for ELA, math, science, and social studies. This grading scale gives parents a clear understanding of student performance and progress at the close of each semester. This 4-Point Grade Scale is as follows:
  - 4 - Exemplary:** Student consistently demonstrates an in-depth understanding of the standards, concepts, and skills taught during this reporting period. Student is working above grade level and produces outstanding work with little help or reteaching.
  - 3 - Proficient\*:** Student consistently demonstrates an understanding of the standards, concepts, and skills taught during this reporting period. Student meets grade level expectations, and is able to complete assignments with appropriate amount of instruction and assistance.
  - 2 - Approaching Proficiency:** Student is approaching an understanding of the standards, concepts and skills taught during this reporting period. Student is working towards grade level expectations. Student requires many tools and reteaching to understand concepts being taught, works at a slower pace, or works slightly below grade level at a faster pace.
  - 1 - Non-proficient:** Student does not yet demonstrate an understanding of the standards, concepts, and skills taught during this reporting period. Student is working below grade level expectations. Student may have difficulty understanding new concepts. OR there is insufficient data to make a determination on progress.

---

**TK - 12TH GRADE REPORT CARD POLICY**

*\*A student who earns a “3” is at grade level, and is where he/she needs to be working at this time. A student who earns a “4” is working above grade level and consistently provides excellent work in all areas of the course.*

*\*\*If a student is working on curriculum below the current grade level, the student will earn a 1 or 2.*

3. Student’s overall academic performance will be graded Pass/Fail value for PE. A Pass (P) grade is awarded for work that achieves a minimum total grade of 60% based on the criteria above.

**6th - 12th Grade**

1. Student’s overall academic performance in each area (ELA, math, science, social studies, physical education, electives, and high school specific courses) is evaluated using the following criteria:
  - a. Observation
  - b. Graded student work, including required portfolio assignments
  - c. Chapter quizzes/tests
  - d. Completion progress of online coursework
  - e. Parent/guardian input from discussions at learning period meetings
  - f. Professional judgement
2. Students in grades 6 through 12 will earn grades using the standard A-F scale (see below). for all classes but PE. Grades will be specific to the grading scale.

**Outstanding performance in mastering of the subject. Achievement of superior quality.**

**97 - 100 = A+**

**93 - 96 = A**

**90 - 92 = A-**

**Consistent performance in achievement beyond the usual requirement. Achievement of high quality.**

**87 - 89 = B+**

**83 - 86 = B**

**80 - 82 = B-**

---

**TK - 12TH GRADE REPORT CARD POLICY**

**Performance meets grade level standards and expectations.  
Achievement suggests sufficient understanding of the subject/course.**

**77 - 79 = C+  
73 - 76 = C  
70 - 72 = C-**

**Minimally acceptable performance of course level material.  
Achievement suggests below average understanding.**

**67 - 69 = D+  
63 - 66 = D  
60 - 62 = D-**

**Achievement is at a level insufficient to demonstrate understanding  
of the basic elements of the course, and will not count towards  
graduation requirements.**

**59 and below = F**

3. Student's overall academic performance will be graded Pass/Fail value for PE. A Pass (P) grade is awarded for work that achieves a minimum total grade of 60% based on the criteria above.

*\*CPCS's policy is not to round grades. Students must earn the minimum required percentage at any bandwidth to be awarded the grade.*

*\*\*Credit is granted only for courses that earn a minimum of 60% out of a possible 100%. Honors and AP courses are weighted per UC/CSU policy.*

*\*\*\*Students taking online A-G courses or Community College courses will be graded by the instructor teaching the course*

**CHALLENGING REPORT CARD GRADES/TRANSCRIPTS**

Grades represent a student's mastery of concepts and skills at a given point in time. There are very few situations in which it is appropriate to change a student's grade on their report card/transcript retroactively. A change to an existing grade can be made for the following reasons:

---

**TK - 12TH GRADE REPORT CARD POLICY**

1. Grade calculation/entry error
2. Grade updated based on completion of outstanding coursework (marks of incomplete ["I"] only; this may not be used for credit recovery)

**California Education Code****ARTICLE 3. General Provisions [49062 - 49069.5] (*Article 3 enacted by Stats. 1976, Ch. 1010.*) 49066.**

(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.

**Appeal Process**

Once issued, transcripts cannot be revised unless evidence is provided to indicate that the report card/transcript is materially inaccurate. A student with proof of a calculation or entry error can petition the teacher of record or an administrator for a transcript revision. The teacher of the course and administrator will then review the report card/transcript to determine its accuracy. An administrator must make final approval of all grade changes. The registrar will be responsible for issuing a revised report card/transcript where it is deemed appropriate.

Any correction of a grade must take place within one year of the start date of the course in which the grade was assigned. Ex. The student receives an "I" for English 1 S1 on Jan 27, 2020, so the grade change must be requested by Jan 27, 2021 – exactly one year from the first day of class.

i.