

**OFFICE OF LARRY E. REIDER  
KERN COUNTY SUPERINTENDENT OF SCHOOLS**

**DATE:** February 11, 2004

**TO:** Alternative Education Teachers and Administrators

**FROM:** Jeanne Hughes

**SUBJECT:** Letter Grade Policy

The new Course of Study for Alternative Education presents a stronger, more comprehensive and standards-based approach to the curriculum offerings for court and community school students. As such, input was gathered from most of the court and community school programs during the Course of Study trainings regarding the possibility of changing the current letter grade policy. Since the majority of the staff was supportive of the change in our letter grade policy, this new policy will become effective immediately.

Letter grades may be awarded to students when the following conditions exist:

- Student is working on courses that are at or above grade level (not ability level)
  - I.e., high school aged students are working on high school or college prep courses, junior high students are working on junior high or high school courses, etc.
- Work completed for the course has been graded by the teacher without the opportunity of fixes, and is equivalent to the following overall standard increments for grades:
  - A: 90-100%
  - B: 80-89%
  - C: 70-79%
  - D: continues to not be an option as the Course of Study states that all work will be completed to at least a minimum of 70%
- Parent and teacher agree that working for letter grades is in the student's best interest and that this is an option and not a requirement.

Procedures

While the student is working on the coursework, teachers should make a record of the grades earned either in a grade book (for classroom) or on the assignment sheet for independent study. After completion of the course, teachers should record the letter grades, when applicable, on the classroom credit report (for classroom students), on the course completion sheet for community school students on independent study, or on the Master Agreement for CLC independent study students. If no grade is recorded, registrars will record the grade for the course in the usual manner, i.e. "Cr" for credit. This policy also applies to residential court school students. Since there currently is no classroom credit report mechanism at the teacher level, please work with Mrs. Coleman and Mr. Desmond when you occasionally have students who have earned letter grades. As forms are currently under revision, these procedures may change slightly once the forms are completely revised. It would also be wise to document on the current Course Record sheet of the letter grade.