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**TK - 8TH GRADE REPORT CARD POLICY**

Sage Oak Charter Schools (“SOCS”) adopt this TK - 8th Grade Report Card Policy to apply to all report cards and grades maintained by SOCS.

Report cards are standard for students in grades TK - 12 who have positive attendance for a minimum of 20 school days within a semester. 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.

**Methods of Evaluation****TK - 8th Grade**

**Numeric** grades are exclusively standards based

1. Student’s overall academic performance in each area (ELA, math, history, science, life skills and/or special interest) is evaluated using the following criteria
  - a. Observation
  - b. Graded student work
  - c. Chapter quizzes/tests
  - d. Parent/guardian input
  - e. Discussions at learning period meetings
  - f. Professional judgement
2. Numeric grade rubric for ELA and math
  - a. Level 1 - Below
    - i. One or two grade levels below standards
  - b. Level 2 - Approaching
    - i. Up to one grade level below standards
  - c. Level 3 - Proficient
    - i. At grade level standard
  - d. Level 4 - Advanced
    - i. Above grade level standards

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3. Numeric grade rubric for history, science, life skills and special interest
  - a. Level 1 - *Below*: One or two grade levels below in depth of learning and work product
  - b. Level 2 - *Approaching*: Up to one grade level below in depth of learning and work product
  - c. Level 3 - *Proficient*: At grade level in depth of learning and work product
  - d. Level 4 - *Advanced*: Above grade level in depth of learning and work product

**7th - 12th Grade**

**Letter** grades are based on the student's overall performance.

1. Student's overall academic performance in each area (ELA, math, history, science, life skills and/or special interest) is evaluated using the following criteria
  - a. Observation
  - b. Graded student work
  - c. Chapter quizzes/tests
  - d. Parent/guardian input
  - e. Discussion at learning period meetings
  - f. Professional judgement
2. Letter grade rubric for ELA, math, history, science, life skills and/or special interest
  - a. A 90 - 100%
  - b. B 80 - 89%
  - c. C 70 - 79%
  - d. D 60 - 69%
  - e. F 0 - 59%

**TK - 6th Grade Report Card - Optional**

SOCS provides parents/guardians the option to choose to opt-out of receiving a report card for students in TK - 6th grade.

1. Parent/guardian selects no report card for TK - 6
  - a. Alert teacher of decision in writing (note/email) at the beginning of EACH semester being evaluated
    - i. Deadline to notify the teacher is the first day of the semester being evaluated
  - b. If parent/guardian selects no report card for TK - 6 for BOTH semesters
    - i. Parent/guardian must notify the teacher in writing by the first day of EACH semester being evaluated
  - c. Teacher will document this request by the first day of the semester being evaluated
  - d. Teacher maintains documentation in teacher's records

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**TK - 8TH GRADE REPORT CARD POLICY****7th - 8th Grade Report Cards - Required**

SOCS requires report cards for 7th and 8th grade students. However, SOCS provides parents/guardians the option to choose the method of evaluation for 7th - 8th graders - **numeric** grades or traditional **letter** grades.

1. Parent/guardian selects **numeric** grades for 7th - 8th grade
  - a. Alert teacher of decision in writing (note/email) at the beginning of the semester being evaluated during learning period meeting one (LPM1)
  - b. Exception to numeric grades
    - i. Approved students taking high school courses must earn letter grades for those courses
  - c. Documentation must be maintained in the teacher's records
2. Parent/guardian selects traditional **letter** grades for 7th - 8th grade
  - a. Alert teacher of decision in writing (note/email) at the beginning of the semester being evaluated during learning period meeting one (LPM1)
  - b. Documentation must be maintained in the teacher's records

**Challenging Grades****California Education Code**

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**49066.**

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In the event that a parent/guardian disagrees with the student's final grade(s), the steps below must be followed

1. Parent/guardian will
  - a. Communicate the concern to the teacher in writing and provide the teacher the opportunity to explain the rationale for the final grade
2. Parent/guardian is not satisfied with teacher's rationale and will
  - a. Submit a formal challenge to the Assistant Director of Assessment and Accountability by submitting the [Parent/Guardian - Final Grade Challenge](#)
  - b. Assistant Director of Assessment and Accountability will
    - i. Review the challenge by ensuring the teacher used due diligence in evaluating the student's academic performance
    - ii. Communicate findings in writing to the parent/guardian within two weeks of receiving the formal challenge