

### ASSESSMENTS AND EXAMINATIONS

The purpose of examinations is to help Urban Charter Schools Collective (“UCSC”) students, parents/guardians, and teachers identify each student’s educational performance, growth and areas needing improvement in order to enhance teaching and learning. Examinations of student progress are based on numerous measures of student performance that provide a thorough evaluation and therefore, an extensive scope of the student’s learning.

#### Examinations Required by the State and Federal Governments

UCSC students shall participate in all state and federally required examinations. All examinations required by the state or federal law will be administered according to law on the dates required by law. Whenever examinations required by law are administered, all Principals or their designees shall provide parents/guardians written notice of the date of the examination, the uses and importance of the examination, and students’ test results.

Parents/guardians may obtain for their student(s) an exemption from the state and federal examinations only by written request sent to the Principal or his/her designee of the charter school that child attends.

USCS shall abide by the Individuals with Disabilities Education Act (“IDEA”), the Rehabilitation Act of 1973, and all other state and federal laws pertaining to special education. All Principals shall be responsible for ensuring that assessments are conducted for purposes of determining students’ eligibility for and appropriate placement in specialized educational programs, need for supplemental instruction, and eligibility for graduation.

#### Academic and Citizenship Grading

Student progress evaluation provides information on student learning and where the student needs improvement. Parents/guardians are integral to student educational accomplishments. Therefore, parent/teacher conferences will be conducted in the manner described in the applicable charter petition, or at least once per trimester if the charter petition does not state to the contrary. Parents/guardians will receive report cards indicating their student’s educational and citizenship progress. Parents/guardians will be notified of achievements and deficiencies in their student’s programs.

At parent/teacher conferences, parents/guardians will be informed as to the goals and objectives of the class, grading procedures for academic and citizenship grades, classroom practices and procedures, and parent/guardian responsibilities.

Academy Councils, with Board approval, are responsible for setting objective standards for grading academics and citizenships and shall make these standards known to the parents/guardians. Citizenship grades shall not be reflected in academic progress reports or grades.

## Process for Challenging Grades

Teachers are responsible for assigning grades to the students in their classes. In the absence of fraud, mistake, bad faith or incompetency, the grade shall be final. A grade change may not be made as the result of coercion by any person(s).

The appropriateness of a grade may only be challenged by following the procedures stated below:

1. If a student or parent/guardian believes a grade is the result of fraud, mistake, bad faith or incompetency, the student or parent/guardian may appeal to the teacher of the class within thirty (30) calendar days of the grade being assigned. Within fourteen (14) calendar days following the meeting, the teacher shall provide the student or parent/guardian with a decision regarding whether to change the grade.
2. If the issue cannot be resolved with the teacher, the student or parent/guardian may request a meeting with the Principal of the school within thirty (30) calendar days following the teacher issuing a decision regarding whether to change the grade. Any meeting with the Principal and student or parent/guardian shall include the teacher who assigned the grade in dispute. Within fourteen (14) calendar days following the meeting, the Principal shall provide the student or parent/guardian with a written decision regarding whether to change the grade.
3. If the matter is still unresolved, the student or parent/guardian shall appeal in writing to the Superintendent within thirty (30) calendar days following the Principal issuing a decision regarding whether to change the grade. The appeal shall allege specifically how the teacher's grading system reflects fraud, mistake, bad faith or incompetency. The student or parent/guardian shall then meet with the Superintendent or designee. Within fourteen (14) calendar days following the meeting, the Superintendent or designee shall provide the student or parent/guardian with a written decision regarding whether to change the grade. Students' grades will not be changed by the Superintendent or designee without the input of the teacher who assigned the grade.
4. If the matter is still unresolved, the student or parent/guardian shall appeal in writing to the Board of Directors ("Board") within thirty (30) calendar days following the Principal issuing a decision regarding whether to change the grade. The appeal shall allege specifically how the teacher's grading system reflects fraud, mistake, bad faith or incompetency. The student or parent/guardian shall then meet with the Board at a Board meeting conducted in compliance with the Brown Act. Within fourteen (14) calendar days following the meeting, the Board Chair or designee shall provide the student or parent/guardian with a written decision regarding whether to change the grade. Students' grades will not be changed by the Board without the input of the teacher who assigned the grade. The decision of the Board shall be final and binding.

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URBAN CHARTER SCHOOLS COLLECTIVE  
Sacramento, California