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## ADMINISTRATIVE POLICY

### DEPARTMENT NAME

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#### SUMMARY

It is important that everyone involved in a student's education has an accurate knowledge of student achievement based on evidence of learning to accurately evaluate students' needs and growth. To achieve this, a sharing of information among parents/guardians, teachers, and students is essential.

All students must have the opportunity to demonstrate progress toward mastery of the standards, knowledge, and skills of students' current grade level or course content level. Students who have not yet met or who exceeded grade level standards as measured by district or state assessments, will be offered additional instruction opportunities in the form of individualized interventions, group interventions, learning extensions, or an opportunity to retake a course or otherwise demonstrate required levels of standards mastery if required for graduation.

Progress marks vary by elementary and secondary level and must conform to the grading system guidance as set forth in INS-A031.

#### INSTRUCTION

1. Parents/Guardians and students will be informed of their student's progress toward achieving the academic content standards on a regular schedule per the current school year calendar and on an as needed basis. Progress reports, including term grades or other progress marks, must indicate the following:
  - a. Information on progress in each subject area to meet or exceed the academic content standards at the student's current grade level or course content level, including major goals used to determine progress information;
  - b. Specific evidence of student progress toward mastery of a continuum of academic knowledge and skills (academic content standards) of a subject area, upon request from a parent;
  - c. Evidence of the student's progress in a continuum of knowledge and skills that are not academic and that may include student behaviors that are defined by the district;
  - d. Student scores on all state and local assessments indicating any of the requirements that have been waived for the district or the individual and time periods for the waiver; and,
  - e. Student progress toward completion of diploma requirements to parents/guardians of students in grades 9-12, including credits earned.
2. Parents/Guardians will be alerted when a student's behavior interferes with academic progress or when performance shows marked or sudden decline.
  - a. Communication with parents/guardians will utilize regular communication channels such as district supported electronic communication and telephone as outlined in HUM-W050.
3. Secondary level educators will follow the work instruction for the secondary level (INS-W025) and these guidelines when determining grades, scores, and portfolio content assessment.
  - a. Grades and scores will be based upon demonstrated academic performance in relation to the knowledge and skills defined in the course grade level standards;
  - b. Grades and scores will not include student behavior;
  - c. Grades and scores will not be used for disciplinary purposes;
  - d. Absenteeism or misconduct will not be the sole criterion for the reduction of a student's grade (OAR 581.021.0022);
  - e. When reported, behavior performance will be reported separately (OAR 581.022.2270).
4. At comparable levels, the school district will ensure consistency in grading and scoring practices between like courses, as well as consistency in reporting practices except when this consistency is inappropriate for certain classes or certain students (e.g., students earning a modified diploma);
5. When no grades are given but the student is evaluated in terms of progress, the school staff will show whether the student is achieving course requirements at the student's current grade level;
6. The staff will take particular care to explain to students and parents/guardians the meaning of marks and symbols used to reflect student performance, including the use of interpreters if needed.

## **ASSOCIATED DOCUMENTS**

- INS-A031
- INS-W025
- CUR-M004

## **LEGAL REFERENCES:**

- [ORS 107.154](#)
- [ORS 329.485](#)
- [ORS 343.295](#)
- [OAR 581-022-2260](#)

## **APPROVAL AUTHORITY**

- Exec Team

## **REVISION HISTORY**

- 07/06/2023 – New document created.