

INSTRUCTION

Grading and Progress Reports

The Board believes that the cooperation of school and home is a vital ingredient in the growth and education of the student and recognizes the responsibility to keep parents informed of student welfare and progress in school. The Superintendent will establish a system of reporting student progress and will require all staff members to comply with such a system as part of their teaching responsibility.

The District will issue grades and written or electronic progress reports and provide opportunities for parent conferences to serve as a basis for continuous evaluation of the student's performance and to help in determining changes that should be made to impact student performance. These written and verbal reports will be designed to provide information that will be helpful to teachers, counselors and parents and will assist the student in determining changes that should be made to effect improvement.

The District will comply with the marking/grading system incorporated into the statewide standardized high school transcript. A high school student's grade point average will be reported for each semester, individually and cumulatively.

Teachers will notify the student and/or parents of the student learning goals or standards for their classes. Teachers may, in certain circumstances, consider a student's attendance in determining the student's overall grade or deciding whether to grant or deny the student credit. If in-class participation is used as a basis of the evaluation process, a student's grades may be adversely affected by an unexcused absence or tardy on the day of a graded participation activity. Teachers must take into consideration the circumstances pertaining to the student's inability to attend school. If written assignments are used as a basis of the evaluation process, those written assignments must be evaluated and returned to the students in a timely manner. Students who feel that attendance or tardiness factors have been unfairly applied, may appeal to the principal to determine a resolution.

If a student has lost or willfully cut, defaced, or injured property of the District, a contractor of the District, a District employee, or another student, the District may withhold the student's grades, diploma, or transcript until the student or the student's parent or guardian has paid for the damages. If the student and parent or guardian are unable to pay for the damages, the District will provide a program of voluntary work for the student in lieu of payment of monetary damages. If the student is transferring to a non-district school, and the enrolling school requests a copy of the student's records, the District may withhold the student's official transcript, but will transmit information about the student's academic performance, special placement, immunization records, and records of disciplinary action, and history of violent behavior or behavior listed in RCW 13.04.155. Information will be transmitted within two (2) school days and copies of the records will be sent as soon as possible. The enrolling school will

be notified that the official transcript is being withheld due to an unpaid fee or fine. Upon payment for damages or the equivalency through voluntary work, the transcript will be released.

The student or his/her parents/guardians may appeal the imposition of a charge for damages to the Superintendent. The Superintendent's decision may be appealed to the School Board. Care will be exercised by advising students and their parents/guardians, in writing regarding the nature of the damages, how restitution may be made, and how a student or his/her parent/guardian may request a hearing. When damages are \$100 or less, a parent/guardian and/or student has a right to appeal the imposition of a fine in a manner similar to that specified for a short-term suspension. When damages exceed \$100, the parent/guardian and/or student may request a hearing in the manner provided for a long-term suspension.

Cross References: Board Policy No. 3122 Excused and Unexcused Absences
3520 Student Fines, Fees and Charges

Legal References: RCW 28A.150.240(2g) Certificated teaching &
Administrative staff as accountable for classroom
teaching. Scope—Responsibilities—Penalty
RCW 28A.225.330 Enrolling students from other districts – Request for
Information and permanent records – Withheld
Transcripts – Immunity from liability – Notification
To teachers and security personnel – Rules.
RCW 28A.230.125 Development of standardized high school transcripts.

RCW28A.635.060 Defacing or injuring school property—Liability of
or guardian. Withholding grades, diploma, or
transcripts – Suspension and restitution – Voluntary
work program as alternative -Rights protected

RCW28A.600.030 Grading policies—Option to consider—attendance

WAC 180-51-050 High School credit – Definition

WAC 392-410-340 Equivalency credit for alternative learning
experiences, Non-high school courses,
electronically mediated courses, work experiences,
and challenges

WAC 392-415 Secondary Education—Standardized High School
Transcript

WAC 392-210

Student testing and evaluation Washington State
Honors Awards Program

Classification: Priority

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