

**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 issuance of grades, written progress reports and parent conferences on a regular schedule serves as the basis for continuous evaluation of the student's performance and determining changes that should be made to effect improvement. These written and verbal reports shall be designed to provide information that will be helpful to the student, teacher, counselor and parent.

The district shall comply with the marking/grading system incorporated into the statewide standardized high school transcript. Secondary students grade points shall be reported for each term individually and cumulatively.

The board directs the superintendent to establish a system of reporting student progress and shall require all staff members to comply with such a system as part of their teaching responsibility.

At the beginning of each term, each teacher shall specify in writing the student learning goals or standards for his/her respective courses. If participation is used as the basis of mastery of a goal or standard, a student's grades may be adversely affected provided on that day there was a graded participation activity. If the teacher does not so advise students in writing, the teacher may not use attendance and participation in the grading process. Individual students who feel that an unjust application of attendance or tardiness factors has been made, may follow the appeal process for resolving the differences.

A student's grade report may be withheld until such time the student pays for any school property that has been lost or willfully damaged. Upon payment for damages or the equivalency through voluntary work, the grade report will be released. The student or his/her parents may appeal the imposition of a charge for damages to the superintendent and board of directors.

Cross References: Board Policy 3122 Excused and Unexcused Absences  
3520 Student Fines, Fees and Charges

Legal References: RCW 28A.150.240(2g) Basic Education Act of 1977--  
Certificated teaching &  
administrative staff as  
accountable for classroom  
teaching--Scope--  
Responsibilities--Penalty  
28A.635.060 Defacing or injuring school  
property--Liability of  
parent or guardian  
28A.600.030 Grading policies--Option to  
consider--Attendance  
WAC 392-400-235 Discipline--Conditions &  
limitations  
180-44-010 Responsibilities Related to  
instruction  
392-415 Secondary Education--  
Standardized High School  
Transcript  
392-210 Washington State Honors Award  
Program

Adoption Date: 10/07/97

Grading and Progress Reports

The grade point averages for grades 9-12 shall be calculated in the following manner:

A. Each students "grade point average" shall be the sum of the point values, of all the marks/grades received for all courses attempted divided by the sum of the credits for all courses attempted. The grade point value shall be calculated by multiplying the numerical value of the mark/grade earned by the number of credits assigned to the course.

B. The numerical value of grades are:

- |             |                  |
|-------------|------------------|
| 1. A = 4.0  | 7. C = 2.0       |
| 2. A- = 3.7 | 8. C- = 1.7      |
| 3. B+ = 3.3 | 9. D+ = 1.3      |
| 4. B = 3.0  | 10. D = 1.0      |
| 5. B- = 2.7 | 11. E or F = 0.0 |
| 6. C+ = 2.3 |                  |

The minimal passing mark/grade is D = 1.0. Pass/fail, credit/no credit, and satisfactory/unsatisfactory marks may also be used. These non-numerical marks/grades shall be clearly identified and excluded from the calculation of grade point average.

C. Marks/grades for courses taken shall be included in the calculation of grade point averages. Only the highest mark/grade for a class/course taken more than once to improve a mark/grade shall be included in the calculation of grade point averages. Grade point averages shall be calculated to two decimal places and reported for each trimester/semester or other term and for the cumulative credits earned for all courses attempted in high school.

The standardized high school transcript shall contain:

- A. The student's name (last name, first name, and middle names or middle initials);
- B. The student's current address, address at graduation, or address at withdrawal from school (street, city, state, zip code);
- C. The student's birth date and sex;
- D. The student's identification number (if applicable);
- E. The school's name;
- F. The school's address (street, city, state zip code, and telephone number);

- G. The dates of the student's entry, reentry, withdrawal, and graduation (if applicable) related to the school issuing the transcript;
- H. The student's academic history for high school (grade level and date of course completion, course titles, marks/grades earned, credits attempted, and grade point average);
- I. The name and address of parent(s) or guardian(s) (street, city, state, zip code) if such information is available;
- J. A list of previous high schools attended (school name, address, city, state, and month and year of entrance and exit); and
- K. The signature and/or seal of the authorized school official (name, title, and date).

Revised: 1/21/03