

Grading and Progress Reports

The Oak Harbor School District Board of Directors 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 regular issuance of grades, and written or online progress reports serve 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 are designed to provide information that will be helpful to the student, teacher, counselor and parent.

The level of student achievement is part of the comprehensive reporting system to parents carried out by Oak Harbor Schools. The reporting system includes parent-teacher conferences and written or online reports. The grading criteria accompanying report cards are provided to assist parents in determining a student's level of achievement.

In addition, all teachers will make every effort to communicate with parents by telephone, email, through progress reports, in-person conferences, or other means whenever a significant change, either improvement or regression, develops in a student's work. Principals, counselors, and teachers will make every effort to make students and parent aware of the student services available in the school district.

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

Grading practices in grades K-12 must be adjusted to meet the terms as specified in a student's Individual Education Plan (IEP) or a student's Section 504 Plan (IAP). These accommodations may include, but are not limited to: modified course expectations; modified length or number of assignments; and/or modifications to the course grading structure.

The district will comply with the marking/grading system incorporated into the statewide, standardized high school transcript. A student's grade point will be reported for each term, individually and cumulatively. Criteria will be set for the possible repeat of a high school course.

At the beginning of each term, each teacher of grades 9-12 will specify, in a written course syllabus, the student competencies for his/her respective courses and the basis on which mastery will be determined and grades assigned. All course syllabi must be approved by the high school principal or designee. All classes of each course must have common syllabi, competencies, major products, midterms, final exams, and grading standards. Participation may be used as the basis of mastery of an objective provided that this expectation is specified on the course syllabus. A student's grades may be adversely affected by excused or unexcused absence provided that, on that day, there was a graded participation activity. If the teacher does not so advise students and parents on the written course syllabus 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. If a student has transferred to another school district that has requested the student's records, but that student has an outstanding fee or fine,

only records pertaining to the student's academic performance, special placement, and discipline actions will be sent to the enrolling school, within two school days. The official transcript will not be sent until the outstanding fee or fine is discharged. The enrolling school will be notified that the official transcript is being withheld due to an unpaid fee or fine. The student or his/her parents may appeal the imposition of a charge for damages to the superintendent and Board of Directors.

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| Cross References: | Board Policy 2422 | Homework |
| | Board Policy 3122 | Excused and Unexcused Absences |
| | Board Policy 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 |
| | RCW 28A.600.030 | Grading policies — Option to consider — Attendance |
| | RCW 28A.635.060 | Defacing or injuring school property — Liability of parent or guardian |
| | WAC 180-44-010 | Responsibilities Related to instruction |
| | WAC 392-210 | Washington State Honors Award Program |
| | WAC 392-400-235 | Discipline — Conditions and limitations |
| | WAC 392-415 | Secondary Education — Standardized High School Transcript |