



2200 M Avenue | Anacortes, WA 98221 | Phone 360-503-1200 | Fax 360-503-1201 | [www.asd103.org](http://www.asd103.org)

Policy No. 2420  
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 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 effect improvement. These written and verbal reports will be designed to provide information that will be helpful to the student, teacher, counselor and parent.

The district will 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 Superintendent or designee 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.

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. Students who feel that attendance or tardiness factors have been unfairly applied, may appeal to the principal to determine a resolution.

Cross References:                    3520 - Student Fees, Fines, or Charges  
    3122 - Excused and Unexcused Absences

Legal References:                    RCW 28A.150.240(2)(g) Certificated teaching and 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 pupil, parent, or guardian Withholding grades, diploma, or  
    transcripts — Suspension and restitution — Voluntary work  
    program as alternative — Rights protected  
    WAC 392-210 Student testing and evaluation - Washington state  
    honors award program  
    WAC 392-415 Secondary education - Standardized high school  
    transcript

Adoption Date: 1/14/99

Classification: Encouraged

Revised Dates: 10.07; 12/01/2011; 06.21. 10.23