

POLICY NO. 5240
Adopted: 11-14-79
Revised: 1-24-96

REPORTING ON PUPIL PROGRESS

POLICY:

The Lake Stevens School District No. 4 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 Board will provide parents with periodic written and oral reports of their children's performance.

REPORTING ON PUPIL PROGRESS

PROCEDURES:

1. General Procedures

- 1.1 Pupil progress shall be reported to parents a minimum of four (4) times a year with the following provisions:
 - 1.1.1 Elementary. A minimum of three written; one parent/teacher conference. Additional conferences will occur as needed throughout the year.
 - 1.1.2 Secondary. A minimum of four computer per year.
 - 1.1.21 Only the end of the semester reports are grades of record which compute toward the student's grade point average. They are the first semester (which occurs on or about January 25), and the second semester, which occurs at the end of the school year. All other reports are "Progress Reports."

2. Progress Reporting for Elementary Students

- 2.1 Reports to parents of elementary students will include information about the growth and progress of their children in all aspects of the school curriculum, including:
 - 2.1.1 Intellectual development
 - 2.1.2 Physical growth and skill development
 - 2.1.3 Social growth
 - 2.1.4 Emotional growth
 - 2.1.5 Aesthetic development in appropriate courses

- 2.2 The standard elementary report card shall be used for kindergarten, primary, and intermediate grades.
- 2.3 The conference report forms shall be used.
- 2.4 Other reporting forms previously approved by the Board of Directors may continue to be used.
- 2.5 Procedures for changing the present forms of reporting shall be the same as for other areas of the instructional program.

3. Grading of Secondary Students

- 3.1 A standardized computer reporting form is to be used in all secondary schools. Letter grades and symbols shall be interpreted as follows.
 - 3.1.1 A "C" grade indicates the student has satisfactorily completed the minimum objectives for the achievement of course requirements. The quality of this student's work is the standard from which other passing grades (A, B, D) are derived.
 - 3.1.2 A "B" grade indicates the student has satisfactorily completed at more than a minimal level the objectives established for the achievement of course requirements. Also, this student's work meets additional criteria established by the teacher which marks it as being superior to the work required for a "C" grade.
 - 3.1.3 An "A" grade indicates the student has satisfactorily completed all objectives established for the achievement of course requirements. Also, this student's work meets additional criteria established by the teacher which marks it as being clearly superior to the work required for a "B" grade.
 - 3.1.4 A "D" grade indicates the student has not completed all objectives of the course, but he has accomplished enough that the teacher does not feel justified in failing him/her or denying him/her credit for the course. Ordinarily a "D" grade disqualifies a student from taking successive classes in a series of courses.

- 3.1.5 An "F" grade indicates the student has failed to complete the objectives of the course.
- 3.1.6 An "S" grade is used to evaluate a student who has satisfactorily completed the objectives of a course for which A, B, C, and D grades are not appropriate. An "S" grade will not be computed in the grade point average.
- 3.1.7 An "N" grade designates "no credit".
- 3.1.8 An "I" stands for incomplete; the student has been unable to complete his/her work because of illness or other extenuating circumstances.
- 3.1.9 A "W" indicates the student withdrew from the class before an established deadline. No credit was given.
- 3.2 The teacher of a course shall normally give a passing grade to a student who is working to the limit of his/her ability, as well as to the student who has reached the desired standards.
 - 3.2.1 Students who are working to the limit of their ability will be identified by the school Guidance Team.
- 3.3 Performance standards shall be set and maintained in all subjects. Standards set shall be appropriate to the particular subject. Students who do not meet the minimum level of performance necessary for completion of a course shall be failed or given an "N" grade, with the exception of those students noted in 3.2 above.
- 3.4 A student who receives an "F" grade at the semester will receive a written notice prior to the semester noting the deficiencies.
- 3.5 Grading and Progress Reports
 - 3.5.1 The grade point averages for grades 9-12 shall be calculated in the following manner:
 - 3.5.1.1 Each student's "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.

3.5.2 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.

3.5.3 Marks/grades for all courses taken 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.

3.6 The standardized high school transcript shall contain:

- 3.6.1 The student's name (last name, first name, and middle names or middle initials);
- 3.6.2 The student's current address, address at graduation, or address at withdrawal from school (street, city, state, zip code);
- 3.6.3 The student's birth date and sex;
- 3.6.4 The student's identification number (if applicable);
- 3.6.5 The school's name;
- 3.6.6 The school's address (street, city, state zip code, and telephone number);

- 3.6.7 The dates of the student's entry, reentry, withdrawal, and graduation (if applicable) related to the school issuing the transcript;
- 3.6.8 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);
- 3.6.9 The name and address of parent(s) or guardian(s) (street, city, state, zip code) if such information is available;
- 3.6.10 A list of previous high schools attended (school name, address, city, state, and month and year of entrance and exit); and
- 3.6.11 The signature and/or seal of the authorized school official (name, title, and date).

4. Progress Reports, Grade Changes and Follow-up of Failures

- 4.1 The principal is responsible for building procedures which assure that appropriate attention is given to students' progress.
 - 4.1.1 Building procedures shall be established in each school to communicate good behavior and good academic progress by students.
 - 4.1.2 Building procedures shall be established in each school to assure that communication takes place between the school and the home in the event the student is in danger of failing a course or where a student has had a significant change in his/her grade. The procedure shall assure timeliness of the notification and shall specify the manner by which notification is provided to the parent or guardian.
 - 4.1.3 If a student is failing a course, as early as possible in the semester, the teacher/counselor will contact the parent to develop a remediation plan.