

## GRADING AND PROGRESS REPORTS

The district recognizes its responsibility to keep parents informed of student welfare and progress in school. The superintendent shall 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. 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.

Communication regarding student performance will be provided through attendance reports, progress reports, assessment results, grades, report cards, other student information and parent conferences. These written and verbal reports shall be designed to provide information that will be helpful to the student, teacher, counselor and parent/guardian.

If any property of the school district, a contractor of the district, an employee, or another student has been lost or willfully cut, defaced, or injured, the student responsible may have his/her grade report, diploma, and or transcript withheld until such time the student or the student's parent/guardian 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/designee.

In accordance with policies and procedures 3231 and 3231P (Student Records) and the Family Rights and Privacy Act (FERPA), the district is committed to appropriately protecting privacy rights pertaining to student records.

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

**Adoption Date: 08.08.05**  
**Issaquah School District**  
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